

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD DECEMBER 12, 2022

On call of the roll, commissioners present were: Adams, Ganser, Pieters, Neils, