



**CITY OF RIVER FALLS WISCONSIN  
UTILITY ADVISORY BOARD AGENDA  
MEETING MINUTES  
MAY 15, 2023**

The meeting was called to order by Utility Advisory Board Chair Kellen Wells-Mangold at 6:30 p.m.

**Utility Advisory Board Present:** Nick Carow, Adam Gierl (virtually), Chris Lick, Kellen Wells-Mangold, Tim Thum and Mark Klecker

**Staff Present:**

Utility Director Kevin Westhuis; Electric Superintendent Wayne Siverling; Water/Wastewater Superintendent Dean Seemuth; City Engineer Todd Nickleski; Utility Administrative Assistant Lanae Nelson and IT Specialist Jonathan Thoen

**Approval of Minutes:**

Meeting Minutes: 04-17-2023

**MSC Carow/Lick approve minutes. Unanimous.**

**CONSENT AGENDA:**

Acknowledgement of the following minutes:

West Central Wisconsin Biosolids Facility Commission: 04-20-2023

**The board and Westhuis reviewed the minutes on the West Central Wisconsin Biosolids Facility project. MSC Thum/Carow approve minutes. Unanimous.**

**NEW BUSINESS:**

**Resolution 2023-03 – Recommending Approval of the Purchase of a Three-Phase Transformer**

Utility Director Westhuis introduced Electric Superintendent Wayne Siverling and he presented the recommendation for the purchase of a three-phase 1500 KVA pad-mount Cooper Manufactured transformer to Border States. It's a replacement to be placed into stock and inventory as the University of Wisconsin-River Falls (UWRF) is working on a project with their Chiller building and would require the current stock transformer to be used. The board and Westhuis discussed need, timeframe and order process. The transformer cost total with Border States is \$62,373.79.

**MSC Lick/Thum moved to approve the resolution. As there was no further discussion, Chair Wells-Mangold asked for a vote. The resolution passed unanimously.**

**Resolution 2023-04 – Recommending Approval of the Construction Management Contract with SEH, Inc. for Water/Sewer Installation Services for Mann Valley Corporate Park Construction**

Utility Director Westhuis introduced City Engineer Todd Nickleski and he presented the recommendation for to award the contract for construction engineering services to SEH, Inc. for the Mann Valley Corporate Park (The Project). The services will be for water and sewer installation. The board and Westhuis discussed construction, pricing, timeframe. The cost for the proposal from SEH for construction engineering for The Project is billed on an hourly time and materials basis and is estimated at \$899,335.

**MSC Carow/Thum moved to approve the resolution. Carow and Lick appreciated the questions, follow up and discussion from staff and the board on the project. As there was no further discussion, Chair Wells-Mangold asked for a vote. The resolution passed unanimously.**

**REPORTS:**

**2022 Annual Consumer Confidence Report (CCR)**

Water/Wastewater Superintendent Dean Seemuth presented a report, which was included in the packet.

**Finance Report**

Director Westhuis gave a brief overview of the finance report, which was included in the packet.

**Utility Dashboards**

Utility Director Westhuis spoke on the 2023 April utility dashboards, which were included in the packet.

**Monthly Report**

The 2023 April monthly utility reports were in the UAB packet for review.

**ANNOUNCEMENTS:**

Hydrant Flushing is May 15 - June 30.

Spring Cleanup was May 8 -13 and had an average of 200 vehicles per day.

Electronics Recycling was May 6 and had 2 semitruck loads full.

North Water Tower will have the 'bulb' piece up soon.

Customer Appreciation Event is August 17 from 4 - 6 p.m.

Disconnection day is May 16 and Utility Director Westhuis thanked the Customer Service Team on all the work to help customers with resources.

All Water/Wastewater Operators are now certified in both areas and Utility Director Westhuis thanked the team for their hard work on passing their certifications.

Utility Director Westhuis welcomed new UAB member Dean Bartels in the audience. Bartels will start the board at the June 2023 meeting.

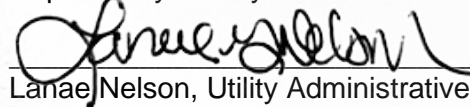
June UAB meeting will be voting on UAB Chair and Vice Chair positions.

**ADJOURNMENT:**

**MSC Thum/Carow to adjourn. Unanimous.**

**UAB Chair Wells-Mangold announced meeting adjourned at 7:23 p.m.**

Reported by: Utility Administrative Assistant Lanae Nelson



Lanae Nelson, Utility Administrative Assistant