

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
February 11, 2013**

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Wayne Johnson at 4:00 pm on February 11, 2013 in the downstairs meeting room of the utility office. Present were Commissioners Wayne Johnson, Patrick Ott, Mike Eberl, and Aaron Pitzenberger. Also present were Alderperson Robert Workinger and the Utility staff. Absent were Commissioner Harry Nienaber, Alderperson Russ Stauber, and attorney John Adam Kruse.

- A 30-year service award was presented to Dave Wasserburger.

UC/13-10 Motion by Pitzenberger, seconded by Eberl, to dispense with reading the minutes of the January 13, 2013 meeting and accept them as submitted. All ayes, motion carried.

UC/13-11 Motion by Ott, seconded by Pitzenberger, to dispense with reading the minutes of the January 22, 2013 meeting and accept them as submitted. All ayes, motion carried.

UC/13-12 Motion by Eberl, seconded by Ott, to approve payroll for January in the amount of \$204,173.60 and general bills for January in the amount of \$3,100,212.36. All ayes, motion carried.

UC/13-13 Motion by Eberl, seconded by Ott, to approve the following job orders:

JO #5670 Install VFD Wildwood Booster Station \$6,200
JO #17604 Elks parking lot lights, 2 lights south of Royal Toyko \$6,276
JO #17697 Bluebird primary loop install, Meadow to Galvin \$166,611

All ayes, motion carried.

- Alderperson Ed Wagner arrived at 4:05 pm.
- Commissioner Eberl requested copies of the current investment policy and new cell phone and educational reimbursement policies discussed during a recent manager meeting.

UC/13-14 Motion by Ott, seconded by Pitzenberger, to receive and place on file department reports. All ayes, motion carried.

- The Assistant Utility Manager reviewed noteworthy projects including: Bob Trussoni and Nick Kumm met with Dorothy Schnitzler to discuss her concerns with AMI. It was reported that the meeting was very productive and Nick is continuing correspondence.
- The Utility Manager and Commission discussed the recap from Administrator Barg on the joint Utility and Common Council meeting of January 22, 2013. The Commission agreed to rotate alphabetically, one Commissioner each month to report to the Common Council at their 2nd meeting of each month. It was recommended that Bob Trussoni continue to provide regular email updates to the Council after each Commission Meeting. It was also recommended that Mayor appointed Council Liaison's serve for 2 year terms on the Utility Commission and act as points of contact for communication to the Common Council.
- The Commission discussed the 2013 Strategic Plan. The Commission asked staff to continue to work on the document and provide more detail so it can become a working plan that is used regularly by staff.
- The Assistant Utility Manager and Utility Manager review a draft procedure for handling of exempt

staff step increases and annual wage increases. The new procedure would be similar to the procedure the City uses for their exempt staff. The Commission would set annual parameters that would be followed by management throughout the year. The Commission asked for more details on the City's current plan which they would review along with this new proposed plan at the next meeting.

UC/13-15 Motion by Pitzenberger, seconded by Ott, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing labor negotiations, supervisory salary guidelines, and merit review of Energy and Water Conservation Coordinator, Utility Manager, Office Manager, Assistant Office Manager, Water Superintendent, Electric Operating Supervisor, Human Resources Manager, Administrative Coordinator, and Technical Services Manager position.

Roll call vote, all ayes, motion carried. Closed session at 4:54 p.m.

UC/13-16 Motion by Pitzenberger, seconded by Eberl, to go into open session. Roll call vote, all ayes, motion carried. Open session at 6:05 p.m.

UC/13-17 Motion by Pitzenberger, seconded by Ott, to adjourn. All ayes, motion carried. Meeting adjourned at 6:06 p.m.


Patrick Ott, Secretary