

**VANGUARD ELECTRIC COMMISSION AGENDA**  
**BLACK EARTH • MAZOMANIE**  
**6:30 PM • Tuesday • 3/31/2020**

- 1) Call to order
- 2) Roll call
  - Troy Esser—Black Earth
  - Tom Parrell—Black Earth
  - Rod Howard—Black Earth
  - Kyle Kepler—Mazomanie
  - Peter Huebner—Mazomanie
  - Gary Harrop—Mazomanie
  - Mike Krawczyk—Citizen at Large
- 3) Proof of posting (Village of Black Earth, Village of Mazomanie, Star News)
- 4) Approval of minutes
- 5) Financial Report
- 6) Discussion—FDIC coverage for deposit accounts
- 7) Discussion/Action—Superintendent’s Report
- 8) Discussion/Action—Possible purchase of vac trailer
- 9) Discussion/Action—Revision of Policy 10 in Employee Handbook
- 10) Discussion/Action—Amendment to Intermunicipal Agreement
- 11) Set date of next Vanguard Electric Commission Meeting
- 12) Adjourn

**PLEASE NOTE:** This meeting will be conducted remotely via Webex; those who wish to attend can do so via computer or phone. If you do not have access to a computer or phone, please call 608-767-2561 at least 24 hours before the meeting time so that accommodations can be made.

*To join by computer:*

<https://lcaminiti.my.webex.com/lcaminiti.my/j.php?MTID=mea18e2d40efb9caf0dff622c5ace0dfa>

Meeting number (access code): 148 134 559

Meeting password: D5VjDFNT5f3

*To join by phone:*

+1-650-215-5226 United States Toll

Meeting number (access code): 148 134 559

Meeting password: D5VjDFNT5f3

Vanguard Electric Commission  
Peter Huebner, President

Dated: 3/27/20

## VANGUARD ELECTRIC COMMISSION

BLACK EARTH • MAZOMANIE

Held remotely via Webex

March 31, 2020 6:30 p.m.

### MINUTES

- 1. Call to Order:** Vanguard Electric Commission President Peter Huebner called the meeting to order at 6:30 p.m.
- 2. Roll Call:** Those in attendance upon roll call were Tom Parrell, Rod Howard, Kyle Kepler, Peter Huebner, Gary Harrop, and Mike Krawczyk. Troy Esser joined shortly after. There was a quorum. No members of the public joined.
- 3. Proof of Posting:** A copy of the notice was posted March 27, 2020 to the Village of Mazomanie and the Village of Black Earth. It was also transmitted to Star News.
- 4. Approval of minutes:** *Motion by Harrop/Kepler to approve the minutes dated February 18, 2020. Motion passed.*
- 5. Financial Report:** New account added to balance sheet—Customer Advances for Construction—for Cardinal Glass down payment. Checking account balance unusually high due to the down payment as well. 2019 year-end review still has not been scheduled with Zak Bloom.
- 6. Discussion—FDIC coverage for deposit accounts:** Working with Gary Harrop on getting Vanguard accounts FDIC covered. For now, Vanguard funds over \$250K will be collateralized through government bonds. This is the same program other municipals at the bank are enrolled in, and is only offered by a handful of financial institutions in the state. Once the FDIC program is fully automated, we will switch over to that.
- 7. Discussion/Action—Superintendent's Report:** Due to COVID-19, office is closed to public, and we are operating on limited hours. Keeping up with locates, new customer services, payroll, and emergencies. When employees do come in, they drive separate trucks, limit customer interactions, and partner up with the same employee. Many utilities following similar procedures. In good shape on large projects, waiting for material anyway. This should not cause us to forego any large projects scheduled for the year. Time for COVID-19 is being charged equally between both villages; any hours worked are charged as usual. Before this policy was implemented, Shawn clearly explained expectations that all employees are to be available at all times in order to receive pay for time on standby, and no overtime will be paid.

Need to be proactive in having an additional check signer in case current signers get sick. Lydia will send minutes to Candi, and if one signer gets sick, a new signature card will be made.

*Motion by Harrop/Esser for Mike Krawczyk to be added as a signer on the account should one of the three current signers become incapacitated, effective until July 31, 2020. Motion passed.*

Also, insurance company reviewed coverage/limits, and all looks sufficient.

- 8. Discussion/Action—Possible purchase of vac trailer:** Rental cost is \$4000/month. New vac trailer from Vermeer is \$46,000. Decided on water vac since air vac does not seem to work as well in heavy soil. Villages could use as well. Estimated lifespan of 10-15 years. Plenty of funds in the vehicle account.

