

**City of Stevens Point  
Board of Water and Sewerage Commissioners  
September 9, 2024 - 12:00 PM**

**Stevens Point Public Utilities  
300 Bliss Avenue, Stevens Point, WI**

**OR**

**Zoom Teleconferencing**

**Meeting ID: | 820 26885705**

**By Computer: <https://us02web.zoom.us/j/82026885705>**

**By Phone: (303) 715-8592**

**MINUTES**

**Discussion and Possible Action on:**

**1. Roll Call.**

**PRESENT:** Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

**ALSO PRESENT:** Joel Lemke, Jennifer Schmeiser, Chris Lefebvre, Eric Southworth, Shane Kohnen, Jason Draheim, Ald. Shuda, Ald. Lang and Jaime Zdroik

**2. Approval of Minutes**

**Motion** made by Anna Haines, seconded by Carl Rasmussen to approve the August 12, 2024, meeting minutes of the Board of Water & Sewerage Commission.

***Ayes all. Nays none. Motion carried.***

**3. Approval of Department Claims**

**Motion** made by Mae Nachman, seconded by Ray Schmidt to approve the department claims for the month of August as audited and read.

***Ayes all. Nays none. Motion carried.***

**4. Software upgrade costs and modifications to 2024 Capital Operations and Maintenance Plan - Joel Lemke**

Joel stated we had money approved in the Capital Operations and Maintenance Plan for software upgrades. We have been looking at options for inventory control and work order management. City Works is the current work order and inventory management software. The functionality of that software isn't quite what we were expecting. City Works is due to be upgraded, so we explored our options. Springbrook, our current financial software, has the same functionality. Springbrook did several demos of the inventory control and work order management modules for our staff.

Joel explained this is basically redefining monies already approved for software upgrades. The cost to implement this solution is very similar to what the City Works upgrade would be, and we gain the benefit of having more of our financial-based functions in one software system.

We are requesting permission to pursue a software implementation with Springbrook in an amount of \$48,230. This would include the implementation of the Inventory Control, Work Order Management and Purchase Order modules for \$32,880 and the annual subscription fee for \$15,350.

**Motion** made by Carl Rasmussen, seconded by Anna Haines to approve the software implementation with Springbrook in an amount of \$48,230.00 for Inventory Control, Work Order Management and Purchase order modules.

***Ayes all. Nays none. Motion carried.***

**5. Water Supply and Distribution Reports - Eric Southworth**

Eric updated the Commission on the Well 12 project. In August, they had a company perform a test bore on the exact well site to analyze the different levels of sand and gravel. The engineers now have a screen size approved for the well so they can start drilling the well. It will take about six weeks to get the screen in. They will start drilling the well the week of October 14th to be completed by November 11th.

**6. Annual WiDNR Sanitary Survey of the Water Utility - Joel Lemke/Eric Southworth**

Joel stated the annual WiDNR Sanitary Survey was completed on our water system. They found no deficiencies.

Joel fielded questions from the Commissioners regarding the report. He explained this survey is done onsite by a D.N.R. representative. He explained how the generators function at Well 11. Joel and Eric explained that the entry point 200 noted in the report is where multiple wells go through one treatment facility. They also explained the laterals at Well 10, questions regarding private wells within the City and the lead and copper program sampling/results.

The Commission also wanted clarification of what daily security checks consisted of.

**7. Sewage Treatment Operations Report - Chris Lefebvre**

Chris stated all WWTP permits were met for the month of August. They were able to recover everything from the SCADA crash and they got it working again but we definitely need to do something about this for the future.

**8. Construction and Maintenance Report - Shane Kohnen**

Shane stated the crew is almost finished installing storm sewer pipe on Industrial Park Drive. Joel stated this will alleviate the flooding in that area. The Commission wanted to know where the storm sewer runoff is discharged. The crew also repaired some manhole service leaks. Crews have also been continuing to cut, jet, flush and televise sewer laterals.

**9. A lease with Giving Gardens - Joel Lemke**

Joel explained Giving Gardens would like to lease the land we own at 130 Georgia St. North for the purpose of operating a food pantry garden. Joel stated he doesn't see an issue with this other than it would be an ideal site to build a water tower, so the lease

does reflect a ninety-day cancelation notice in case the utility needs the use of this site in the future.

**Motion** made by Mae Nachman, seconded by Ray Schmidt to approve entering into a lease agreement with Giving Gardens.

***Ayes all. Nays none. Motion carried.***

**10. Timber sale approval - Joel Lemke**

Joel stated we worked with the university on the Brilowski property, and they have prepared a timber sales prospectus.

Joel would like to work with the university on other properties we manage.

**Motion** made by Carl Rasmussen, seconded by Anna Haines to approve the timber sale.

***Ayes all. Nays none. Motion carried.***

**11. Directors Report - Joel Lemke**

Joel had nothing to report this month.

**12. Adjournment.**

**Motion** made by Ray Schmidt to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:39 P.M.**