

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

December 21, 2011

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 5:00 P.M., with Commissioners Joe Guidote, 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: Kristin Hubertus, Business Operations Accountant

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

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

- A. Minutes of the Regular Meeting of November 16, 2011, as amended.
- B. Minutes of the Closed Session of November 16, 2011.
- C. Approve and warrant payments summarized by checks dated Nov. 24, and Dec. 1 - 21, 2011, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$919,033.69, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- D. Correspondence, as listed.
 - Copy of letter dated November 15, 2011, to Melanie Krause, Menasha Utilities, from Daniel Kiefer, Cornerstone Church, re: Donation to Food Pantry
 - Copy of memorandum dated November 16, 2011 to WPPI Energy Member Managers, from Tammy Freeman, re: typical Bill Comparison Summary
 - Copy of letter dated November 21, 2011, to Melanie Krause, Menasha Utilities, from Nancy Richards, Double Portion Soup Kitchen & Pantry, re: Donation to Food Pantry
 - Copy of letter dated December 5, 2011, to Menasha Utilities, from Stephen Borden, St. Joseph Food Program, re: Donation to Food Pantry

Comm. Zelinski requested a correction be made to Item VIII from the November meeting minutes indicated he voted no to approving the meeting time change for the January 2012 Regular Meeting.

Item IV. October Financial and Operations Statement – Comm. Zelinski questioned the impact of a potential customer closing. Customer and Utility Services Manager Rodriguez commented the customer is a 1.3 to 1.5 MW customer, and the financial impact was not reviewed ye

Co-General Manager/Business Operations Krause stated the November financial and operations statements will be provided for the January meeting, but December will not be done until after the audit in February.

After discussion, the Commission accepted the October Financial and Operations Statement as presented.

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. Mrs. Krause stated the purchase orders were all 2012 budgeted items, with six being for Water Plant chemicals. The motion by Comm. Guidote, seconded by Comm. Merkes, was unanimous to approve the purchase orders as presented.

Item VII. Unfinished Business, Grievance Procedure – Mrs. Krause reviewed the items changed in the City policy prior to approval. The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimous to approve the Grievance Procedure Policy as amended.

2012 Commission Meeting Calendar – the request was made at the previous meeting to hold some of the 2012 meetings during the work day. The January meeting was approved to be held at 8:00 am, with budget meetings to be held at 5:00 pm.

The motion was made by Comm. Merkes, seconded by Comm. Roush, to hold the 2012 Commission meetings at 8:00 am except for the budget meetings.

The motion was made by Comm. Zelinski to amend the previous motion to starting the Commission meetings at 1:00 pm; Comm. Merkes seconded the motion for discussion.

After further discussion, Comm. President called for a vote on the motion to change the meeting time to 8:00 am, with the exception for the budget meetings. The motion carried 4 – 1, with Comm. Zelinski voting no.

Item VIII. New Business, David J. Rodriguez Resolution of Appreciation – the motion by Comm. Roush, seconded by Comm. Guidote, was unanimous to approve the following:

RESOLUTION OF APPRECIATION

WHEREAS, David J. Rodriguez was employed at Menasha Utilities from March 25, 1981, through April 19, 2012, and

WHEREAS, David J. Rodriguez dedicated over 30 years of his life to the Menasha Utilities, serving as Coal & Ash Man, Accounting Clerk, and Customer & Utility Services Manager;

WHEREAS, David J. Rodriguez's positive attributes were the dedication he gave to his work, his determination and team spirit, the knowledge of his job, and the respect, courtesy, and cooperative attitude he portrayed towards his co-workers;

NOW THEREFORE BE IT RESOLVED by the Menasha Utilities Commission and the Co-General Managers to extend to David J. Rodriguez our Sincere Appreciation and Thanks for his dedication and service to the Community.

RESOLVED FURTHER, by the Menasha Utilities Commission and the Co-General Managers that a copy of this resolution be tendered to him as a record of this Appreciation and Thanks.

Passed and approved this 21st day of December, 2011.

