

Board of Municipal Utilities  
**Regular Meeting Minutes**  
**November 1, 2016**  
201 Miller Road  
Avon Lake, Ohio

***Call to Order – Roll Call***

The meeting was called to order at 6:41 PM.

Present: Mr. Dzwonczyk, Mr. Berner, Mr. Rickey, and Mrs. Schnabel.

Also present: Chief Utilities Executive Danielson, Mayor Zilka, Councilmember Fenderbosch.

***Approve Minutes***

Chairman Dzwonczyk presented the minutes of the October 18, 2016 Work Session and the October 18, 2016, Regular Meeting and with no changes, additions or corrections noted, ordered the minutes to stand and be distributed as presented.

***Public Speakers*** – None.

***Correspondence*** – None.

***Expenditures***

Following review of expenses dated October 28, 2016 for funds and amounts as follows, Mr. Rickey moved, Ms. Schnabel seconded, that all be approved and paid per budget:

Water Fund 701	\$	183,394.91
Wastewater Fund 721	\$	146,042.64
MOR Fund 703 ETL1	\$	18,781.18
MOR Fund 762 ETL2	\$	193,158.49
LORCO Fund 749	\$	732.65
Sewer Const 724	\$	568,549.82

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

***Amendment to Brown and Caldwell Agreement***

After an explanation by staff on the amendment to Brown and Caldwell's agreement, Mr. Rickey moved and Ms. Schnabel seconded to authorize the CUE to amend the agreement with Brown and Caldwell and increase the not-to-exceed fee by \$56,000.

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

## Customer Service Positions

Per discussion at this previous Board meetings, and further explanation in the meeting's write-up, Mr. Dzwonczyk moved and Ms. Schnabel seconded to approve the following hourly wage rates for the position of Customer Service Representative:

<i>Step 1A</i>	<i>Step 1B</i>	<i>Step 1C</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
\$19.56	\$20.95	\$22.76	\$24.03	\$25.38	\$26.76	\$28.09

Mr. Dzwonczyk further moved and Mr. Rickey seconded to approve the following hourly wage rates for the position of Customer Service Specialist:

<i>Step 1A</i>	<i>Step 1B</i>	<i>Step 1C</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
\$21.63	\$22.92	\$24.85	\$26.21	\$27.63	\$29.20	\$30.95

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

## Reports/Updates

*Step Increase:* Kristin Gomez will satisfactorily complete her one-year probationary period as Biller/Bookkeeper II on November 12, 2016. Ms. Gomez will be recognized as a permanent employee and her wage rate be moved from Step 1B to Step 1C effective on her anniversary date.

*Software Updates:* Both the City's new purchase order system and our new customer information system are up and running. Staff is learning how to use the new systems and working to address minor issues. We hope to be able to respond to some of the Board's previous requests and provide different financial information as we learn the new purchase order system better.

Regarding the customer information system (Muni-Link), as of midday Thursday, October 27, 2016, 556 customers had paid their bill by ACH (either by themselves online or with our assistance) and 147 have paid by credit card. Fewer second notices were sent out in November than were sent out for the June bill.

*Lateral Loan Program:* Since the last Board meeting, there have been no new agreements for the Lateral Loan Program. The total remains at seventeen properties, with \$49,550 committed so far. Members asked to have included how much money has been expended. With the updates to the software systems, this should be easily able to be tracked and will be included in the future.

## Chairman/Committee/Members Reports

Chairman Dzwonczyk reported he attended the Sewer Committee Meeting where addressed main point of discussion regarded implementing appropriate methods to assure customers separate their laterals.. He also reported he will be attending the November 17, 2016 meeting.

*CUE Report*

CUE Danielson reported he received a report from NOAA on the algae bloom for the summer of 2016. Due to the extremely dry summer, the algae bloom was significantly lower than in past years.

***Miscellaneous***

None.

***Adjourn***

As there was no further business, Ms. Schnabel moved, Mr. Rickey seconded, that the meeting adjourn at 7:28 PM.

Ayes: Berner, Dzwonczyk, Rickey, Schnabel

Nays: None

Motion carried.

Approved November 15, 2016

John G. Dzwonczyk, Chairman

Todd A. Danielson, Clerk