

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD OCTOBER 17, 2022

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

Public Participation: None

Thank you to Scott Adler

Motion by Comm. Oppermann and seconded by Comm. Neils to thank Scott Adler for his thirty-three and a half (33 ½) years of dedicated service to Jefferson Utilities and its customers. On voice call, motion carried.

Closed Session

Motion by Comm. Pieters 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 performance evaluations of remaining staff as a result of Utility Manager resignation. 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 5:34 pm.

Open Session

Motion by Comm. Schroeder and seconded by Comm. Bristol 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 6:19 pm.

City Administrator Freitag left the meeting at 6:20 pm

Approval of August and September 2022 Expenditures

Motion by Comm. Pieters and seconded by Comm. Ganser to approve the August and September 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).

Minutes

Motion by Comm. Schroeder and seconded by Comm. Neils to approve the open session minutes of September 12, 2022 meeting. On voice call, motion carried.

Discussion and Possible Action – Open Utility Manager Position

Comm. Bristol stated that based on the performance of both Office Manager Hinze and Line Foreman Baumann he felt confident in their abilities to perform the duties of the Utility Manager in a joint effort until such time that the Commission hired a Utility Manager. Motion by Comm. Bristol to appoint Office Manager Hinze as the Interim Utility Manager and to appoint Line Forman Baumann as Interim Utility Forman. Seconded by Comm. Oppermann. The Commission asked Office Manager Hinze to present at the next Commission meeting options for compensation for both Interim positions and an appropriate title for Utility Foreman and options for recruitment of a Utility Manager. 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 – 2023 Budget

Office Manager Hinze handed out a draft copy of the 2023 Budget. She explained that since this was the first budget she has completed she asked for feedback from the Commission. The Commission reviewed the draft document and the list of 2023 capital projects. Line Forman Baumann indicated that the Utility could benefit from an upgraded mapping software program. The Commission asked that Office Manager Hinze update the capital project list to include the addition of GIS mapping software and necessary equipment. Office Manager Hinze indicated she will reach out to Forster Engineering to get an idea of costs. The Commission further asked

for a copy of the purchase power agreement with WPPI to review what possible variable costs are associated with that contract. Comm. Oppermann suggested that Office Manager Hinze send the draft budget to both City Administrator Freitag and Finance Director Stewart for their assistance with this budget. Office Manager Hinze indicated she will do that and present the final budget for approval at the November meeting.

Discussion and Possible Action-Approval of Replacement of Heat Exchangers of Garage Bay Heaters-Trane for \$38,200

Office Manager Hinze presented the information provided to her from former Utility Manager Adler regarding the costs to repair the heat exchangers. Comm. Bristol asked if other bids were received. Office Manager Hinze indicated she did not know that answer. Motion by Comm. Schroeder to post-pone this agenda item to the next meeting and seconded by Comm. Bristol. 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-Electric and Water Cash Reserves Fund Split

Office Manager Hinze handed out a summary provided by Jodi Dobson of Baker Tilly. She explained that the amount calculated by Baker Tilly was significantly higher than what was previously estimated. She voiced her concern that once these funds are transferred to water, the Utility’s reserves will fall below the three (3) months of reserves that the auditors look at. Comm. Oppermann asked what the dollar amount is for three (3) months of reserves. Office Manager Hinze indicated that she did not have that number but would research it for the next meeting. Comm. Bristol inquired about the possibility of making payments, taking out a loan or researching what other possible options there were for payment of these funds. Office Manager Hinze indicated that the Commission may need to look at starting a rate case. Motion by Comm. Pieters and seconded by Comm. Bristol to authorize payment of the funds in the most expedient way possible and to start planning for how the Utility will bring the reserves back to the recommended level. On voice call, motion carried.

Discussion and Possible Action-Carlson Dettmann Proposal for Compensation Study

Motion by Comm. Pieters and seconded by Comm. Ganser to authorize the Interim Utility Manager to sign the agreement with Carlson Dettmann, upon City Attorney Roger’s review. 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-Delegation of Jefferson Utility Representative on the WPPI Board of Directors

Motion by Comm. Schroeder and seconded by Comm. Ganser to appoint Interim Utility Manager Hinze as the representative and Comm. Adams as the alternate. On voice call, motion carried

It was moved by Comm. Neils and seconded by Comm. Ganser to adjourn. Motion carried on a voice vote. The meeting adjourned at 7:13 pm.