

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, JUNE 24, 2024**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by President Diedrich at 4:00 p.m. on Monday, June 24, 2024. In attendance were Commissioners Allie, Hornung, McMeans, Nickels, Roberts, and Sitkiewitz. Also present were Rob Michaelson, Andy Onesti, Cindy Carter, and Carissa Grimm - MPU; Troy Adams - General Manager; and Attorney Andrew Steimle - Steimle Birschbach, LLC.

**AWARDS/RECOGNITION/ACHIEVEMENTS:** T. Adams recognized with the commission the recipient of this year's MPU Scholarship.

**AWWA ACE24 UPDATE:** This was moved ahead on the agenda. Rob Michaelson provided an update of the conference. He attended the conference as a board member of AWWA and touched on some of the issues being discussed at the national level.

Rob Michaelson left the meeting at 4:09 p.m.

**CONVENE MEETING TO CLOSED SESSION:** Notice had been previously given that Manitowoc Public Utilities Commission will adjourn into a closed session during the June 24, 2024 meeting pursuant to Section 19.85(1)(e) to discuss the approval of the minutes of the May 20, 2024 Closed Session Meeting, the Manitowoc Refuel Renewable Project, and Negotiation of Public Property.

**MOTION:** A Motion to convene in closed session was made by Commissioner McMeans and seconded by Commissioner Hornung Motion carried unanimously. Accordingly, the Commission convened in closed session at 4:10 p.m.

The meeting was reconvened to open session at 4:48 p.m.

**APPROVAL OF ITEMS FROM CLOSED SESSION:**

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner McMeans to approve up to \$300,000 for various expenses relating to the MRRP including consultants to develop the PSC application, completing the drying/pyrolysis facility design, torrefaction/pyrolysis unit rental, and costs related to stack testing and modifications. Motion carried unanimously.

Commissioner Allie left the meeting at 4:49 p.m.

**CASH RESERVE RESOLUTION TERMINATION:** In September 2023, the Commission adopted the MPU Commission Policy D4c -Financial Reserves. This policy requires the General Manager to "ensure that MPU maintains cash reserves for its electric, water, wastewater, steam/hot water, and broadband utility enterprises". To accomplish this, a new MPU Management Policy has been developed, Cash Reserve Policy, which sets the expectations and parameters for restricted cash and investments at MPU. As such, the following Commission Resolutions were requested to be terminated: Resolution 2011-2 CBCWA Transmission Repair Fund; Resolution 2011-3 Water Treatment &

Pumping Facilities Repair Fund; Resolution 2015-2 Membrane & Assoc. Equip.- Infrastructure Replacement Fund; Resolution 2019-1 Broadband Infrastructure Fund; Resolution 2023-1 Cash and Short-Term Investment Reserves; Resolution 2023-5 Steam Infrastructure Replacement Fund; and Resolution 2023-6 Capital Reserve Funds.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Sitkiewitz to terminate the resolutions presented at the meeting. Motion carried unanimously.

**ORGANIZATIONAL PURPOSE POLICY:** The working group consisting of Commissioners Diedrich and Hornung, and the GM met to update the mission, vision, and values as follow-up from the March 14 strategic planning session.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Roberts to approve the revised Organizational Purpose Policy. Motion carried unanimously.

**APPA NATIONAL CONFERENCE UPDATE:** A brief update was provided by those who attended the conference.

**FINANCIAL REPORTS FOR APRIL 2024 AND MAY 2024:** The financial reports for April 2024 and May 2024 were previously distributed to the Commission for review and discussion.

**MOTION:** A Motion was made by Commissioner Sitkiewitz and seconded by Commissioner McMeans to place on file the Financial Reports for April 2024 and May 2024. Motion carried unanimously.

**ACTION PLAN - EMPLOYEE SATISFACTION SURVEY:** An Employee Satisfaction Survey Action Plan (ESSAP) was developed out of the common themes of the survey feedback and was presented to commission. It included three general areas to be addressed: Goal Setting and Performance Evaluation Process, Communication, and Vacation Levels. While the results were really good, MPU works to continue maintaining the things that are going well and improve on others and this is done through the ESSAP.

**GENERAL MANAGER'S REPORT:** The report was distributed for review. A brief discussion was held on the PFA's claims.

**MINUTES:** The Minutes from the Regular Session Meeting on May 20, 2024 were presented for approval.

**APPROVAL OF CLAIMS:** Claims List dated May 28, 2024; Claims List dated June 11, 2024; Claims List dated June 25, 2024; and Wires dated June 19, 2024 were presented for approval.

**2023 WWTF COMPLIANCE MAINTENANCE ANNUAL REPORT:** The Compliance Maintenance Annual Report (CMAR) is a wastewater plant discharge permit requirement under State Statue NR 208.04. The Report is used to assist municipalities and the DNR

in determining the strengths and weaknesses of the wastewater treatment facility, land application program, finances, and the sanitary collection system and lift stations. The owner and the DNR may use the CMAR to identify needs for future planning actions. In conjunction with a grading system, the CMAR shall establish when treatment works owners are required to initiate actions to prevent violations of WPDES permit effluent limits and conditions.

**CBCWA SECOND AMENDMENT:** The executed CBCWA Agreement Second Amendment was distributed for review.

**SDWLP REIMBURSEMENT RESOLUTION:** The Safe Drinking Water Loan Program requires the City of Manitowoc to approve a reimbursement resolution, which was approved at the City Council meeting on June 17, 2024.

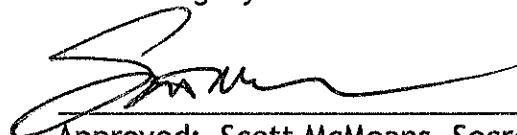
**QUOTATIONS/BIDS:** 2024 LSL Project #7, 75PF 0804.

**MOTION:** A Motion was made by Commissioner Nickels and seconded by Commissioner Sitkiewitz to approve the Regular Session Minutes from May 20, 2024; the Claims List dated May 28, 2024 check nos. 104631 through 104768 totaling \$2,248,592.59; Claims List dated June 11, 2024 check nos. 104769 through 104907 totaling \$905,676.09; Claims List dated June 25, 2024 check nos. 104908 through 105061 totaling \$1,416,770.23; Wire Transfers dated through June 19, 2024 totaling \$4,578,588.40; to place on file the 2023 WWTF Compliance Maintenance Annual Report, CBCWA Second Amendment, and SDWLP Reimbursement Resolution; and to approve the quotation as follows: 2024 LSL Project #7, 75PF 0804 - \$756,230.00 - MRJ Inc. DBA Joski Sewer. Motion carried unanimously.

**NEXT MEETING:** Monday, July 22, 2024 at 4:00 p.m.

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Nickels. Meeting adjourned at 5:05 p.m.

  
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Approved: Troy Adams, General Manager

  
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Approved: Scott McMeans, Secretary