

**August 19, 2019**

Commission President James Krueger called the regular meeting of the Reedsburg Utility Commission to order on Monday August 19, 2019 at 4:10 P.M.

**Roll Call of Commissioners Present:**

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

Mike Gargano, City Council Member  
Mike Glick, Citizen Member

**Others Present:**

Brett Schuppner, General Manager  
Ken Las, Communications Supervisor  
Terri Gher, Accounting Manager  
Jen Powell, Accounting Assistant  
Bonnie Dix, Accounting Assistant

Dennis Horkan, Electric Supervisor  
Jon Craker, Water Supervisor  
Tara Leege, Sales & Marketing  
Teri Ruhland, Account Specialist

**Approve Agenda:**

Motion made by Mike Glick, seconded by Amy Reine, to approve the agenda. All Commissioners present voted “aye” (5-0). Motion carried.

**Public Comments:** None.

**Employee Service Awards:**

The Commissioners commended Teri Ruhland for her 15 years of service to Reedsburg Utility Commission and its customers.

**Safety & Training Updates:** None

**Approve Minutes:**

Motion made by Mike Gargano, seconded by David Moon, to approve the minutes from the prior meeting. All Commissioners present voted “aye” (5-0). Motion carried.

**Financial Update:**

- a) Motion made by Amy Reine, seconded by Mike Glick, to approve the Treasurer’s Report and the Financial Reports. All Commissioners present voted “aye” (5-0). Motion carried.
- b) Motion made by Mike Gargano, seconded by Amy Reine, to approve: Payments paid since the last meeting of \$1,812,974.36; less already approved WPPI Power Bill & St Light payment of \$1,519,430.94; less already approved wire to ATC for 3<sup>rd</sup> voluntary additional capital call for \$36,098.00; net payroll/labor totals of \$126,558.03 for a total paid before the meeting of \$384,003.45. Unpaid checks on the Cash Commitment Report for \$758,236.02; miscellaneous credits applied to invoices from vendors \$754.25; wire to WPPI for power bill

and street light loan payment for \$1,831,560.17; payment to City of Reedsburg for Communications 2016 and 2017 G.O. loans interest payments for \$181,675.00. Total checks unpaid before the meeting of \$2,770,716.94. Total disbursements paid of \$3,154,720.39. Upon roll being called Commissioners present voted “aye” (5-0). Motion carried.

- c) Motion made by Mike Gargano, seconded by David Moon, to approve charging a 2.1% convenience fee on all utility (electric, water, sewer) customer credit card payments to recover fees associated with processing the credit card payment, becoming effective after customers are notified on two monthly bills. Upon roll being called Commissioners present voted “aye” (5-0). Motion carried.

#### **Human Resources Update:**

- a) Opening for a Limited Term Employee (LTE) Marketing Specialist position was posted.
- b) Motion made by David Moon, seconded by Mike Gargano, to approve the Marketing Specialist (LTE) job description to replace the Marketing Intern job description. All Commissioners present voted “aye” (5-0). Motion carried.

#### **Electric Dept. Update:**

- a) Supervisor’s Report – Dennis Horkan, Electric Supervisor, reviewed the Electric Department updates with the Commission.
- b) Motion made by Mike Glick, seconded by Mike Gargano, to approve providing office space for WPPI ESR. All Commissioners present voted “aye” (5-0). Motion carried.

#### **Water Dept. Update:**

- a) Supervisor’s Report – Jon Craker, Water Supervisor, reviewed the Water Department updates with the Commission.
- b) Motion made by Mike Glick, seconded by Amy Reine, to approve the 2019 Reedsburg Utility Commission Water Impact Fee Report and proposed impact fees, and recommend to the Ordinance Committee and City Council adoption and updating of City Ordinance 3.10 Impact Fees for Capital Projects. Upon roll being called Commissioners present voted “aye” (5-0). Motion carried.

#### **Telecom Dept. Update:**

- a) Department Report - Ken Las, Communications Supervisor, reviewed the Communications Department updates with the Commission.
- b) Brett updated the Commissioners on PSC Broadband Grants funding.

#### **Marketing Dept. Update:**

- a) Marketing Initiatives – Tara Leege, reviewed marketing activities and upcoming promotions.

#### **Commission Concerns:**

Jim expressed his appreciation on Steve Stole’s prompt response and solving of Krueger Printing & Office Supplies internet issues.

#### **Closed Session per WisStats 19.85 (1) (c):**

- a) Motion made by Amy Reine, seconded by Mike Glick, to move into Closed Session for

consideration of compensation and performance evaluation data of public employees over which the Commission has jurisdiction or exercises responsibility. All Commissioners present voted “aye” (5-0). Motion carried.

- b) Motion made by Mike Glick, seconded by David Moon, to reconvene in Open Session. All Commissioners present voted “aye” (5-0). Motion carried.

Motion made by Mike Glick, seconded by David Moon, to approve the promotion of the current three LTE General Laborers to full time Fiber OSP Technicians when they reach their 1200 hour benchmark. All Commissioners present voted “aye” (5-0). Motion carried.

**Adjourn Meeting:**

Motion made by Mike Glick, seconded by Mike Gargano, to adjourn the meeting at 5:58 P.M. All Commissioners present voted “aye” (5-0). Motion carried.

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Amy Reine, Commission Secretary