AGENDA
UTILITY BOARD OF TRUSTEES
THURSDAY, SEPTEMBER 4, 2014 – 4:30 P.M.
CITY HALL COUNCIL CHAMBERS
201 EAST PLEASANT STREET
GOAL SETTING WORK SESSION

1. Call to Order
2. Approval of Agenda
3. Update Goals for 2014
4. Goals Discussion for 2015
5. Adjourn
UTILITY BOARD OF TRUSTEES
CITY HALL COUNCIL CHAMBERS
GOAL SETTING SESSION
September 4, 2014

Present: Caroline Bybee, Dave Knoebel, Dawn Paul, Todd Seifert, Jan Kahler

Chairperson Paul called the meeting to order at 4:31 p.m.

Moved by Bybee and seconded by Knoebel to approve the agenda. All Ayes

Manager Gaffigan presented the 2014 goals update for all three departments both short-term and long-term. The goals are attached. In discussions about methods of payment, Manager Gaffigan noted that we do not presently have the option for customers to pay by debit or credit in the office and questioned whether we wanted to offer that. The manager reported that we are currently in the process of a Cost per kWh Study, a Rate Study through WPPI, and a Cash reserves study, as well as a Cash Flow Analysis. He stated that we will continue to keep the Power Plant in good working order until we decide what to do with it. The Manager stated that we are currently in the process of taking applications for an apprentice lineman and will be taking applications until October 3. A meeting will be set up with WADY, their contractor, and MMEU’s engineer to try to get something done with the transformer at their place of business.

Manager Gaffigan presented the 2015 short-term and long-term goals for all three departments as attached. Manager Gaffigan stated that his belief is that goals should be measurable, attainable, concise and limited in number. Goals on the list were replacing the phone system in the MMEU office, training for all employees, a web site for MMEU, replacing the current post card billing format with full page bills, checking into a telecommunications utility, safety incentives and an employee recognition program.

Also in long term is development of a five year capital plan, board member training, more community awareness and participation.

Also in the goals as far as personnel are hiring a replacement for Steve Cloos at the Power Plant as well as a second apprentice in late 2015. It is the intention that one of the linemen be trained in AMI, GIS mapping, pole ID and auditing, and meter technician duties.
Dave Knoebel stated that he would like to expand the rebate program and assist financially in the cost of new industries and new subdivisions in Maquoketa. He also stated that he would like to give to the Veteran’s Memorial possibly from the Charitable Giving line item and requested that it be on the next agenda.

Moved by Kahler and seconded by Knoebel to adjourn the meeting at 5:37 p.m.  

All Ayes

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Dawn Paul, Chairperson

ATTEST:

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Caroline Bybee, Secretary