

**MINUTES OF THE  
MANITOWOC PUBLIC UTILITIES COMMISSION MEETING  
MONDAY, FEBRUARY 22, 2021**

The scheduled meeting of the Manitowoc Public Utilities Commission was called to order by Commissioner Allie at 4:00 p.m. on Monday, February 22, 2021. In attendance were Commissioners Diedrich (via Zoom), Hornung, Luckow, Nickels, Seidl, and Sitkiewitz. Also present were Bob Bouril, Cindy Carter, Don Duenkel, Andy Onesti, Carissa Grimm – MPU; and Troy Adams – General Manager.

**COMPENSATION STUDY CONSULTANT:** MPU received two proposals from the three consultants that were sent the RFP to perform the compensation study budgeted for 2021, Lockton and Arthur Gallagher. The scope consisted of reviewing existing compensation materials, market data, and job descriptions; conduct market analysis at defined percentiles for all 55 unique job descriptions; presenting the findings to each the Personnel Committee, Commission, and employees; and an option for reviewing the current Compensation Guidelines. Lockton's proposal was all inclusive for \$58,335 and Arthur Gallagher with a range of \$44,000-\$50,000. The recommendation to retain Lockton was made following a deduct of \$25,380 to exclude the benefits benchmarking and guidelines review. Commissioner Sitkiewitz expressed concern with the information that will come back to the commission compared to the report given in mid-2020 following the internal compensation review.

**MOTION:** A motion was made by Commissioner Seidl and seconded by Commissioner Diedrich to retain the services of Lockton for the compensation study at a cost not to exceed \$32,955. Discussion occurred. Commissioner Luckow suggested it may be useful to have the study include the benefits benchmarking to quantify the total compensation package to display where MPU is competitive and where there may be room for opportunity. Commissioners recommended retaining Lockton, but to include the benefits benchmarking as proposed. A brief discussion was held on the timing of the presentations and the intended distribution of any adjustments that may come out of the study. Following the discussion on value of retaining the benefits portion of the study and potential to negotiate the cost with Lockton, the Motion was withdrawn by Commissioner Seidl.

**MOTION:** A motion was made by Commissioner Seidl and seconded by Commissioner Diedrich to approve the complete compensation study by Lockton at a cost not to exceed \$58,335. Motion carried unanimously.

**MPU ANNUAL EVENTS:** The decision has been made to cancel the annual dinner and continue with the milestone awards at this time due to the pandemic. Postponing this event into the summer would likely result in lower attendance due to family events and scheduling conflicts. With the extended mask mandate and the slow roll out of vaccinations, it's recommended to cancel the event for this year and develop a plan for recognizing those employees who have retired and those who have achieved milestones in 2020. And in lieu of the annual dinner, a plan will be developed to celebrate all MPU employees. The plan will be brought to the Commission for consideration at a future meeting.

**GENERAL MANAGER'S REPORT:** T. Adams updated the Commission on the following: About 600 meters lost communications for a time after two new gatekeepers were installed and activated before having backhaul established. Work is being done to recovering missing interval data for aggregated meters. The response for the fourth data request from the PSC related to the construction authorization for the watermain extensions to the south of city limits. The APPA National Conference has been moved to Orlando, FL; the conference was originally scheduled for Chicago, IL.

**MINUTES:** The Minutes from the Regular Session Meeting on February 8, 2021 were presented for approval.

**MOTION:** A Motion was made by Commissioner Sitkiewitz and seconded by Commissioner Luckow to approve the Regular Session Minutes from February 8, 2021 with a grammatical error to be changed. Motion carried unanimously.

**APPROVAL OF CLAIMS:** Claims List dated February 23, 2021; and Wire Transfers dated through February 17, 2021 were presented for approval.

**APPROVAL OF WWTF CLAIMS:** Claims List dated February 12, 2021; and Claims List dated February 19, 2021 were presented for approval.

**MOTION:** A Motion was made by Commissioner Sitkiewitz and seconded by Commissioner Luckow to approve the Claims List dated February 23, 2021 check nos. 93658 through 93781 totaling \$676,275.32; Wire Transfers dated through February 17, 2021 totaling \$1,384,894.47; Claims List for WWTF batch 712.02.2021 dated February 12, 2021 totaling \$25,139.00; and Claims List for WWTF batch 713.02.2021 dated February 19, 2021 totaling \$45,445.50. Motion carried unanimously.


**QUOTATIONS/BIDS:** Feedwater and Condensate Pump Refurbishment - \$72,232.00 – Rotating Equipment Repair; and Operations Network Infrastructure Upgrade - \$164,125.02 – Heartland Business Systems.

**MOTION:** A Motion was made by Commissioner Sitkiewitz and seconded by Commissioner Hornung to approve the Feedwater and Condensate Pump Refurbishment. Motion carried unanimously.

**MOTION:** A Motion was made by Commissioner Hornung and seconded by Commissioner Seidl to approve the Operations Network Infrastructure Upgrade. Motion carried unanimously.

**NEXT MEETING:** Monday, March 8, 2021 at 4:00 p.m.

**ADJOURN:** A Motion was made to adjourn the meeting by Commissioner Nickels. Meeting adjourned at 4:26 p.m.

  
\_\_\_\_\_  
Approved: Troy Adams, General Manager

  
\_\_\_\_\_  
Approved: Mark R. Seidl, Secretary