

**June 15, 2020**

Commission President, James Krueger, called the regular meeting of the Reedsburg Utility Commission to order on Monday, June 15, 2020 at 4:01 P.M.

**Roll Call of Commissioners Present:**

James Krueger, President/Citizen Member      Mike Gargano, City Council Member  
 Amy Reine, Secretary/Citizen Member      Mike Glick, Citizen Member (arrived 4:03 P.M.)  
 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  
 Tara Leege, Sales and Marketing      Bonnie Dix, Accounting Assistant  
 Adam Favia, Sales and Marketing      Dave Ruhland, Local Channels Coordinator

**Approve Agenda:**

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

**Public Comment:**

None.

**Safety & Training Updates:**

None.

**Approve Minutes:**

Motion made by Amy Reine, seconded by Mike Gargano, to approve the minutes and place them on file. All Commissioners present voted "aye" (5-0). Motion carried.

**Financial Update:**

- a) Motion made by Mike Gargano, seconded by Amy Reine, to approve the treasurer's report and the financial reports. All Commissioners present voted "aye" (5-0). Motion carried.
- b) Motion made by Amy Reine, seconded by Mike Gargano, to approve: payments paid since the last meeting of \$1,008,756.11; less already approved WPPI power bill & street light loan payment of \$823,564.12; less already approved wire to Associated Trust for Electric MRB payments for \$21,402.50; net payroll/labor totals of \$140,264.62; for a total paid before the meeting of \$304,054.11. Unpaid checks on the Cash Commitment Report for \$494,857.43; less miscellaneous credits applied to invoices from vendors \$4,917.55; NCTC payment for \$73,265.88; wire to WPPI for power bill and street light loan payment for \$1,108,918.48; total checks unpaid before the meeting of \$1,672,124.24. Total disbursements paid of \$1,976,178.35. Upon roll being called all Commissioners present voted "aye" (4-0-1) with James Krueger abstaining. Motion carried.

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

Adam Favia accepted the Sales and Marketing position and started June 15, 2020. A job offer was made to an applicant for the outside plant tech. The job posting will remain open to hire a few more employees for the outside plant tech construction crew. Janet Fisher, Account Specialist of 19 years retired Friday June 12, 2020. Tommy Bychinski, Coordinator of local channels (RUC 11 & RUC 12) also retired Friday. Dave Ruhland, has been contracted to coordinate these channels.

**COVID-19 Operations Revisions Update:**

The Commissioners reviewed the aged arrears due to Covid-19.

**Electric Department Update:**

- a) Dennis Horkan, Electric Supervisor, reviewed the electric department updates with the Commission.
- b) Motion made by Mike Gargano, seconded by Amy Reine, to accept the bids and approve purchasing the Webb Station Transformer from Howard Industries, Inc in the amount of

\$310,000, plus \$4,464 for inclusion of Performance Bond, plus \$3,600 Allowance for Field Supervision, for a total purchase price of \$318,064.00 on condition of a favorable recommendation by AC Engineering upon their upcoming completion of inspection/testing of Howard and Virginia transformers at another utility. In the outcome of adverse findings on the Howard transformer, the bid will then be awarded to Virginia in the amount of \$330,446. Upon roll being called all Commissioners present voted “aye” (5-0). Motion Carried.

- c) Motion made by Mike Glick, seconded by David Moon, to approve the Shared Savings loan payment deferral request with the terms of the 6 month principal and interest deferral of upcoming payments with the deferred amount distributed evenly over the remaining payments. Upon roll being called all Commissioners present voted “aye” (5-0). Motion Carried
- d) Motion made by Mike Gargano, seconded by David Moon, to donate \$1,000 each to Ambulance, Police, and Fire Departments to use as they see fit; donate an additional \$1,000 to the Fire Department for our use of their facilities; distribute the remaining \$15,500 Community Recharge Funds from WPPI’s Value of Local Utility Program to fund grants for Reedsburg nursing home and assisted living facilities for the benefit of their residents, fund grants for Reedsburg businesses negatively impacted by COVID, match funds/discounted Chamber Bucks, and provide point-and-shoot thermometers to local private and public schools, and daycares; upon eligibility, restrictions, and limits. Upon roll being called all Commissioners present voted “aye” (5-0). Motion Carried.

#### **Water Department Update:**

- a) Jon Craker, Water Supervisor, reviewed the water department updates with the Commission.
- b) Motion made by Amy Reine, seconded by Mike Gargano, to approve the monthly water depreciation fund deposit amount of \$14,450.00 to be used for main replacement, SCADA system replacement/upgrades, and reservoir maintenance. Upon roll being called all Commissioners present voted “aye” (5-0). Motion Carried.

#### **Telecom Department Update:**

- a) Ken Las, Communications Supervisor, reviewed the fiber department updates with the Commission.
- b) Motion made by Mike Gargano, seconded by Mike Glick, to approve the purchase HD video equipment for two PEG channels for a total purchase price up to \$15,000. Upon roll being called all Commissioners present voted “aye” (5-0). Motion Carried

#### **Marketing Update:**

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

#### **Commission Concerns:**

None presented.

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

Motion made by Mike Glick, seconded by Mike Gargano, to move into close session for competitive reasons to consider the LightSpeed fiber network expansion and service rates. All Commissioners present voted “aye” (5-0). Motion carried.

Motion made by Mike Gargano, seconded by Amy Reine, to reconvene in open session. All Commissioners present voted “aye” (5-0). Motion carried.

Motion made by Mike Gargano, seconded by Mike Glick to approve implementing a 5.5% Fiber Protection Surcharge on residential and business internet service, excluding current tax exempt internet customers, beginning with the July billing. Upon roll being called 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 6:34 P.M. All Commissioners present voted “aye” (5-0). Motion carried.