

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 16, 2011

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Steve Grenell, Project Engineer; Lonnie Pichler, Electric and Water Distribution Supervisor; Dave Rodriguez, Customer and Utility Services Manager; Jerry Sturm, Water Plant Supervisor; and John Teale, Technical Services Engineer.

Those absent were: Commissioner Joe Guidote and Kristin Hubertus, Business Operations Accountant.

In the absence of Commission Secretary Guidote, Commission President Allwardt appointed Commissioner Zelinski as Acting Secretary for this meeting.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Roush, seconded by Comm. Zelinski, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meetings of Sept. 7, 14, 28, and Oct. 19, 2011.
- B. Approve and warrant payments summarized by checks dated Oct. 27 and Nov. 3 - 16, 2011, which includes Net Payroll Voucher Checks, Void O & M Checks #42525 & 42343, and Operation and Maintenance Voucher Checks for a total of \$707,212.95, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.

Item IV. Financial and Operations Statement – due to the meeting being a week early this month, the October and November statements will be presented at the December meeting.

Item V. Claims Against The Utility – there were no claims discussed at this meeting.

Item VI. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented. PO #6905 to General Chemical is for the purchase of additional alum for the year, and PO #7171 is for the purchase of a backhoe loader.

After discussion, the motion by Comm. Roush, seconded by Comm. Allwardt, was unanimous on roll call to approve both purchase orders.

Item VII. Unfinished Business, Grievance Procedure – Co-General Manager/Business Operations Krause reported the procedure was approved at the last Common Council meeting with modifications. The Commission requested a final version of the procedure for the next meeting.

Item VIII. New Business, 2012 Commission Meeting Calendar – Mrs. Krause reviewed the proposed meeting schedule for next year. In addition, the request was made to have some or all of the regularly scheduled meetings during the workday.

After discussion, the motion by Comm. Roush, seconded by Comm. Merkes was unanimously approved to hold the January 25, 2012, meeting at 8:00 am, and bring the schedule back at the next meeting for further discussion.

Workforce Planning and Job Descriptions – Mrs. Krause reviewed the revised organizational charts and three job descriptions that were included in the packet to address the shifting of responsibilities to meet the needs of the organization. The job descriptions include Customer Service Manager, Distribution & Utility Services Manager, and Electric Distribution Supervisor. Dave Rodriguez, Customer and Utility Services Manager, and Jerry Sturm, Water Plant Supervisor, have announced their retirements.

During the discussion of salary ranges for the job descriptions, Comm. Zelinski requested a copy of the salary ranges in the next packet.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimous on roll call to approve the organizational changes, pay scale recommendations, and the three job descriptions.

Comm. Merkes requested a copy of the current job description for Water Plant Supervisor.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mayor Merkes reported there is a hearing scheduled for December 1 and to date there are no objections from the bondholder group. The expectation is that there will be a settlement by December 31.

Telecommunications Update – there was no update for this meeting.

Water Projects – Project Engineer Grenell gave an update on the progress of the scrapper replacement project; most of the material is here, but the west basin will be out of commission until the bearings arrive.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – there were no additional questions to the report presented.

Project Engineer – Comm. Allwardt asked about the soda ash controls; Mr. Grenell stated work is being done on the last part and material has been ordered.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler reported on the Lake Road East project. The Ponds of Menasha subdivision is on hold for installation.

Telecommunications & Substations – there were no additional questions to the report presented.

Water Plant – Water Plant Supervisor Jerry Sturm discussed the raw water color issues relating to blue-green algae.

Co-General Manager/Business Operations – Mrs. Krause announced that Lisa Miotke has been hired as the Energy Services Representative for Menasha, Oconto Falls, and New London.

Customer and Utility Services - – there were no additional questions to the report presented.

At this time Comm. President Allwardt presented a Certificate of Appreciation to Jeff Lemke, Chief Meter Technician, in recognition of his 25<sup>th</sup> anniversary with Menasha Utilities.

Item XI. No one from the Gallery was heard on any items discussed at this Meeting.

Item XII. The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call at 6:20 p.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Grievance

The motion to convene into Closed Session was withdrawn by Comm. Roush when it was agreed by all parties to discuss the grievance in open session.

Mrs. Krause reported copies of two letters received in regard to discipline received Sept. 20 when an employee referral to EAP was made, and on Oct. 28, 2011, since the referral was not acted upon and normal disciplinary action took effect were given to the Commission. Copies of the official grievance form along with the employee's related comments were also provided.

Steve Hammen, Line Foreman, presented his points of view regarding the disciplinary letters received in September and October, standard operating procedures, and the oral reprimand being grieved to Step III. He also presented copies of statements from his co-workers.

Mrs. Krause stated management does not feel the contract was violated, and EAP was offered in the first step of the process, but Mr. Hammen chose not to do it, and an oral reprimand was given which was within the bargaining contract.

Mr. Pichler; Mr. Dick Sturm; Jeff Lemke, Chief Meter Technician; Joel Heider, Line Foreman; Jason Kluess, Lineman; and LaDonna Heider all voiced their concerns related to this issue.

The motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved on roll call at 7:20 p.m. to convene into Closed Session pursuant to Section 19.85 (1) (c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. RE: Grievance

The motion by Comm. Roush, seconded by Comm. Zelinski was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Regular Meeting of the Water and Light Commission at 7:45 pm. Co-General Managers Krause and Sturm and Electric and Water Distribution Supervisor Pichler re-joined the meeting.

The motion by Comm. Allwardt, seconded by Comm. Zelinski, was unanimously approved to extend the offer for an employer referral to the Employee Assistance Program (EAP) of Theda Care at Work. This referral will be made in lieu of disciplinary action for a negative attitude toward work, management, and co-workers. If he chooses not to attend, discipline will be an oral reprimand.

There being no further discussion, the motion by Comm. Roush, seconded by Comm. Zelinski, was unanimously approved to adjourn at 8:00 p.m.

By: MARK L. ALLWARDT  
President

DAN ZELINSKI  
Acting Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.