

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JANUARY 9, 2023

On call of the roll, commissioners present were: Adams, Bristol, Ganser, Pieters, Neils, Oppermann and Schroeder. Also present were: City Attorney Rogers, Office Manager Hinze, Billing Clerk, Emily Hein; Customer Account Clerk Kara Mroz, Meter Technician Jackie Tucker, Line Forman Nick Baumann, Linemen Brandon Gorr. The meeting began at 5:30 p.m.

Public Participation: None

Minutes

Motion by Comm. Pieters and seconded by Comm. Ganser to approve the open session minutes of December 12, 2022 meeting. On voice call, motion carried.

Approval of December 2022 Expenditures

Comm. Ganser asked if the Utility always uses Asplundh for tree trimming. Baumann explained that the Utility hires Asplundh to trim the more difficult trees and areas of the City. The Utility manages the remainder of the tree trimming throughout the year. Motion by Comm. Pieters and seconded by Comm. Bristol to approve the December 2022 expenditures as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye).

Closed Session

Motion by Comm. Ganser and seconded by Comm. Neils to convene in Closed Session. Before voting on the motion, Comm. Adams announced to all present that the Commission may convene in closed session one or more times during this meeting, upon a motion duly made and carried, the Commission may convene in closed session pursuant to Section 19.85(1)(c), Wis Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss compensation of remaining staff as a result of Utility Manager resignation AND Section 19.85(1)(e), Wis Stats., for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons, specifically to discuss a pole rental agreement and lease agreement for the East Side Sub-Station. This meeting is closed pursuant to section 19.85 (1)(c) and (e) of the Wisconsin Statutes. This meeting is closed pursuant to section 19.85 (1) of the Wisconsin Statutes. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye). The Commission convened at 5:35 pm.

Open Session

Motion by Comm. Ganser and seconded by Comm. Neils to re-convene in open session. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye). The Commission convened at 6:21 pm.

Discussion and Possible Action – Interim Compensation for Utility Staff due to Vacant Utility Manager Position

Motion by Comm. Schroeder to extend the interim additional \$8.00 per hour for the Interim Utility Manager and Interim Line Foreman and an additional \$5.00 per hour for all remaining full-time staff through March 31, 2023 including back pay starting on January 1, 2023. Seconded by Comm. Neils. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye).

Discussion and Possible Action – Part-Time Customer Accounts Clerk to Full-Time Status

Hinze explained that the part-time Customer Accounts Clerk is currently working 30 hours per week. Hinze explained that due to the fact that she has taken on some of the Utility Manager duties she has had to transfer some of her duties to the others in the office. Hinze stated that an additional 10 hours per week would help tremendously. Motion by Comm. Pieters and seconded by Comm. Ganser to approve the status change from part-time to full-time effective immediately and until further action by this Commission is taken. On call of the roll,

motion carried. (Adams – Aye; Oppermann – Nay; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye).

Discussion and Possible Action – Vacant Utility Manager Position

It was the consensus of the Commission to schedule a special meeting to solely discuss options for recruiting and filling this vacant position. The Commission scheduled a special meeting for January 30, 2023 at 5:30 pm.

Discussion and Possible Action – Pole Rental Agreement

No action needed.

Discussion and Possible Action – Trane Approval for Replacement of Boiler Pump 1 Starter/Switch

Hinze presented a quote from Trane to replace a broken boiler pump switch for a total of \$1902.00. Motion by Comm. Pieters and seconded by Neils to approve the quote as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye).

Discussion and Possible Action – Community Contribution Request

Hinze presented a request from Jefferson School district for \$625 to advertise Jefferson Utilities on the score board. Motion by Comm. Pieters and seconded by Comm. Bristol to approve the request as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Neils – Aye; Schroeder – Aye).

Discussion and Possible Action – Reschedule the March 2023 Commission Meeting

Hinze asked the Commission if the March 2023 meeting could be rescheduled. She stated that she will be on vacation the week prior which makes it difficult to put the packets together. It was the consensus of the Commission to reschedule the meeting to March 20, 2023 at 5:30pm.

It was moved by Comm. Schroeder and seconded by Comm. Neils to adjourn. Motion carried on a voice vote. The meeting adjourned at 6:39 pm.

SECRETARY