*Motion by Kepler/Parrell to approve purchase of vac trailer. Motion passed.*

- 9. Discussion/Action—Revision of Policy 10 in Employee Handbook:** *Motion by Krawczyk/Esser to approve Policy 10 (with the corrected spelling of Superintendent). Motion passed.*

- 10. Discussion/Action—Amendment of Intermunicipal Agreement:** *Motion by Esser/Parrell to approve the amendment and send to both villages for approval. Motion passed.*

Peter will get it to Sue for Mazo's next board meeting, and Troy will get it to Shellie for Black Earth's.

- 11. Set date of next Vanguard Electric Commission Meeting:** May 19, 2020, unless the amendment to the Intermunicipal Agreement is rejected by either village (unamended agreement requires us to meet monthly). Meeting venue TBD—either in Black Earth, or via Webex again.

- 12. Adjourn:** *Motion by Parrell/Esser to adjourn. Motion passed.*

**SIXTH AMENDMENT TO INTERMUNICIPAL AGREEMENT BY AND BETWEEN THE VILLAGE  
OF BLACK EARTH AND THE VILLAGE OF MAZOMANIE ESTABLISHING A JOINT  
ELECTRIC UTILITY COMMISSION**

This Sixth Amendment (“Amendment”) to the Intermunicipal Agreement by and between the Village of Black Earth and the Village of Mazomanie Establishing a Joint Electric Utility Commission (“Commission Agreement”) is by and between the Village of Black Earth (“Black Earth”) and the Village of Mazomanie (“Mazomanie”) (collectively, “Villages”) and shall be effective when approved and adopted by the Black Earth Village Board and the Mazomanie Village Board.

**RECITALS**

**WHEREAS**, Black Earth and Mazomanie approved and adopted the Commission Agreement to be effective on December 31, 2000, the First Amendment to the Commission Agreement effective January 8, 2002, the Second Amendment effective November 12, 2002, the Third Amendment effective February 11, 2003, the Fourth Amendment effective April 8, 2003, and the Fifth Amendment effective June 27, 2006; and

**WHEREAS**, based on the advice and recommendation of the Public Service Commission, the Villages wish to further amend certain portions of the Commission Agreement as set forth herein,

**NOW, THEREFORE**, in consideration of the above recitals, which are incorporated by reference, the mutual covenants and obligations hereafter set forth and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Villages agree as follows:

**AGREEMENT**

1. Section 3.2, paragraph 3, Secretary, shall be omitted from the agreement due to the Utility Office Manager fulfilling this role.
2. In Section 3.4, Meetings, the first sentence shall read “regular scheduled meetings” instead of “regular monthly meetings”; later in the same paragraph, the number of Commission members required to constitute a quorum shall be changed to four (4).
3. In Section 3.5, Compensation, the Commission salary shall be changed from \$35.00 per *month* to \$35.00 per *meeting*.
4. Section 3.1.1 of the First Amendment, falling under part two (2), and titled “Appointments,” is amended (1) to correct the names of the utility committees for both villages, and (2) to allow the Village President to designate the Village Administrator to serve on the Commission in his or her stead. To accomplish these changes, Section 3.1.1 of the Commission Agreement shall be replaced with the following:
  - 3.1.1 **Appointments**. The Vanguard Commission shall have a total of seven (7) members. The Chair of the Mazomanie Utility Commission (or his or her designee from the Mazomanie Utility Commission), the Village President of Mazomanie (or his or her designee from the Village Board, or the Village Administrator), a citizen appointed by the Mazomanie Village Board, the Chair of the Black Earth Public Works and Utility Committee (or his or her designee from the Black Earth Public Works and Utility Committee), the Village President of Black Earth (or his or her designee from the Village Board, or the Village Administrator), and a citizen appointed by the Black Earth Village Board shall be appointed to the Vanguard Commission. Appointments meeting these criteria shall be made and confirmed by the respective Village Boards in the same manner as each Village makes appointments to other standing committees. The six commissioners thus appointed shall, by majority vote, appoint and approve an additional at-large commission member who shall be a resident of one of the Villages. The residency of the at-large commission member may alternate from one Village to the other every two (2) years.

**IN WITNESS WHEREOF**, the Villages have duly approved and adopted this Amendment and directed their duly authorized representatives to bind the respective Villages hereto.

