

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 23, 2015

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Roy Kordus, Don Merkes, Joanne Roush, and Dan Zelinski present on roll call. Also present were Melanie Krause, General Manager; and Paula Maurer, Customer Services Manager.

Item II. The motion by Comm. Merkes, seconded by Comm. Zelinski was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: Delinquent Accounts.

There being no further business, the motion by Comm. Allwardt, seconded by Comm. Zelinski, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 8:50 a.m.

Steve Grenell, Engineering Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; John Teale, Technical Services Engineer; and Dawn Lucier, Administrative & Accounting Assistant joined the meeting at 8:50 a.m.

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

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

- A. Minutes of the Special Joint Meeting of August 5, 2015
- B. Minutes of the Regular Meeting of August 26, 2015
- C. Approve and warrant payments summarized by checks dated September 3-23, 2015, which includes Net Payroll Voucher Checks, and Operation and Maintenance Voucher Checks for a total of \$750,199.19, 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 September 14 from the City of Menasha RE: Parliamentary Procedure Seminar scheduled October 19, 2015
 - Copy of letter dated August 30 from Community Clothes Closet RE: Thank You
 - Copy of September 2015 MU Employee Newsletter

Item V. Claims Against The Utility – The Notices of Claim received from the June 22 incident have been submitted to insurance and will be brought back at the next regular commission meeting.

Item VI. Purchase order #8283 was decreased from \$63,920 to \$62,040 due to a reduction in light fixtures.

The motion by Comm. Merkes, seconded by Comm. Roush was unanimous on roll call to approve purchase order #8283 in the amount of \$62,040.

Item VII. Unfinished Business, Source Water Supply Update – The DNR has approved the recommendation to proceed with Option 4 – an inlet structure near the entrance of the Brighton Drive Channel. Plans and specifications will be submitted for review and approval prior to construction.

Long Term Power Supply Contract Extension – General Manager Krause has received two engagement letters from outside legal counsel which have been forwarded to the City attorney for review.

Item VIII. New Business, Joanne Roush Resolution of Appreciation – The motion by Comm. Kordus, seconded by Comm. Zelinski was unanimous to approve the following:

RESOLUTION OF APPRECIATION

WHEREAS, members of the Menasha Utilities Commission and Utility Management desire to record the recognition of Joanne Roush as a former member of this Commission and for her contributions as Commission Vice-President;

WHEREAS, Joanne Roush has, for five years, faithfully carried out the duties and responsibilities as Commissioner and Commission Vice-President;

RESOLVED that the members of the Menasha Utilities Commission and Utility Management give formal expression of their association with Commissioner Roush, who was held in esteem and respected by her associates for the services she rendered while a member of said Commission, and do hereby note in the records such recognition.

RESOLVED FURTHER, by the Menasha Utilities Commission and Utility Management that a copy of this resolution be tendered to Joanne Roush as recognition of her services and as a tribute to her.

Passed and approved this 23rd day of September, 2015.

Celebrating 35 years of Municipal Joint Action Resolution – The motion by Comm. Roush, seconded by Comm. Allwardt, was unanimous to approve the following:

A RESOLUTION CELEBRATING 35 YEARS OF MUNICIPAL JOINT ACTION FOR PUBLIC POWER UTILITIES

WHEREAS, for more than 110 years, municipally owned, not-for profit Menasha Utilities has provided the City of Menasha with reliable, affordable electric power; customer-focused hometown service; significant local tax contributions; local jobs; local ownership; and local control of our community's energy future; and

WHEREAS, not-for-profit, member-owned, joint-action wholesale power supplier WPPI Energy was formed in 1980 to preserve and enhance the value of public power utilities such as Menasha Utilities; and

WHEREAS, together, WPPI Energy member communities have built a diverse, flexible, cost-effective long-term power supply portfolio; an array of more than 75 best-in-class utility and customer programs and services; and a proven track record of energy policy advocacy for the benefit of WPPI Energy member communities and their electric utility customers;

WHEREAS, the City of Menasha has been a member-owner of WPPI Energy since 1981; and

WHEREAS, together, the 51 member utilities of WPPI Energy serve more than 200,000 local homes and businesses in Wisconsin, Michigan and Iowa; and

WHEREAS, WPPI Energy members enjoy shared strength by pooling their needs and expertise for a reliable, affordable power supply, access to technology, and cost-effective programs and services that would be difficult and expensive for any one community to accomplish alone;

NOW, THEREFORE, BE IT RESOLVED that the City of Menasha, Winnebago County, Wisconsin recognizes and celebrates the thirty-fifth anniversary of the creation of WPPI Energy, our community's member-owned, joint-action municipal power supplier; and

BE IT FURTHER RESOLVED that the City of Menasha will continue working to bring the benefits of joint action to local homes and businesses, just as it has since 1981, the year our community became a member-owner of WPPI Energy.

Passed and adopted this 23rd day of September, 2015.

The Commission asked to have the resolution forwarded to the City of Menasha for adoption.

Landlord Package – A package will be mailed to landlords in October which highlights Focus on Energy rebates, payment methods, billing applications, energy assistance programs, payment agreements, and tax roll processes. Additionally, Menasha Utilities will host an informational session for landlords on November 3rd at the Menasha Public Library between 8:00 - 9:00 a.m.

Process for General Manager's Evaluation – Commission President Allwardt stated the process of evaluation would be similar to last year with discussions being held with the management team.

Item IX. Strategic Reports, Monthly Strategic Initiative Update – The August report was discussed.

August Financial and Project Status Reports – Electric revenues were down due to negative pass-through rates, however, expenses were also down resulting in Net Operating Income coming in higher than budget.

Water consumption & revenues for multi-family are lower than budget due to the demolition of the Menasha Hotel. The equipment for the Upgrade Plant PLC5 & Integrate with Existing PLC project

will be purchased in 2015 and outside contractor installation costs will be incorporated into the 2016 budget.

After discussion, the Commission accepted the August Financial and Project Status Reports as presented.

Project Reports, Water Plant projects – The unidirectional flushing has begun and is progressing as expected.

Construction of the tower structure for the River Crossing project will begin next week and staff is continuing to work with the city attorney regarding the standby change order request received from the contractor.

Metering Practice & Plan – Rewiring of two services has been completed with a third service scheduled during a planned outage. The Electric Metering Technician position has been filled and the employee will be enrolled in the State Apprenticeship program.

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

Item XI. 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 Manger.

By: MARK L. ALLWARDT
President

ROY KORDUS
Secretary

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