

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JANUARY 10, 2022

On call of the roll, commissioners present were: Brandel, Adams, Bristol, Ganser, Pieters and Neils. Also present were: Utility Manager Adler, Customer Accounts Clerk Mroz, City Attorney Rogers, and new Office Manager Hinze. The meeting began at 5:30 p.m. Commissioner Oppermann arrived at 5:31.

PUBLIC PARTICIPATION

None.

MINUTES

It was moved by Comm. Brandel and seconded by Comm. Ganser to approve the minutes from the December 13, 2021 meeting. Comm. Bristol abstained. It was moved by Comm. Brandel and seconded by Comm. Neils to approve the minutes from the December 20, 2021 special meeting. Both motions carried on a voice vote.

EXPENDITURES

Comm. Ganser asked if we (electric utility) were paying for invoices alone now. Customer Accounts Clerk Mroz explained that we continue to receive invoices from 2021, and will likely until the end of January. There are 2 reports included in their packets, one for 2021 and one for 2022 invoices. Comm. Ganser remarked that he had noticed that. It was moved by Comm. Ganser and seconded by Comm. Bristol to approve the payment of December 2021 bills totaling \$374,213.55. On call of the roll, motion carried. (Neils – Aye, Oppermann – Aye, Brandel – Aye, Adams – Aye, Ganser – Aye, Bristol – Aye, Pieters – Aye)

DISCUSSION & POSSIBLE ACTION – APPROVE FORSTER ENGINEERING FOR MULTI-YEAR UNIT PRICE CONTRACT PROPOSAL

Utility Manager Adler explained that the utility would like to have a contractor on hand for all of the upcoming projects. Eric Anthon and Bruce Beth (Forester) have done this with other utilities as well. Eric Anthon has had a similar unit price contract with Lake Mills. Forester will come up with units (removing poles, setting transformers, etc), establish price by public bid, and create a task order where they list items and pricing. That goes back to the contractor for their approval, and the prices are then set. The benefit would be establishing cost per year and if values go up or down, plant value stays the same, taking guesswork out of inflation. Utility Manager Adler and Eric Anthon would discuss what the utility was looking for; take a look at several details, and clearly state in the contract what the utility would need bids on. Comm. Bristol asked if it can be done la carte and go with the best bid on everything. Comm. Pieters asked if this was a way to get a preferred contractor so the utility doesn't have to go through the whole process each time. The utility doesn't have to use the contractor, but get an open bid if desired. Comm. Bristol agreed that the contract wouldn't be giving the contractor exclusivity. Comm. Bristol asked if this will be used for the alley project or subdivisions. Utility Manager Adler added if the linemen get behind, he doesn't want to have to go through the whole process; this will save time. Especially with COVID and having guys off, we don't want to be scrambling. Comm. Pieters agreed that there will be times you need a contractor right away. City Attorney Rogers asked if the commission will see bid specifications. Eric Anthon said they could if they would like to. Comm. Oppermann asked if we have anyone in house to do this. Utility Manager explained this would be a back-up if the utility needed someone fast and didn't have time to go through the process. Comm. Oppermann asked how the utility will save money with this. Eric Anthon clarified that the \$9,500 is the maximum; Forster will only bill out what they do. The contract will save time for Scott. It depends on the workload, what the guys can do, what the utility needs and how fast it needs to be done. Comm. Pieters commented in response to Comm. Oppermann; in any construction, you need a contractor. Most companies have a preferred contractor; an insurance policy for what we have on the board. My opinion is this is normal for when a utility has more work than they're used to. This isn't new to the industry. Comm. Brandel agreed that Utility Manager Adler has his plate full with lots going on. Comm. Oppermann requested to look back in a year and see if the utility saved more than \$9,500, adding that the utility may need to revisit current needs. Utility Manager Adler added that the contract is more of a time thing when you really need something done. He just wants a back-up plan for Riverside Alley, for just in case. Comm. Adams observed that the commission has discussed this adequately, and asked if anyone would

entertain a motion. Eric Anthon added that prior to bidding Forster will have the commission look at the contract, and then ask for bids. Prior to approval of the contractor, Forster would get commission approval. It was moved by Comm. Bristol and seconded by Comm. Pieters to approve Forster to create a proposal for a price contract. On call of the roll, motion carried. (Neils – Aye, Oppermann – Aye, Brandel – Aye, Adams – Aye, Ganser – Aye, Bristol – Aye, Pieters – Aye)

DISCUSSION & POSSIBLE ACTION –COMMUNITY CONTRIBUTIONS

Comm. Bristol asked if the request for the greater Jefferson area is within the boundary set for community contributions. Customer Accounts Clerk Mroz stated that the event will be held in Jefferson, with the art sold at Rotary Park. Customer Accounts Clerk Mroz noted that the utility has donated to this event in the past, historically at \$1,000. Comm. Oppermann asked Utility Manager Adler if the utility invested in a banner that says “Sponsored by Jefferson Utilities”, and that the utility should make it available to the event planners. It was moved by Comm. Oppermann and seconded by Comm. Brandel to approve a contribution of \$1,000. On call of the roll, motion carried. (Neils – Aye, Oppermann – Aye, Brandel – Aye, Adams – Aye, Ganser – Aye, Bristol – Aye, Pieters – Aye)

It was moved by Comm. Neils and seconded by Comm. Pieters to adjourn. Motion carried on a voice vote. The meeting adjourned.