



Meeting Minutes - Draft

Waukesha Water Commission

Thursday, May 15, 2025

6:00 PM

Water Utility Conference Room
115 Delafield St. Waukesha, WI 53188

1. Call to Order

2. Roll Call

Announcement of closed session pursuant to Wis Stat §19.85(1)(c) to consider employment, promotion, compensation, and performance data of Water Utility employees.

Present 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt, and Dale Matthews

Absent 2 - Paul Ybarra, and Shawn Reilly

3. Public Comment

4. Approval of Minutes

A. [ID#25-00874](#) Approve Minutes of April 17th, 2025 Meeting

Attachments: [04 17 2025 Minutes](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

5. Action Items

A. [ID#25-00875](#) Approve Payments from the General Fund and the Improvement Fund

Attachments: [April Vouchers](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- B. [ID#25-00876](#) Move to approve the Water Utility portion of the staking and inspection services for Ruekert & Mielke, through their contract with the City of Waukesha Public Works for the Gascoigne Utility & Street Improvements at an estimated cost of \$54,000.

Attachments: [Gascoigne Staking and Roadway Inspection Services](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- C. [ID#25-00877](#) Ratify the watermain offsets and water services lowering in the amount of \$28,760.76 to the City of Waukesha, as part of the City's Area 7 Flood Mitigation Project.

Attachments: [memo for green meadow offsets - DSD Comments](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- D. [ID#25-00878](#) Move to approve Change Order 007 for Contract Package 3/3A for a net total increase of \$44,465.56 and 0 additional days.

Attachments: [Memo for Change Order No 007 for CP3](#)

[CP3 Change Order No. 007](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- E. [ID#25-00879](#) Move to approve the bid for the New Waukesha Water Utility Operations Center

Attachments: [Complete Memo WWU Ops Center](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- F. [ID#25-00880](#) Approve recommendations to change the title of the Technical Service Manager to the Construction Manager and adjust the pay ranges of the Operations Manager, Construction Manager and Administrative Services Manager.

Attachments: [Construction Manager, Operations Manager Position Approval](#)

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

6. Discussion Items

7. Information Items

- A. [ID#25-00881](#) Utility Performance Report/Administrative Activities

Attachments: [2025 performance report](#)

- B. [ID#25-00882](#) Financial Report

Attachments: [April Financials](#)

8. Closed Session

- A. [ID#24-10982](#) A motion may be made to convene in closed session pursuant to Wis Stat §19.85(1)(c) to consider employment, promotion, compensation, and performance data of Water Utility employees.

Meeting went into Recess

Meeting Reconvened

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- B. [ID#24-10983](#) A motion will then be made to re-convene in open session pursuant to Wis Stat §19.85(2) whereupon action may be taken on matters considered in the closed session.

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- C. [ID#25-01005](#) Discussion and possible action to appoint Kelly Zylstra and Cortney Nagel as co-acting general manager effective Dan Duchniak's last day of employment at Waukesha Water Utility as outlined in memorandum of May 15th.

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

- D. [ID#25-01006](#) Discussion and possible action on implementation of step up pay of \$5/hr for each of the co-acting GMs for the interim time period.

approved

Aye: 5 - Joan Francoeur, Jeff Fowle, Gerald Couri, Joe Piatt and Dale Matthews

Absent: 2 - Paul Ybarra and Shawn Reilly

9. Adjourn