

December 19, 2022

Commission President, James Krueger, called the regular meeting of the Reedsburg Utility Commission to order on Monday, December 19, 2022 at 4:00 P.M.

Roll Call of Commissioners Present:

James Krueger, President/Citizen Member	Mike Glick, Citizen Member-Absent
Mike Gargano, City Council Member	Missy Frenz, City Council Member
Amy Reine, Secretary/Citizen Member-Departed 5:37 P.M.	

Others Present:

Brett Schuppner, General Manager	Dennis Horkan, Electric Supervisor
Jon Craker, Water Supervisor	Terri Gher, Accounting Manager
Ken Las, Communications Supervisor	Bonnie Dix, Accounting Assistant
Tara Leege, Sales & Marketing	Adam Favia, Sales & Marketing
David Ruhland, Local Channels Coordinator	David Estes, Reedsburg Mayor
Ryan Johansen, Comm. System Support Specialist	Bryan Yager, Reedsburg Activities Director

Approve Agenda:

Motion made by Mike Gargano, seconded by Amy Reine, to approve the agenda. All Commissioners present voted “aye” (4-0). Motion carried.

Public Comment:

None.

Employee Service Recognitions:

The Commissioners commended Jon Craker, Water Supervisor, for his 25 years of service to Reedsburg Utility and its customers.

Consider Local Channel Fees:

Motion made by Mike Gargano, seconded by Missy Frenz, to approve the LightSpeed Live Event Pricing of \$1000/year (if paid up front), \$200/month or \$25/hour (\$50 minimum) for a single event effective for 2023; with no change to the LightSpeed Recorded (scheduled) Event Pricing of \$1500/year (if paid up front), \$150/month or \$50/event. Upon roll being called all Commissioners present voted “aye” (4-0). Motion carried.

Safety & Training Updates:

None.

Approve Minutes:

Motion made by Mike Gargano, seconded by Amy Reine, to approve the minutes from the prior meeting and place them on file. All Commissioners present voted “aye” (4-0). Motion carried.

Financial Update:

- a) Motion made by Amy Reine, seconded by Mike Gargano, to approve the treasurer's report and the financial reports. All Commissioners present voted "aye" (4-0). Motion carried.
- b) Motion made by Mike Gargano, seconded by Amy Reine, to approve: payments paid since the last meeting of \$2,018,921.89; less already approved WPPI power bill & street light loan payment of (\$1,666,750.12); net payroll/labor totals of \$190,522.13; for a total paid before the meeting of \$542,693.90. Unpaid checks on the Cash Commitment Report for \$883,521.65 less miscellaneous credits applied to invoices from vendors (\$3,125.23); wire to WPPI for power bill and street light loan payment for \$1,609,792.36; total checks unpaid before the meeting of \$2,490,161.78. Total disbursements paid of \$3,032,855.68. Upon roll being called all Commissioners present voted "aye" (3-0-1) with James Krueger abstaining. Motion carried.
- c) Motioned made by Mike Gargano, seconded by Amy Reine, to approve the 2023 allocations for general/common telecom expenses and allocations for general expenses among all departments as presented. All Commissioners present voted "aye" (4-0). Motion carried
- d) Motioned made by Mike Gargano, seconded by Amy Reine, to approve the charges for restoration of damages to plant caused by others of:
 - ☐ \$250 Damage Investigation
 - ☐ \$250 Mobilization
 - ☐ \$100 Labor rate per hour per employee
 - ☐ 2 x current standard rate for Equipment
 - ☐ Materials will be the higher between inventory rate or replacement cost plus 20%
 - ☐ Charge for any bill credits that were given to customers due to the outage
 All Commissioners present voted "aye" (4-0). Motion carried

Human Resources:

Applications are still being accepted for the LightSpeed Account Specialist position while second interviews are being held. One Fiber Line Worker resigned.

Marketing Update:

Tara Leege and Adam Favia, Sales Representative and Marketing Specialists, reviewed the marketing updates with the Commission.

Water Department Update:

Jon Craker, Water Supervisor, reviewed the water department updates with the Commission.

Electric Department Update:

Dennis Horkan, Electric Supervisor, reviewed the electric department updates with the Commission.

Telecom Department:

- a) Ken Las, Communications Supervisor, reviewed the fiber department updates with the Commission.
- b) Ken Las, reviewed the Eligible Telecommunication Carrier (ETC) certification with the Commission and RUC will be applying for ETC certification in the non-RDOF service areas.
- c) Motioned made by Mike Gargano, seconded by Amy Reine, to approve the Fiber Department On Call and Trouble Ticket Policy as presented. All Commissioners present voted "aye" (4-0). Motion carried.
- d) Motion by Jim Krueger, seconded by Missy Frenz, to approve the Fiber Clothing and Tool Policy as presented with the revision of the Tool/Clothing Allowance amount to \$200.00 including all Utility employees working outside (except for Electric employees who have FR Clothing). Upon roll being called all Commissioners present voted "aye" (3-0). Motion carried.

Commission Concerns:

None.

Adjourn Meeting:

Motion made by Mike Gargano, seconded by Missy Frenz, to adjourn the meeting at 5:40 P.M. All Commissioners present voted “aye” (3-0). Motion carried.

Amy Reine, Commission Secretary