

May 18, 2020

Commission President, James Krueger, called the regular meeting (held via video conference) of the Reedsburg Utility Commission to order on Monday, May 18, 2020 at 4:03 P.M.

Roll Call of Commissioners Present:

James Krueger, President/Citizen Member
Amy Reine, Secretary/Citizen Member
David Moon, City Council Member- Absent

Mike Gargano, City Council Member
Mike Glick, Citizen Member

Others Present:

Brett Schuppner, General Manager
Jon Craker, Water Supervisor
Dennis Horkan, Electric Supervisor
Tara Leege, Sales and Marketing

Terri Gher, Accounting Manager
Ken Las, Communications Supervisor
Jen Powell, Accounting Assistant
Gwen Zech, Baker Tilly

Approve Agenda:

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

Public Comment:

None.

Employee Service Recognition:

The Commissioners recognized Dennis Duren, Electric Lineman, for his 20 years of service to Reedsburg Utility and its customers.

Safety & Training Updates:

None.

Approve Minutes:

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

Financial Update:

- a) Audit Report presented by Gwen Zech of Baker Tilly- Gwen gave a presentation overview of the final results of the 2019 annual audit.
- b) Motion made by Mike Glick, seconded by Amy Reine, to approve the treasurer’s report and the financial reports. All Commissioners present voted “aye” (4-0). Motion carried.
- c) Motion made by Mike Gargano, seconded by Amy Reine, to approve: payments paid since the last meeting of \$1,939,311.10; less already approved WPPI power bill & street light loan payment of \$1,307,585.04; less already approved wire to ATC for Voluntary Addl Capital for \$14,439.00; net payroll/labor totals of \$141,029.16 for a total paid before the meeting of \$758,316.22. Unpaid checks on the Cash Commitment Report for \$701,459.62;

less miscellaneous credits applied to invoices from vendors \$2,781.97; wire to Assoc. Trust for Electric MRB payments for \$21,402.50; wire to WPPI for power bill and street light loan payment for \$823,564.12;. Total checks unpaid before the meeting of \$1,543,644.27. Total disbursements paid of \$2,301,960.49. Upon roll being called all Commissioners present voted “aye” (3-0-1) with James Krueger abstaining. Motion carried.

Human Resources Update-Open Positions/Hiring:

Interviews were held for the Sales and Marketing position. Fiber will be looking to hire a few more employees for the outside plant construction crew.

COVID-19 Operations Revisions Update:

The Commissioners reviewed the actions the Utility had taken in regards to COVID-19. Motion made by Mike Gargano, seconded by Mike Glick, to approve to complete the customer payment related facility updates including moving the US Postal Service mailbox and adding an additional drive-up payment drop-box at an estimated material cost of \$3500. Upon roll being called all Commissioners present voted “aye” (4-0). Motion carried.

Electric Department Update:

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

Water Department Update:

- a) Jon Craker, Water Supervisor, reviewed the water department updates with the Commission.
- b) The Commissioners reviewed the Simplified Rate Case effective date, no revisions made.

Telecom Department Update:

Ken Las, Communications Supervisor, reviewed the fiber department updates with the Commission.

Marketing Update:

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

Code of Ethics Annual Review:

The Commissioners reviewed the Code of Ethics.

Commission Concerns:

None presented.

Adjourn Meeting:

Motion made by Mike Gargano, seconded by Mike Glick, to adjourn the meeting at 5:27 P.M. All Commissioners present voted “aye” (4-0). Motion carried.