

**MINUTES OF THE
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING
MONDAY, NOVEMBER 23, 2020**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by Commissioner Allie at 4:00 p.m. on Monday, November 23, 2020. In attendance were Commissioners Diedrich (via Zoom), Hornung, Luckow, Seidl, and Sitkiewitz. Also present were Taylor Foss – GreatBlue Research (via Zoom); Don Duenkel, Andy Onesti, Carissa Grimm – MPU; Troy Adams – General Manager; and Attorney Andrew Steimle – Steimle Birschbach, LLC. Commissioner Nickels was absent.

CORRECTION TO ELECTION OF SECRETARY TO MARK SEIDL FROM DAN HORNUNG: On October 12 during the regular Commission meeting, Dan Hornung had been elected Secretary. The Commission made an adjustment/correction to the slate of officers retroactively electing Mark Seidl as Secretary. A Motion was made by Commissioner Luckow and seconded by Commissioner Sitkiewitz to elect Commissioner Mark Seidl for Secretary of the MPU Commission for 2020-2021, retroactive to October 12, 2020 and to close the nominations. Motion carried unanimously.

PERSONNEL COMMITTEE REPORT AND RECOMMENDATIONS: A presentation was made by Taylor Foss, GreatBlue Research, on the findings of the employee satisfaction survey. 74 of 90 employees completed the survey between September 15 – October 7, 2020. GreatBlue also hosted virtual employee engagement meetings on November 4. A list of five action items was developed from the three considerations provided by GreatBlue. The action items address compensation, benefits, incentivized performance, leadership training, and communication and transparency. In response to the action items, an Employee Satisfaction Survey Action Plan was developed and will adhere to quarterly reporting requirements. The ESSAP will address updated communication processes, benefits that will more closely align with a family friendly workplace, a revamp of the performance evaluation process, and opportunities to invest in employees through vertical training throughout the organization.

Taylor Foss left the meeting at 4:24 p.m.

Commissioner Luckow continued with an overview of the 2021 goal setting for General Manager Adams. The goals established were Workplace culture; financial and operational excellence; and strategic partners and relationships. Commissioner Luckow then opened the floor to suggestions or comments with none received. Commissioner Hornung expressed the importance of the utility's biggest asset, its employees. The commissioners thanked the team and General Manager Adams for the diligent work put into developing the action items and goal setting for 2021.

MOTION: A motion was made by Commission Luckow and seconded by Commissioner Diedrich to approve the recommendations of the Personnel Committee.

GENERAL MANAGER'S REPORT: T. Adams updated the Commission on the following: Dorner Inc. continued water main installation on Menasha Ave.; Part A of pressure testing, flushing, and taking bacti samples has been completed, with laterals and the tie-in done during the

week. The Part B directional bore is scheduled for the week of November 16. Foam showed up at the WWTF Thursday afternoon and lasted into early evening. A customer had discharged "treated" foam hand wash soap earlier that morning. WWTF staff was dedicated for cleanup and overtime into the evening. Lab data will be monitored to determine the severity of compromise to proper treatment.

GLU UPDATE: T. Adams updated the Commission on the following: There is a special GLU Board meeting scheduled for December 1 to discuss the status of the RICE project.

MINUTES: The Minutes from the Regular Session Meeting on November 9, 2020 were presented for approval. A spelling error was discovered and will be corrected in the title of the MPU Financial Policies.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Seidl to approve the Regular Session Minutes from November 9, 2020 with the spelling correction. Motion carried unanimously.

APPROVAL OF CLAIMS: Claims List dated November 24, 2020; and Wire Transfers dated through November 18, 2020 were presented for approval.

APPROVAL OF WWTF CLAIMS: Claims List dated November 25, 2020 were presented for approval.

FINANCIAL REPORTS FOR OCTOBER 2020: The financial reports for October 2020 were previously distributed to the Commission for review and discussion.

MOTION: A Motion was made by Commissioner Diedrich and seconded by Commissioner Seidl to approve the Claims List dated November 24, 2020 check nos. 92850 through 92980 totaling \$1,012,171.99; Wire Transfers dated through November 18, 2020 totaling \$1,400,620.88; Claims List for WWTF batch 714.11.2020 dated November 25, 2020 totaling \$112,864.68; and to place the Financial Reports for October 2020 on file. Motion carried unanimously.

QUOTATIONS/BIDS: Snow Removal Services - \$3,380.00 – SC Concrete; Single-phase, Pad-mount Transformers 50 kVA and 100 kVA - \$35,817.07 – RESCO ERMCO; North Ash Silo Conversion - \$32,800.00 – Lutz, Daily, & Brain, LLC. There was a brief discussion on the lack of bidders for the snow removal services.

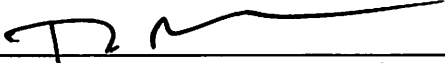
MOTION: A Motion was made by Commissioner Hornung and seconded by Commissioner Sitkiewitz to approve the snow removal services. Motion carried unanimously.

MOTION: A Motion was made by Commissioner Hornung and seconded by Commissioner Luckow to approve the single-phase, pad-mount transformers. Motion carried unanimously.

MOTION: A Motion was made by Commissioner Hornung and seconded by Commissioner Sitkiewitz to approve the north ash silo conversion. Motion carried unanimously.

NEXT MEETING: Monday, December 14, 2020 at 4:00 p.m.

ADJOURN: A Motion was made to adjourn the meeting by Commissioner Hornung. Meeting adjourned at 4:42 p.m.



Approved: Troy Adams, General Manager



Approved: Mark R. Seidl, Secretary