

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

February 7, 2014

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:03 a.m., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Project Engineer; Tim Gosz, Water Plant Supervisor; Kristin Hubertus, Business Operations Accountant; Paula Maurer, Customer Services Manager; Lonnie Pichler, Electric and Water Distribution Supervisor; and John Teale, Technical Services Engineer.

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

Tricia VanDinter, Field Representative & Clerk commented that some employees were not present due to working schedules and water main breaks.

Item III. Unfinished Business, Employee Handbook – An outline of the proposed section changes to the Employee Handbook was presented. Included in the outline was the current language in the Employee Handbook; the proposed changes brought forward at the December meeting; a summarization of the concerns brought up through a company-wide survey and employee meetings; and possible options for each of the sections to be covered.

Section 201 Rest Time – Option 3, a modified version of December's proposal was recommended by the Management team. Language to address rest time during a storm or emergency situation after working 16 hours was added.

The motion by Comm. Roush, seconded by Comm. Zelinski was unanimous on roll call to select option 3 on Section 201 Rest Time, Modify Boardman's language proposed at the December meeting.

Section 201 and Appendix A Working Schedule – Changes were made to working schedules in order to have better coverage during normal business hours.

The Commissioners felt that the employees working schedule would be better served by having decisions placed with the Management staff and not controlled by the Commission. Any major changes would still need to be communicated to the Commission.

No action taken.

Section 205 Overtime – Option 1, no change, was recommended by the Management Team in order to track and assess the impact of the change to the employees and employer. Overtime would then be brought back to the Commission at a later date.

The motion by Comm. Roush, seconded by Comm. Kordus was passed on roll call (4-1) to select option 1 on Section 205 Overtime, No Change to Overtime. Commissioners Allwardt, Roush, Zelinski and Kordus voted yes. Commissioner Merkes voted no.

Section 206 Meals – Management proposed a change of the meal credit equivalent of one-half hour at employee’s regular rate of pay to a flat \$15 rate.

The motion by Comm. Merkes, seconded by Comm. Kordus was unanimous on roll call to select option 2 on Section 206 Meals, change amount for meal credit to \$15.

Section 206 Call Duty – Management is proposing language to better define emergency and storm work.

The motion by Comm. Allwardt, seconded by Comm. Zelinski was unanimous on roll call to select option 3 on Section 206 Call Duty, modify language from December meeting.

Section 201 Holiday – In order to coincide with the City’s Holiday schedule Management is proposing changing Good Friday from a Holiday to a floating holiday and making Easter double time for shift workers.

The Commission requested that Management clarify, within the Employee Handbook, how double time is paid when a holiday falls on the weekend; either on the date of the actual holiday or the observed holiday.

The motion by Comm. Merkes, seconded by Comm. Roush was unanimous on roll call to select option 3 on Section 210 Holiday, change Good Friday to a Floating Holiday and make Easter a Holiday for shift workers and paid double time (no holiday pay).

Section 211 Vacation Schedule – Language was corrected to reflect the true intent of vacation given to employees employed for 1 year. Employees hired after January 1, 2014 would receive 1 week vacation at 6 months and 1 week at 1 year.

Commissioners discussed the differences between the Utilities and City’s vacation schedules.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous on roll call to select option 2 of Section 211 Vacation schedule, change to language from December meeting.

Section 212 Sick Leave – An in depth discussion ensued over the 4 proposed plans for sick leave which included: amount of hours allotted per calendar year, disability plan options with prices, and unused hours allowed to be carried over. Management is recommending Option 4.

The motion by Comm. Allwardt, seconded by Comm. Roush was unanimous on roll call to select option 4 of Section 212 Sick Leave, 40 hours sick time (includes 4 hours personal time) with up to 24 hours of sick time carried over each year up to a cap of 80 hours and company paid and administered incremental short term disability policy.

Section 504 Special Protective Clothing – The revised Appendix F details a yearly special protective clothing replacement schedule. Management is recommending modifying the

replacement schedule to include a winter jacket and bibs for Water Plant Maintenance personnel and increasing the amount for safety toed shoes from \$75 to \$100.

The motion by Comm. Roush, seconded by Comm. Merkes was unanimous on roll call to select option 3 & 4 of Section 504 Special Protective Clothing, Modify Appendix F to include winter jacket and bibs for Water Plant Maintenance and change the shoe amount to \$100.

Section 401 Ethics – De minimis language of accepting gifts was added to the Ethics section.

The motion by Comm. Roush, seconded by Comm. Kordus was unanimous on roll call to select option 2 Section 401 Ethics, add language from December meeting.

Management Benefits – Management is recommending separating sick time from the PTO account and providing sick leave based on Option 4 of section 212 Sick Leave.

The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimous on roll call to select option 2 under Management Benefits, modify the PTO balance for any changes in sick time, floating holiday and personal time so all time is treated the same.

The effective date of the above actions will be March 2, 2014.

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

Ms. VanDinter asked that the Commissioners take into consideration adding a beginning balance to the banked sick time hours.

Item X. The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call 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: Performance Evaluation of General Manager

By: MARK L. ALLWARDT
President

DAN ZELINSKI
Secretary

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