

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

September 4, 2013

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:05 A.M., with Commissioners Roy Kordus, Don Merkes, and Joanne Roush present on roll call. Also present were Melanie Krause, Interim General Manager; Steve Grenell, Project Engineer; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer.

Those absent were: Commissioner Zelinski and Water Plant Supervisor Tim Gosz.

In the absence of Commission Secretary Zelinski Administrative & Accounting Assistant Dawn Lucier took the minutes for the meeting.

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

Item III. New Business, Strategic Planning – Interim General Manager Krause reviewed the major changes made to the 2014 Strategic Plan. Following suggestions made during strategic planning meetings, management has included more of a big picture scenario rather than detailed lists. The strategic plan has been reformatted and common departments have been combined into each entity. Departmental goals & objectives for each Utility have been organized by the Strategic Initiatives that have been identified with the organization; the process of accomplishing the goals & objectives will be included in the budget/action plan.

Comm. Roush commented the budget process item of core values and employee involvement was a good addition in the development of the Strategic Plan. Comm. Allwardt added providing the document to employees was equally as important showing the theme of the process revolving around employee involvement and feedback. Ms. Krause added all employees have had the opportunity to participate in strategic planning training directed by Cities and Villages Mutual Insurance Company.

Discussion over the Strategic Plan and Organizational Goals ensued.

A SWOT analysis, which identified strengths, weaknesses, opportunities and threats to the Utility, was added to the strategic plan.

Comm. Allwardt requested that within the next year, a 10, 20, 30 percentage of impact study be performed. Ms. Krause stated staff is working with WPPI on an impact study report, however, the new rate case figures would need to be incorporated before it would be completed.

The remainder of the Strategic Plan was re-categorized featuring the Strategic Initiatives as the outline with goals and objectives underneath; the list of budget items are replaced with a broader narrative; and accomplishments for each department were removed because they are now being reported on the monthly Strategic Initiative Update as part of the Commission meeting.

Modifications and updates will be provided in a revised draft plan with the budget.

Technical Services Engineer Teale departed at 9:25 a.m. and returned at 10:35 a.m.

During the discussion the Commission asked for more quantified specific measurements.

Water Plant Supervisor Gosz arrived at 10:00 a.m.

Electric and Water Distribution Supervisor Pichler departed at 10:35 a.m.

Commissioner Kordus departed at 10:45 a.m.

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

Due to time constraints, it was decided that the Water Utility, Telecommunication Utility and Energy Services Utility portion of the Strategic Plan will be discussed at the special meeting next week.

Item X. The motion by Comm. Merkes, seconded by Comm. Roush, was unanimously approved on roll call to adjourn at 11:05 a.m.

By: MARK L. ALLWARDT
President

Dawn M. Lucier
Administrative & Accounting Assistant

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