

Special Meeting of the Water Works and Lighting Commission  
Tuesday, December 11, 2018

There were present:

Commissioner John Bergin  
Commissioner John Harper  
Commissioner Joe Kozicki  
Commissioner Rick Merdan  
Commissioner Tom Nowak

Also present: Jeff Kuhn and Jem Brown

**1. Call to Order**

Chairperson Tom Nowak called the meeting to order at 9:00 AM.

**2. Consideration of adjournment into closed session under Section 19.85(1)(f) of the Wisconsin Statutes, which reads: "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or 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." – Accounts written off.**

Upon unanimous roll call vote, the committee voted to go into closed session to discuss accounts written off.

**3. Return to open session**

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to return to open session. No nay votes were recorded.

**4. Possible action taken on items discussed in closed session**

After discussion there was a motion made by Rick Merdan, seconded by Joe Kozicki, and carried to write off \$35,266.53 from 121 electric accounts and start further collection efforts. No nay votes were recorded.

**5. Policy revisions**

After discussion and review there was a motion made by Rick Merdan, seconded by Joe Kozicki, and carried to approve the following changes to these personnel policies to be effective January 1, 2019. No nay votes were recorded.

- Group Insurance – Removal of the reference to being governed by a Board of Health Plan Trustees.

- Education Assistance/Tuition Reimbursement – Removal of the statement “...and reimbursements included in the employee's next regular paycheck” to simply state that “Completed forms will then be processed within 30 days.”
  - Overtime compensation – Revised to state that the time starts at 7:00 AM instead of midnight and continues until 6:59 am the next day. For purposes of this policy, any scheduled work that begins prior to 7:00 AM Monday will be considered time worked on Monday and be paid as such per this policy.
  - Call-In Provision – Paragraph revised to state that “When the employee is released because the initial call-in is complete and no other calls have been received, the employee is released from duty. If a call is received after the employee is released from duty, the employee shall be paid for another call time as defined above.
- 6. Consideration of adjournment into closed session pursuant to Wisconsin Statutes section 19.85 (1)(c) for purposes of considering employment, compensation, and performance evaluation data of a public employee over which the governmental body has jurisdiction. Performance evaluations of employees.**

Upon unanimous roll call vote the commission adjourned into closed session to discuss performance evaluations.

**7. The commission will return to open session**

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to return to open session. No nay votes were recorded.

**8. Possible action on items discussed in closed session.**

After discussion there was a motion made by John Harper, seconded by Rick Merdan, and carried to implement compensation adjustments based upon performance and utility industry compensation surveys. No nay votes were recorded.

**9. Adjourn**

There was a motion made by Tom Nowak, seconded by Joe Kozicki, and carried to adjourn at 10:45 AM.

Respectfully submitted,

Secretary, Joe Kozicki