

## UTILITIES COMMISSION MEETING

**CITY HALL**

**6:00 P.M.**

**SEPTEMBER 27, 2022**

**MEMBERS PRESENT:** John Klinzing, Scott Busse, Pauly Paul, and Barry Scholz

**OTHERS PRESENT:** Marc Stephanie, Paula Pethan, Kathy Kovach, and Tom Pafford

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A tour of the Kennedy Drive substation and electric garage was taken.

President Klinzing called the September 27, 2022, monthly meeting of the New Holstein Utilities Commission to order.

The Business Manager verified that the meeting was properly announced.

A motion was made by Busse, seconded by Paul, and carried to approve the September 27, 2022, agenda.

A motion was made Paul, seconded by Busse, and carried to approve the minutes of the August 23, 2022, meeting.

Under visitors Karen Menne-Jacobsen, Senior Project Manager, of Ayres and Associates Inc. joined the meeting and was welcomed.

A motion was made by Busse, seconded by Paul, and carried to approve the monthly bills, totaling \$1,206,286.35.

The Treasurer's report as of August 30, 2022, indicated the following balances: checking account – **\$400,660.36**; Savings and Investments - **\$296,484.20**; Electric/Water Reserve Funds - **\$868,545.00**; Water Refinance Reserve Account - **\$34,220.74** for a total of **\$1,599.910.30**.

The financial statements for the month of August were reviewed.

Mayor Snelson and Brad Hess joined the meeting at this time.

Ms. Menne-Jacobsen presented the agreement for professional services for the 2023 Wisconsin Avenue project. The firm is being retained in conjunction with Calumet County and the City of New Holstein. The Commission questioned the cost of our portion of the agreement. The agreement includes daily inspection on site and an additional fee for the movement of the sewer main from culvert to burying it. Ayres will complete a grant request by October 31, 2022, once we approve the agreement. Approval was tabled at this time to allow the Commission to discuss it further in closed session during the Sanitary Sewer meeting. Ms. Menne-Jacobsen left the meeting at this time.

Discussion was held regarding the first draft of the 2023 electric, water, and softener budgets.

A motion was made by Scholz, seconded by Busse, and carried to accept the resignation letter of Doug Schneider.

Being no further business, a motion was made by Paul, seconded by Busse, and carried to adjourn the meeting.

Scott Busse, Secretary



**SANITARY SEWER COMMISSION MEETING  
FOLLOWING THE NEW HOLSTEIN UTILITIES MEETING**

**CITY HALL**

**September 27, 2022**

**MEMBERS PRESENT:** John Klinzing, Scott Busse, Brad Hess, Pauly Paul and Barry Scholz

**OTHERS PRESENT:** Mayor Snelson, Marc Stephanie, Paula Pethan, Kathy Kovach, and Tom Pafford

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President Klinzing called the regular monthly meeting of the New Holstein Sanitary Sewer Commission to order.

The Business Manager verified that the meeting was properly announced.

A motion was made by Busse, seconded by Hess, and carried to approve the September 27, 2022, agenda.

A motion was made by Paul, seconded by Scholz, and carried to approve the minutes of the August 23, 2022, meeting.

A motion was made by Busse, seconded by Paul, and carried to approve the monthly bills, totaling, \$50,763.75.

The Treasurer's report as of August 31, 2022, indicated the following balances: checking - \$234,141.33 operating funds; replacement fund - \$79,371.48 and Money Market account (loan payments) – \$70,618.93 for a total of \$384,131.74.

A discussion was held regarding the first draft of the 2023 sanitary sewer budget.

A motion was made by Hess, seconded by Paul, and carried to adjourn and reconvene in closed session to discuss employment, promotion – performance evaluation, benefits and/or compensation of employees per Wisconsin State Statute §19.85(1)(c).

A motion was made by Busse, seconded by Scholz, and carried to adjourn and reconvene in open session.

A motion was made by Busse, seconded by Scholz and carried to authorize a 2.5% increase for the electric supervisor and lead lineman and a 5% increase for the water/wwtp foreman/softener technician who holds a restricted plumber's license. The increases are effective October 1, 2022.

A motion was made by Busse, seconded by Hess, and carried to approve the Ayres Associates Inc agreement for professional services for engineering services on behalf of New Holstein Utilities on the Wisconsin Avenue 2023 project.

A motion was made by Busse, seconded by Hess, and carried to approve the transition of Kathy Kovach to Business Manager and Amanda Ash to Billing/Customer Service Representative over the next several months.

Under forthcoming events the next Utilities Commission meeting was set for Tuesday, October 25, 2022, at 6:30pm and a reminder was given to the Commissions to let the General Manager know if they are interested in attending the MEUW Regional Meeting in Two Rivers, October 11, 2022.

Being no further business, a motion was made by Paul, seconded by Busse, and carried to adjourn the meeting.

Scott Busse  
Secretary