

**Minutes of a Special Meeting of the  
Waupun Utilities Commission  
Thursday, May 30, 2013**

The meeting was called to order by President Buchholz at 4:00 p.m.

Commissioners Buchholz, Homan, Johnson, Kaczmarek, Mielke and Thurmer were present.

On motion by Thurmer, seconded by Homan and unanimously carried, the Commission adjourned into closed session under Wisconsin State Statutes section 19.85(1)(c) to review General Manager and Business/Finance Manager positions.

On motion by Johnson, seconded by Homan and unanimously carried, the Commission adjourned into open session under Wisconsin State Statutes section 19.85 (2).

Motion made by Thurmer to offer the Waupun Utilities General Manager Position to Randy Posthuma, with the base wage to be set at \$93,061 and his benefit package to remain the same as his present package. The benefit package will remain the same until a study can be conducted and reviewed by the Commission. After a 6 month successful completion of the noted requirements of the position the Commission can review and approve an additional \$2,000 to his annual base wage. Requirements for the position of Waupun Utilities General to include:

- Review and update Job Description of the General Manager's Position and present to Commission for approval.
- Oversee recruitment and hiring process for the position of Finance/Business Manager.
- Review Waupun Utilities' Organizational Structure and make recommendations to the commission for better distribution of responsibilities. This task should be completed within the first 90 days of appointment.
- Attend at least 2 seminars/workshops or continuing education classes with a focus on Leadership and/or managing a workforce. One should be completed within the first 6 months and the other within 12 months of appointment.
- Develop a performance based system to provide annual feedback for all staff and to provide a basis for recommendations for annual wage adjustments. This should be completed and implemented within 5 months of appointment.

Motion seconded by Homan and unanimously carried.

On motion by Thurmer, seconded by Johnson, and unanimously carried, General Manager Posthuma will be compensated \$750 for work performed as Interim Manager.

On motion by Thurmer, seconded by Johnson and unanimously carried, the meeting was adjourned at 5:12 p.m.

Randy Posthuma  
General Manager