Gerald J. Sturm Resolution of Appreciation - the motion by Comm. Roush, seconded by Comm. Zelinski, was unanimous to approve the following:

RESOLUTION OF APPRECIATION

WHEREAS, Gerald J. Sturm was employed at Menasha Utilities from October 31, 1977, through January 6, 2012, and

WHEREAS, Gerald J. Sturm dedicated over 34 years of his life to the Menasha Utilities, serving as Maintenance "B", Stationary Fireman, Power Plant Operator, Water Plant Operator, Water Plant Worker/ Relief Operator; Water Plant Technician Trainee/Relief Operator, Chief Water Plant Operator, and Water Plant Supervisor;

WHEREAS, Gerald J. Sturm's positive attributes were the dedication he gave to his work, his determination and team spirit, the knowledge of his job, and the respect, courtesy, and cooperative attitude he portrayed towards his co-workers;

NOW THEREFORE BE IT RESOLVED by the Menasha Utilities Commission and the Co-General Managers to extend to Gerald J. Sturm our Sincere Appreciation and Thanks for his dedication and service to the Community.

RESOLVED FURTHER, by the Menasha Utilities Commission and the Co-General Managers that a copy of this resolution be tendered to him as a record of this Appreciation and Thanks.

Passed and approved this 21st day of December, 2011.

APPA Legislative Rally – Co-General Manager/Engineering and Operations Dick Sturm reviewed the information for the March 12 – 14 Legislative Rally in Washington, DC. Application grants for travel need to be submitted to WPPI by January 16.

Water Plant Supervisor Job Description – Mrs. Krause reviewed the minor modifications made to the job description, and once approved, an ad will be placed in the newspaper and posted internally.

During discussion, Comm. Merkes suggested modifying the desirable education and experience to state a Bachelors Degree in Science Engineering or water related field is preferred, with a minimum of five years experience.

The motion by Comm. Guidote, seconded by Comm. Roush, was unanimously approved to make the proposed changes to the job description.

Non-Represented Compensation – Comm. President Allwardt stated information was given on current wage ranges for the non-represented employees, and payroll increases for all employees since 2000.

Comm. Merkes made a motion for a 1% cost of living increase for all non-represented employees; Comm. Roush seconded the motion for discussion.

After discussion, Comm. Guidote made a motion to amend the previous motion to a 1.25% increase comparable to the increase to be received by union employees; Comm. Roush seconded the motion.

Commissioners Allwardt, Guidote, and Roush voted yes to amend the motion; Commissioners Merkes and Zelinski voted no.

A vote was taken on the motion as amended with all voting yes.

Review of Co-General Managers – Comm. President Allwardt stated discussions will be held with the management team, same as last year. Everyone should hold those discussions and have their write-up by the January 25 meeting with final appraisals in February or March at the latest.

Item IX. Project Reports, Bondholder Settlement and WPPI Energy Transaction – Mrs. Krause added the judgment will become final on December 31. Mayor Merkes stated the court order was approved as of December 1, and it would become non-appealable as of December 31. There have been some questions as to the disposition of the plant, and there may be an item on the Council agenda in January or February for discussion.

Telecommunications Update – Technical Services Engineer Teale added there has been no update from the current dark fiber customer.

Water Projects – Project Engineer Grenell gave updates on the scrapper rebuild, soda ash material, lab counter top and sink, and canal recirculation pump. The bid notices for the water tower and high lift station projects will be placed in the newspaper next week.

Item X. Staff Reports, Co-General Manager/Engineering and Operations – Mr. Dick Sturm gave an update on the status of the Steam Plant, communications with GE on leased equipment, and continued discussions on the EPA settlement.

Project Engineer – Mr. Grenell stated the Tayco Substation will be evaluated next year.

Electric and Water Distribution/Safety Report – Electric and Water Distribution Supervisor Pichler added cable has been installed at the Ponds of Menasha, and there was one main break during the month of November.

Telecommunications & Substations and Water Plant – there were no additional questions to the reports presented.

Co-General Manager/Business Operations – Mrs. Krause stated she is in the process of reviewing resumes in application for lineman and Customer Service Manager. The post-employment health benefit option for non-represented staff is also being reviewed.

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

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. Merkes, 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: Review of Co-General Managers

By: MARK L. ALLWARDT
President

JOSEPH P. GUIDOTE
Secretary

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