

## **REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD NOVEMBER 8, 2021**

On call of the roll, commissioners present were: Oppermann, Brandel, Adams, Bristol, Ganser, Pieters and Neils. Also present were: Utility Manager Adler and Customer Accounts Clerk Kara Mroz. The meeting began at 5:32 p.m.

### **PUBLIC PARTICIPATION**

Utility Manager Adler shared that he would like to recognize and thank Shannon Statz for her many years of service to the City of Jefferson.

### **MINUTES**

Comm. Oppermann noted that the meeting held on October 26<sup>th</sup> should be noted as a special meeting, rather than regular. It was moved by Comm. Brandel and seconded by Comm. Neils to approve the minutes from the October 11, 2021 meeting. It was moved by Comm. Oppermann and seconded by Comm. Brandel to approve the minutes from the October 26, 2021 meeting. Motions carried on a voice vote.

### **EXPENDITURES**

Comm. Ganser questioned the multiple city accounts that were paid. Customer Accounts Clerk explained that these were invoices from Water Operator Rob Kincaid's pay since being hired back in May. Comm. Ganser also questioned about the large payments made to PILOT. Utility Manager Adler explained that this is a check to the city general fund. Comm. Oppermann added that PILOT stands for 'payment in lieu of taxes'. It was moved by Comm. Pieters and seconded by Comm. Ganser to approve the payment of October 2021 bills totaling \$1,380,057.09. On call of the roll, motion carried. (Neils – Aye, Oppermann – Aye, Brandel – Aye, Adams – Aye, Ganser – Aye, Bristol – Aye, Pieters - Aye)

### **DISCUSSION & POSSIBLE ACTION – UTILITY OFFICE MANAGER POSITION – SET DATE OF INTERVIEWS**

Utility Manager Adler updated commission about the Office Manager application process with deadline of November 12. The utility has received 26 applications and Utility Manager Adler gave a synopsis of those. Utility Manager Adler requests for Billing Clerk Emily Hein and Customer Accounts Clerk Kara Mroz to assist in narrowing the applications down to 3-4 for the commission to interview. Comm. Brandel asked if the commission can have the resumes to pick the top candidates. Comm. Oppermann asked if we can condense the information. Utility Manager Adler added that some of the resumes are in depth and are several pages. Customer Accounts Clerk Mroz offered to scan and email all the resumes to the commission members. Comm. Brandel requested hard copies. Comm. Oppermann voiced a desire to set up a meeting November 15 to decide who the top 5 candidates would be. Comm. Bristol stated that he will be out of town, and would email his top choices. Comm. Oppermann noted that it would be a closed session so Comm. Bristol wouldn't be able to email. Comm. Bristol said he would talk with Comm. Oppermann to share his feelings. Comm. Oppermann asked to set up a special commission meeting Monday, November 15, 2021 for commission members to offer opinions and set up interview dates. Candidates would get 30 minutes to interview, with the commission getting 15 minutes in between to discuss. Comm. Bristol asked if the interviews will be group or individual. Comm. Oppermann answered that it will be a panel interview with all commission members involved. Comm. Adams asked if each commission member will get a chance to ask one question each or will one commission member be asking all the questions. Comm. Oppermann said that there should be 3-5 standard questions, and anything else that may differentiate them from the other applicants; such as experience and why each applicant would be a good fit with the utility. Comm. Brandel suggested the question 'what are your feelings about Jefferson'? Comm. Adams asked if there were distance requirements. Comm. Brandel suggested that people have jobs and that we should be flexible with interviews during the holiday week. Customer Accounts Clerk Mroz will scan and email all resumes immediately, then send any extra that come in during the week on Friday, November 12. Utility Manager Adler wrapped up with the commission planning to have a special meeting on Monday, November 15 to talk again and then another special meeting on Monday, November 22 for interviews.

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

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PRESIDENT

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SECRETARY