

**WATER & SEWER COMMISSION MINUTES**  
**WEDNESDAY, September 8, 2021**  
**4:00 PM**

Water and Sewer Commission President Shanley called the Regular Meeting of the City of Platteville Water and Sewer Commission to order on Wednesday, September 8th at 4:00 pm.

**W/S Commission members present:** Isaac Shanley, Barb Daus (left at 5:22 pm), Ken Kilian, Brian Laufenberg, Chris Wilson (arrived 4:12 pm)

**W/S Commission members excused/absent:**

**City Staff present:** Public Works Director - Howard Crofoot, Administration Director – Nicola Maurer, City Manager – Adam Ruechel, Utility Superintendent-Irv Lupee, Comptroller – Sheila Horner

**City Staff excused:**

**Public present:**

**Citizens' Comments –**

The Consent Calendar was presented for consideration. **Motion by Daus, second by Laufenberg to approve the Consent Calendar:** August 10, 2021 Minutes, August Financial Report, August Bank Reconciliation and Investments Report, Payment of Bills (8/5/2021 – 9/2/2021), August Water Quality Report. **Motion carried.**

**ACTION ITEMS:**

**Policy on Water Disconnects –** Ruechel presented the updated copy of the Policy on Water Disconnects. Ruechel stated that due to regulations from the PSC the utility is not allowed to require a co-signer for Deferred Payment Agreements that vary from a standard DPA agreement. Members recommended the following updates to the policy:

Original            Section D: Reconnection

1. ...Payments and DPAs must be completed before 3:00pm. Requests for reconnection that cannot be met by 3:00pm will be addressed the next business day.

Edited              Section D: Reconnection

1. ...Payments, DPAs and reconnections must be completed by 3:00 pm.

Original            Section E: Continued Occupancy During a Disconnection Period

1. ... the residence may be placarded which will involve restrictive use for occupancy until the delinquency is resolved.

Edited              Section E: Occupancy During a Disconnection Period

1. ... the residence shall be placarded which will prohibit occupancy until the delinquency is resolved.

Horner recommended the following edit:

Original            Section B: Disconnections

2. ... A default may also disqualify the customer from a future Deferred Payment Agreement

Edited              Section B: Disconnections

3. ... A default will disqualify the customer from a future Deferred Payment Agreement

**Motion by Daus, second by Laufenberg to recommend the Policy on Water Disconnects with the recommended changes to the Common Council for adoption. Motion carried.**

**Sewer Ordinance –** Crofoot presented a revised proposal of the City's Sewer Ordinance. The only change from the last meeting was the temperature.

**Motion by Daus, second by Laufenberg to recommend the Sewer Ordinance to the Common Council for adoption. Motion carried.**

**Sewer Rates –** Crofoot presented the Proposed 2021 Sewer Rates. The proposed increase was 2.91% for fixed charges and 3.37% for usage charges. Members recommended a higher increase to start due to no increases in recent years. They agreed on a set 5% increase for both fixed and usage charges. The new rates will be implemented in late 2021, and will be in effect through 2022.

**Motion by Daus, second by Laufenberg to recommend the proposed 5% increase to the Common Council for approval. Motion carried.**

**2022-2026 Water/Sewer Capital Improvement Plan** – Ruechel presented the updated 2022-2026 Water/Sewer CIP. Kilian requested a more detailed listing of all city streets and when they are scheduled for replacement.

**Motion by Daus, second by Laufenberg to accept the document as presented.**

**ITEMS OF DISCUSSION:**

**2022 Budget Review** – Maurer presented the Proposed 2022 Water & Sewer Budget. Ruechel explained that the compensation plan adopted in 2016, which included steps to bring all position wages to a market rate, has not been properly implemented due to budgetary constraints. Implementation of a step increase for eligible staff is under consideration for the 2022 budget and may be incorporated in the updated Water & Sewer budget. Daus requested a copy of the current compensation plan. The 2022 Budget will be presented for action at the October Commission meeting and will include adjustments to the sewer rates and dental insurance.

**Motion made by Laufenberg, second by Wilson to adjourn. Motion carried.**

Meeting adjourned at 5:30 pm.

Respectfully Submitted,  
Sheila Horner  
Comptroller