

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, December 9, 2013**

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

Commissioners Buchholz, Heeringa, Homan, Johnson, Kaczmariski, and Thurmer were present. Commissioner Mielke was absent, with notice.

On motion by Thurmer, seconded by Homan and unanimously carried, minutes of the November 11, 2013, Regular Meeting were approved as presented.

On motion by Johnson, seconded by Heeringa and unanimously carried, bills for November 2013 were approved as presented.

Business/Finance Manager Oosterhouse presented October 2013 financial results. Electric year-to-date operating income was \$59,900 above budget on lower purchased power costs and administrative and general expense. Sewer year-to-date operating income was \$64,200 below budget due to the 2013 rate reduction and reduced high strength waste charges. Water year-to-date operating income was \$85,000 above budget on lower maintenance expense and administrative and general expense. The long-term investment portfolio recognized a net gain of \$20,500, net of all portfolio management fees. On motion by Kaczmariski, seconded by Johnson and unanimously carried, the October 2013 financial report was approved as presented.

Posthuma presented an electric crew update and general utility information. The electric crew will concentrate efforts on line clearance/tree trimming during the winter months.

Posthuma reported that the management team transitioned well to new responsibilities aligned throughout 2013. Supervisors are going to focus on core values for utility staff, along with customer skills, during upcoming employee evaluations.

W&S Maint/Treatment Supervisor Schramm reported on water tower 2 maintenance status. Wind and below normal temperatures continued to hamper efforts to finish priming the tower exterior. A decision was made to begin the tower filling process in order to get it back in operation before other winter conditions occur, such as water main breaks. Part of the tower remains unprimed, but contractors assured the Utilities that the remaining unprimed section will not be affected by winter conditions.

New hire, Ben Russell, is becoming familiar with plant operations and maintenance tasks. The sewer crew is flushing specified basins, and then following up with sewer televising of each basin.

Discussion was held regarding stipend pay for utility commissioners.

On motion by Homan, seconded by Kaczmariski and unanimously carried, the Commission adjourned into closed session under Section 19.85(1)(c) to discuss 2014 Wages/Salaries.

On motion by Thurmer, seconded by Heeringa, with a vote of 3 in favor, and 2 dissenting, a 2 percent wage increase was approved for utility employees, with W&S Maint/Treatment Supervisor granted one additional percent increase, and Treatment Facilities Foreman granted an additional half percent increase.

On motion by Thurmer, seconded by Homan and unanimously carried, the Commission adjourned into open session under Section 19.85(2).

On motion by Thurmer, seconded by Homan and unanimously carried, the meeting was adjourned at 5:40 p.m.

Next regular commission meeting scheduled for January 13, 2014.

Nancy Oosterhouse
Mapping/Admin Coordinator