**VILLAGE OF BLACK EARTH**

By: \_\_\_\_\_  
Troy Esser, President

Attest: \_\_\_\_\_  
Shellie Benish, Clerk

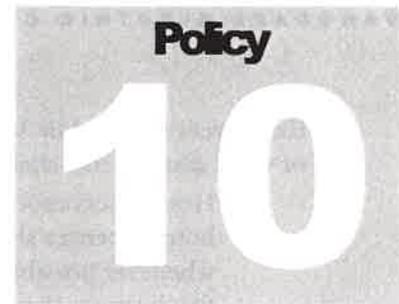
Adopted by Resolution of the Black Earth Village  
Board on \_\_\_\_\_.

**VILLAGE OF MAZOMANIE**

By: \_\_\_\_\_  
Gary Harrop, President

Attest: \_\_\_\_\_  
Sue Dietzen, Clerk

Adopted by Resolution of the Mazomanie Village  
Board on \_\_\_\_\_.



## Scheduled Breaks

### Meal Policy

If an employee is required to work more than four (4) hours outside of the employee's scheduled shift, the employee is eligible for a meal. The Superintendent, if present, may opt to pay for the meal with the company credit card; otherwise, the employee(s) will be paid the dinner per diem amount on the next paycheck. This policy applies after each four (4) hour period until the employee is released for a minimum period of four (4) hours.

In the event that an employee is required to work more than four (4) hours after the end of the employee's scheduled shift, VANGUARD ELECTRIC COMMISSION will pay for a meal at a facility in town or allow the employee up to 45 minutes to go to an out of town facility to get a meal. If the employee pays for the meal with their own money, VANGUARD ELECTRIC COMMISSION will reimburse the employee the cost of the meal upon showing receipt, not to exceed the per diem per meal cost. Such meals shall be paid for after each four (4) hour period thereafter until the employee is released for a minimum period of four (4) hours. If any meal becomes due under this paragraph for work between the hours of 10:00 p.m. and 6:00 a.m., the employee will receive a payment based on the per diem cost if the meal had been taken (\$10.00); instead of a meal or reimbursement for a meal that payment will be included in the employee's next paycheck. If a payment is received instead of a meal, the provision for a 45 minute allowance to take a meal will not apply.

### Rest Period

In the event an employee is required to work four (4) or more consecutive hours outside of his scheduled shift, and is released from work, eight (8) hours shall elapse before he returns to work, without loss of pay for any portion of his scheduled shift, except that the employee may be required to work earlier to aid in restoring service to customers.

If an employee is required to work four (4) or more consecutive hours outside of his scheduled shift, and is either not released from work or is recalled for work before the expiration of eight (8) hour rest period, the employee will be paid at the rate of time and one-half for all hours worked until he has been released for an eight hour rest period.

### Breaks/Lunch/Travel/Training

Employees will be allowed one thirty (30) minute unpaid lunch break, and two paid fifteen (15) minute breaks to be taken separately in the morning and afternoon. Times for lunch and breaks shall be set by the supervisor.

## VANGUARD ELECTRIC COMMISSION

Employees required by VANGUARD ELECTRIC COMMISSION to stay overnight for training or work assignments shall be reimbursed as follows:

- Hotel reservations – shall be made by VANGUARD ELECTRIC COMMISSION, and hotel expenses shall be paid in advance by VANGUARD ELECTRIC COMMISSION whenever possible. Employees who pay for the hotel expense shall be reimbursed within five business days of presenting a receipt, or at the next pay day after a receipt is presented, whichever is later.
- Employees required by VANGUARD ELECTRIC COMMISSION to stay overnight on VANGUARD ELECTRIC COMMISSION business shall be reimbursed for meals eaten at training or overnight work assignments ~~at the rate of \$10.00 for breakfast, \$12 for lunch, and \$15 for dinner~~, upon showing of a receipt, within five business days of providing the receipt, or at the next pay day, whichever is later. (See Appendix A, Current Rates.)
- Employees have the option to apply for a per diem advance ~~of \$37~~ for scheduled training. Requests should be submitted at least one business week prior to the first date of training. Employees are required to submit all receipts within five business days of returning from training. If money is owed back to VANGUARD ELECTRIC COMMISSION, the employee shall reimburse the difference.
- Employees required to use their personal vehicle for travel on VANGUARD ELECTRIC COMMISSION business shall be reimbursed mileage at the allowable IRS rate.
- VANGUARD ELECTRIC COMMISSION shall pay all costs associated with training required by VANGUARD ELECTRIC COMMISSION, such as tuition, books, class fees, etc.

# Appendix A

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## Current Rates (January 1, 2020)

On-call	\$46.43/day
Meal Per Diems	
Breakfast	\$12
Lunch	\$15
Dinner	\$20
Health Insurance—Employer Contribution	88% of the average plan premium in the service territory