

February 17, 2020

Commission President, James Krueger, called the regular meeting of the Reedsburg Utility Commission to order on Monday, February 17, 2020 at 4:00 P.M.

Roll Call of Commissioners Present:

James Krueger, President/Citizen Member	Mike Gargano, City Council Member-absent
Amy Reine, Secretary/Citizen Member	Mike Glick, Citizen Member-absent
David Moon, City Council Member	

Others Present:

Brett Schuppner, General Manager	Terri Gher, Accounting Manager
Jon Craker, Water Supervisor	Ken Las, Communications Supervisor
Dennis Horkan, Electric Supervisor	Jen Powell, Accounting Assistant
Bonnie Dix, Accounting Assistant	Teri Ruhland, Account Specialist
Nick Ihde, Water Operator II	Logan Coy, Fiber Outside Plant Foreman

Approve Agenda:

Motion made by David Moon, seconded by Amy Reine, to approve the agenda. All Commissioners present voted “aye” (3-0). Motion carried.

Public Comment:

None.

Employee Service Recognition:

The Commissioners commended Logan Coy and Nick Ihde for their 5 years of service to Reedsburg Utility Commission and its customers.

Safety & Training Updates:

Commissioners reviewed the 2019 4th quarter Safety Report. The makeup CPR refresher class is scheduled for March 5th.

Approve Minutes:

Motion made by Amy Reine, seconded by David Moon, to approve the minutes and place them on file. All Commissioners present voted “aye” (3-0). Motion carried.

Financial Update:

- a) Motion made by Amy Reine, seconded by David Moon, to approve the Treasurer’s Report and the financial reports. All Commissioners present voted “aye” (3-0). Motion carried.
- b) Motion made by Amy Reine, seconded by David Moon, to approve: payments paid since the last meeting of \$1,398,936.95; less already approved WPPI power bill & street light loan payment of \$1,279,752.18; less already approved ATC voluntary additional capital payment of \$7,220.00; payment net payroll/labor totals of \$123,247.64 for a total paid before the meeting of \$235,212.41. Unpaid checks on the Cash Commitment Report for \$763,508.64; less miscellaneous credits applied to invoices from vendors (\$13,600.00); estimated NCTC Programming invoice of \$77,203.45; wire to WPPI for power bill and

street light loan payment for \$1,361,581.69. Total checks unpaid before the meeting of \$2,188,693.78. Total disbursements paid of \$2,423,906.19. Upon roll being called all Commissioners present voted “aye” (2-0-1) with James Krueger abstaining. Motion carried.

- c) Motion made by David Moon, seconded by Amy Reine to approve the 2020 Vehicle and Equipment Charge Rates as presented. Upon roll being called all Commissioners present voted “aye” (3-0). Motion carried.
- d) Motion made by David Moon, seconded by James Krueger to approve discontinuing accepting customer payments at BMO Harris Bank and closing the Utility account upon the closure of the downtown branch in April 2020. Upon roll being called all Commissioners present voted “aye” (2-0-1) with Amy Reine abstaining. Motion carried.

Human Resources Update-Open Positions/Hiring:

LeeAnn Schulz accepted the Receptionist position and started February 10th. Ryan Churchill was promoted to Account Specialist. Job offer was made to a Communication Technician applicant. Will start interviewing for the Fiber Outside Plant Technician positions, and a Sales Representative and Marketing Specialist.

Water Department Update:

- a) Jon Craker, Water Supervisor, reviewed the water department updates with the Commission.
- b) Motion made by David Moon, seconded by Amy Reine, to approve awarding the North Dewey and Mary Avenue Utility Reconstruction project contract to J&J Underground in the amount of \$436,041.00, and authorize the General Manager and Water Supervisor to execute the contracts. Upon roll being call all Commissioners present voted “aye” (3-0). Motion carried.
- c) Motion made by David Moon, seconded by Amy Reine, to approve awarding the 14th Street Reservoir Rehabilitation project contract to L&T Painting Company, Inc in the amount of \$278,250.00, and authorize the General Manager and Water Supervisor to execute the contracts. Upon roll being call all Commissioners present voted “aye” (3-0). Motion carried.

Telecom Department Update:

- a) Ken Las, Communications Supervisor, reviewed the fiber department updates with the Commission.
- b) Ken Las, Communications Supervisor, reviewed current promotions and marketing updates with the Commission.

Electric Department Update:

- a) Dennis Horkan, Electric Supervisor, reviewed the electric department updates with the Commission.

Commission Concerns:

None presented.

Adjourn Meeting:

Motion made by Amy Reine, seconded by David Moon, to adjourn the meeting at 5:01 P.M. All Commissioners present voted “aye” (3-0). Motion carried.

Amy Reine, Commission Secretary