

MINUTES OF A SPECIAL MEETING OF THE RICHLAND CENTER  
MUNICIPAL UTILITY COMMISSION  
Wednesday, July 24, 2024 5:30p.m.,  
Council Room, Municipal Building, 450 S Main St, Richland Center WI 53581

Members present: Heiar, Collins, Melby, Sawle, and Nice

Members absent: Schaub and Downs

Others present: Mueller, Krueger, Fischer, Gald, Jasen Glasbrenner, and Mayor Coppernoll

President Sawle called the meeting to order at 5:30p.m. The meeting had been properly posted.

After much discussion about the position of Utility Manager, the commission decided to have the superintendents draft a job description for the position. Scott Gald had some information from other utilities that had a utility manager or general manager. Collins and Sawle had spoken with the utility manager from Waupun. They felt that conversation was very helpful and would like to see us hire within. There needs to be a decision made as to how much time this person will spend in the office. A motion made by Collins, second by Sawle to have the superintendents draft a job description for the utility manager position and have attorney Steve Zach look at it. All voting aye on roll call, motion carried.

The commission discussed adopting the position of Accounting Coordinator. Vanessa feels that if the utility is hiring a utility manager, there really is not a need for an office manager. Most of her job is accounting. The description that Waupun has for accounting coordinator is very similar to her daily tasks. A motion by Sawle, second by Heiar to use Waupun's description for Accounting Coordinator to post for applicants. All but Melby voting aye on roll call, motion carried. Melby voted no.

Mayor Coppernoll said great meeting and he really likes the discussion. Jasen mentioned that the city as well is struggling to find employees to fill positions that have been vacant for quite some time. A lot of the planning commissions are recommending the smaller communities to consolidate. Mayor Todd also talked about this. We are looking for two people to do the same thing, the city can't even find one. So could one person do both payrolls?

A motion by Collins, second by Melby to adjourn. All voting aye upon voice vote, motion carried without dissent at 6:40p.m. Meeting adjourned.

Minutes submitted by:

Vanessa Mueller