

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 26, 2011

**Draft**

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

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

Item II. People from the Gallery to be heard on any topic of public concern to the Utility:

Dan Zelinski, 647 Paris Street ó spoke regarding the water public fire protection fee on utility bills.

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

- A. Minutes of the Regular Meeting of Dec. 15, 2010, the Special Meeting of Dec. 22, 2010, and Minutes of the Closed Sessions of July 21, Oct. 27, Nov. 17, and Dec. 15, 2010.
- B. Approve and warrant payments summarized by checks dated Dec. 23, 2010 ó Jan. 26, 2011, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$1,241,706.54, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed.
  - Copy of letter to Menasha Utilities dated December 8, 2010, from Stephen Borden, St. Joseph Food Program, re: Thank You for Donation
  - Copy of letter to Menasha Utilities dated December 9, 2010, from Nancy Richards, Double Portion Soup Kitchen and Pantry, re: Thank You for Donation
  - Copy of letter to Richard Sturm, Menasha Utilities, dated December 13, 2010, from Jim Schedgick, DNR, re: Sanitary Survey Report
  - Copy of letter to Project Share, Menasha Utilities dated December 20, 2010, from Jennifer Wanke, LEAVEN, re: Thank You for Energy Assistance
  - Copy of January ó February 2011 PSC Water Currents
  - Copy of letter to Melanie Krause, Menasha Utilities, dated January 5, 2011, from Mary Rose Teves, Bureau of Community Financial Assistance, DNR, re: Safe Drinking Water Loan Program
  - Copy of letter to Menasha Utilities, received January 19, 2011, from Lucas RD Rappert (Scholarship recipient), re: Thank You

Item IV. Financial and Operations Statement ó Business Operations Accountant Hubertus reported the audit is scheduled for February 14 & 15 and the December and January statements will be included with the February meeting packet. Tom Karman from Schenck and Associates will be at the March meeting to report on the audit.

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

Item VI. Purchase Orders ó there were no purchase orders presented at this meeting.

Item VII. Unfinished Business, Update on Menasha Utilities Email System ó Technical Services Engineer Teale gave an update on the proposed change by WPPI Energy from Groupwise Email to Microsoft Exchange. They are looking to move all current Groupwise members to this service by the end of the second quarter.

Menasha Utilities staff is reviewing the WPPI Energy option, and also looking at two options discussed last year; they were 1) to host its own email with the existing exchange server and purchase the necessary equipment to be fully functional, or 2) move to the City of Menasha email system. Mr. Teale and Jeff Lacey, City of Menasha IT Manager, are reviewing advantages of the Microsoft Hosted Exchange Online Email Solution and Archiving Solution and how it will benefit the Utility and possibly the City of Menasha in the future. The feasibility report comparison numbers will also be updated to help determine the best option.

After further discussion, Comm. President Allwardt requested comparisons on initial costs, long-term operating costs, benefits for each one of the options, some of the deficiencies of the options, and what hardware is required.

Item VIII. New Business, APPA Legislative Rally out of State Travel Request ó Co-General Manager/Engineering and Operations Sturm stated there was an airfare grant available through WPPI Energy for utility representatives to attend the APPA Legislative Rally.

The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to authorized Co-General Manager/Engineering and Operations Sturm to attend APPA Legislative Rally February 28 ó March 3.

Sanitary Survey ó Mr. Dick Sturm reviewed possible talking points for discussion with the DNR on a required response to the Sanitary Survey Report included in the correspondence. Arrangements are being made to meet with DNR representatives the week of March 7 or 14 and begin discussions on how to move forward. He also noted that it is important that discussions begin from a neutral standpoint. There was a brief discussion on the response compliance date of March 15.

The large issue is the intake, and defining what the security issues are will be part of the discussions with the DNR.

The Commission asked to be advised of the date and location when the meeting is scheduled with the DNR.

Vehicle Purchase ó Manager of Customer and Utility Services Rodriguez reported the information on this vehicle is one of three vehicles included in the 2011 budget. Based on standardization within the fleet, reduced maintenance costs, software costs, and vehicle dependability, staff is recommending the purchase of the Chevrolet Express commercial Cutaway 3500 and KUV 129SUK Service Body from Gustman Chevrolet in the amount of \$28,854.00.

The motion by Comm. Roush, seconded by Comm. Allwardt, was unanimous on roll call to approve purchase of the Chevrolet Express commercial Cutaway 3500 and KUV 129SUK Service Body from Gustman Chevrolet in the amount of \$28,854.00.

Item IX. Project Reports, UV Certification ó Water Plant Supervisor Jerry Sturm stated there should be resolution on the certification process soon.

WPPI Energy Transaction ó there was nothing further to report on this item.

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

Electric and Water Distribution/Safety Report ó Electric and Water Distribution Supervisor Pichler gave an update on the induction lighting project. The mounting hardware received does not fit on the lights and he is waiting to receive a solution from the manufacturer.

Water Plant, Project Engineer, Telecommunications & Substations, and Co-General Manager/Business Operations ó there were no additional questions to the reports presented.

Customer and Utility Services ó Mr. Rodriguez added staff is being more aggressive with water disconnects during the winter.

Energy Services Representative/Key Accounts ó there were no additional questions to the report presented.

Item XI. People from the Gallery to be heard on any items discussed at this Meeting.

Mary Nebel, 713 First Street, spoke regarding the lack of financial statements in the packet and the public fire protection charge.

Item XII. The motion by Comm. Roush, seconded by Comm. Fahrbach, was unanimously approved on roll call at 6:15 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: Review of Co-General Managers

By: MARK L. ALLWARDT  
President

JOANNE ROUSH  
Acting Secretary

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