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Water Utility

**MEQUON MUNICIPAL WATER UTILITY COMMISSION**  
**Regular Meeting**  
**Monday, October 30, 2023**  
**6:30 PM**  
**Christine Nuernberg Hall**

**Minutes**

1) Call to Order, Roll Call

The meeting was called to order at 6:30 PM.

**Present:**

Commissioner Andrew Nerbun  
Commissioner Kelly Tolocko  
Commissioner Dale Mayr  
Commissioner Jeffrey Hansher  
Commissioner Gregg Bach  
Commissioner Brian Parrish  
Commissioner Kathleen Schneider  
Commissioner William Gebhardt  
Commissioner Robert Strzelczyk -- **Excused**

Also present: City Administrator Jones, Director of Public Works/City Engineering Lundeen, Water Utility Supervisor Voigt, Finance Director Engroff, Assistant Finance Director Keyser, and Administrative Assistant Schlereth.

2) Approval of Meeting Minutes

a. October 10, 2023, Minutes

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Commissioner Schneider  
**SECONDED BY:** Commissioner Gebhardt

**AYES:** Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt  
**NOT PRESENT:** Strzelczyk

3) Discussion and Possible Action

- a. Request for the Reassignment of \$1,500,000 in Undesignated Cash Reserves to One-Time Capital Projects

Clarification that the accumulated of the excess funds have been acquired since the inception of the water utility.

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Commissioner Mayr  
**SECONDED BY:** Commissioner Hansher

**AYES:** Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt  
**NOT PRESENT:** Strzelczyk

- b. Proposed FY 2024 Water Utility Budget

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Commissioner Parrish  
**SECONDED BY:** Commissioner Bach

**AYES:** Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt  
**NOT PRESENT:** Strzelczyk

- c. Authorization to Purchase 250 Water Meters and Associated Appurtenances in an Amount Not-to-Exceed \$80,000

Staff clarified that readings are obtained from each water meter using a drive by system.

The past three generations of radios on the meters could use the drive by system, but moving forward the Water Utility will transition to a fixed based network.

The meter reading company, Itron will transition to using Wi-Fi to collect readings. Depending on advancing technology, upgrades to smart meters may be needed for the Water Utility to change over to Advanced Metering Infrastructure (AMI) reading system.

Every 20 years a water meter requires the measurement chamber changed. The radios on the meter also need batteries replaced about every 20 years.

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Commissioner Hansher  
**SECONDED BY:** Commissioner Gebhardt

**AYES:** Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt  
**NOT PRESENT:** Strzelczyk

- d. Authorization for the Mequon Water Utility to Exceed \$25,000 for the Purchases and/or Services from Core and Main, Etna Supply, Grunau, Mid-City, MJ Construction and Rozga to Complete Projects as Needed During Fiscal Year 2024

Staff clarified that the Purchasing Policy requires vendors to be authorized to exceed \$25,000 in annual work. A list of vendors staff anticipates may exceed for emergency repairs was presented to the Commission.

One Commissioner proposed the Common Council consider an increase to the Purchasing Policy.

**RESULT:** Approved by Roll Call Vote [Unanimous]  
**MOVED BY:** Commissioner Schneider  
**SECONDED BY:** Commissioner Gebhardt

**AYES:** Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt  
**NOT PRESENT:** Strzelczyk

4) Adjourn

- a. Motion to Adjourn at 6:45 PM

Respectfully Submitted,

*Ren Schlereth*  
*Administrative Assistant*