

## March 16, 2020

Commission President, James Krueger, called the regular meeting of the Reedsburg Utility Commission to order on Monday, March 16, 2020 at 4:03 P.M.

### **Roll Call of Commissioners Present:**

James Krueger, President/Citizen Member	Mike Gargano, City Council Member
Amy Reine, Secretary/Citizen Member-absent	Mike Glick, Citizen Member
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	Tara Leege, Sales and Marketing
Chad Lutter, Communications Tech	Scott Wafle, Electric Foreman

### **Approve Agenda:**

Motion made by Mike Glick, seconded by Mike Gargano, to approve the agenda. All Commissioners present voted “aye” (4-0). Motion carried.

### **Public Comment:**

None.

### **Employee Service Recognition:**

The Commissioners commended Scott Wafle for his 20 years of service to Reedsburg Utility Commission and its customers.

### **Safety & Training Updates:**

20 employees had the CPR AED refresher class on March 5<sup>th</sup>.

### **Approve Minutes:**

Motion made by David Moon, seconded by Mike Glick, to approve the minutes and place them on file. All Commissioners present voted “aye” (4-0). Motion carried.

### **Financial Update:**

- a) Motion made by Mike Gargano, seconded by Mike Glick to approve the Treasurer’s Report and the financial reports. All Commissioners present voted “aye” (4-0). Motion carried.
- b) Motion made by Mike Gargano, seconded by David Moon, to approve: payments paid since the last meeting of \$2,467,658.14; less already approved WPPI power bill & street light loan payment of \$1,361,581.69; payment net payroll/labor totals of \$134,559.18 for a total paid before the meeting of \$1,240,635.63. Unpaid checks on the Cash Commitment Report for \$966,507.13; less miscellaneous credits applied to invoices from vendors (\$13,649.48); estimated NCTC Programming invoice of \$75,112.23; wire to WPPI for power bill and street light loan payment for \$1,298,553.68. Total checks unpaid before the meeting of

\$2,326,523.56. Total disbursements paid of \$3,567,159.19. Upon roll being called all Commissioners present voted “aye” (3-0-1) with James Krueger abstaining. Motion carried.

- c) Motion made by Mike Gargano, seconded by Mike Glick, to approve the 2019 utility billing write-offs for the total amount of \$285.00. Upon roll being called all Commissioners present voted “aye” (4-0). Motion carried.

**Human Resources Update-Open Positions/Hiring:**

The Receptionist resigned and the job posting will be reopened at a later date. The Sales and Marketing position has been put on hold. Chad Lutter accepted the Communication Technician position and Matthew Murphy accepted the Fiber Outside Plant Technician position. Two more job offers will be made for the additional Fiber Outside Plant Technician positions.

**Actions regarding COVID-19:**

Motion made by Mike Glick, seconded by David Moon, to approve the COVID-19 personnel handbook amendment, postpone the large power breakfast, extend vacation carry over, have employees work from home when possible, separate and isolate crews, close front office to the public, keep drive-up window open, encourage on –line/electronic payments, and offer mutual aid to other utilities. Upon roll bring called all Commissioners presented voted “aye” (4-0). Motion carried.

**Telecom Department Update:**

- a) Ken Las, Communications Supervisor, reviewed the fiber department updates with the Commission.
- b) Motion made by Mike Glick, seconded by David Moon, to approve the purchase of a 2020 Ram 1500 Classic ST Quad Cab 4x4 from Kayser, for purchase price of \$22,487.00 plus title, license, and topper to be purchased at a later date. Upon roll bring called all Commissioners present voted “aye” (4-0). Motion Carried.

**Marketing Update:**

Tara Leege, Sales Representative and Marketing Specialist, reviewed the marketing updates with the Commission.

**Electric Department Update:**

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

**Water Department Update:**

Jon Craker, Water Supervisor, reviewed the water department updates with the Commission.

**Commission Concerns:**

None presented.

**Adjourn Meeting:**

Motion made by Mike Gargano, seconded by Mike Glick, to adjourn the meeting at 5:34 P.M. All Commissioners present voted “aye” (4-0). Motion carried.