



11333 N. Cedarburg Road  
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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Water Utility  
Taped and Televised

**MEQUON MUNICIPAL WATER UTILITY COMMISSION**

**Tuesday, March 10, 2020**

**7:30 PM**

**Christine Nuernberg Hall**

**Agenda**

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes  
**Action requested: review and approve**
  - a. February 11, 2020 Minutes
- 3) Action Item  
**Action requested: review and approve**
  - a. Approval of the Transfer of Water Capital Fund Balances to the Water Operating Fund
  - b. A Resolution Denying the Claim of David Simenz Related to Vehicle Damage
- 4) Adjourn

*Dated: March 10, 2020*

*/s/ John Wirth, Chair*

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Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Public Works Office at 262-236-2913, Monday through Friday, 7:00 AM - 3:30 PM.



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**MEQUON MUNICIPAL WATER UTILITY COMMISSION**

**Tuesday, February 11, 2020**

**7:30 PM**

**Christine Nuernberg Hall**

**Minutes**

1) Call to Order, Roll Call

Commissioner Wirth called the meeting to order at 7:30 PM.

**Present:**

- Commissioner John Wirth
- Commissioner Robert Strzelczyk
- Commissioner Glenn Bushee
- Commissioner Dale Mayr
- Commissioner Jeffrey Hansher
- Commissioner Mark Gierl
- Commissioner Kathleen Schneider
- Commissioner Andrew Nerbun
- Commissioner Brian Parrish -- **Absent**

Also present were City Administrator Jones, City Attorney Sajdak, City Engineer/Director of Public Works Lundeen, Deputy Director of Utilities Driscoll, Water Utility/City Water LLC Director of Operations Voigt, and Administrative Assistant Deuster.

2) Approval of Meeting Minutes

a. January 14, 2020 Minutes

**RESULT:** **Approved [Unanimous]**  
**MOVED BY:** Commissioner Strzelczyk  
**SECONDED BY:** Commissioner Nerbun

<b>AYES:</b>	Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Schneider, Nerbun
<b>ABSENT:</b>	Parrish

Attachment: 02-11-2020 Mins\_Water Utility Commission (4949 : February 11, 2020 Minutes)

3) Discussion Items

**Action requested: review and approve.**

a. Authorization of 2020 Water Meter Purchase

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Commissioner Mayr

**SECONDED BY:** Commissioner Schneider

**AYES:** Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Schneider, Nerbun

4) Motion to Adjourn at 7:33 PM.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Commissioner Nerbun

**SECONDED BY:** Commissioner Strzelczyk

**AYES:** Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Schneider, Nerbun

Respectfully Submitted,

*Casey Deuster*



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Office of Water Utility Commission

**TO: Mequon Municipal Water Utility Commission**  
**FROM: Kaitlyn Krueger, Finance Director**  
**DATE: March 2, 2020**  
**SUBJECT: Approval of the Transfer of Water Capital Fund Balances to the Water Operating Fund**

### **Background**

The Mequon Water Utility has a history of self-funding capital items such as service improvement projects, software upgrades and meter replacements. Currently, the annual approved budget allocations are transferred from the Water Operating Fund to the Water Capital Fund. As projects complete and year end processing occurs, the expense items are capitalized and transferred back to the Water Operating Fund and Balance Sheet. Each year, the City's financial statements are prepared by combining the two funds together.

### **Analysis**

City finance staff has recognized that the current method of recording transfers and project expenses in the Munis software program has become cumbersome and difficult to understand for many users. The City's auditor, Baker Tilly, has recommended changing the method of accounting for capital projects and funds. It is suggested that the Utility maintain only one fund that accounts for both operating and capital transactions. Capital funds will remain available and budgeted for Utility staff to spend on various projects. Baker Tilly has stated that the Mequon Water Utility is the only client that currently separates the two activities into different funds.

Accordingly, staff is requesting Commission approval of the transfer of account balances from the Water Capital Fund to the Water Operating Fund. The amounts listed below are preliminary and may have small adjustments after the FY2019 audit is complete. The transfers will not occur until the City's pending audit is finalized.

#### **Water Capital Fund Account Balances (as of 12/31/2019):**

Cash & Investments	\$727,318.69
Accounts Payable	\$125.00

**Fiscal Impact**

There is no fiscal impact. This update is strictly an accounting practice change.

**Recommendation**

Staff recommends approval of the transfer of account balances from the Water Capital Fund to the Water Operating Fund to consolidate into one Water Fund.



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Office of City Attorney

**TO: Mequon Municipal Water Utility Commission**  
**FROM: Brian Sajdak, City Attorney**  
**DATE: March 5, 2020**  
**SUBJECT: (ID # 4986) A Resolution Denying the Claim of David Simenz Related to Vehicle Damage**

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See confidential memo included in your packet.

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

A Resolution Denying the Claim of David Simenz Related to Vehicle Damage

A. David Simenz has filed a claim with the utility alleging damage to his vehicle in the amount of \$8,745.15, that resulted from a dislodged water line cap that was not properly maintained.

B. Following an investigation of the claim, City staff recommends denial of the claim.

BASED ON THE FOREGOING, THEREFORE, BE IT RESOLVED, by the Water Utility Commission of the City of Mequon, Wisconsin, that:

1. The claim of David Simenz for vehicle damage is hereby denied.
2. The City Clerk is hereby authorized and directed to deliver notice of the disallowance of this claim to the claimant pursuant to Wisconsin Statute.

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Approved by: John Wirth, Mayor

Date Approved: March 10, 2020

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 10, 2020.

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Caroline Fochs, City Clerk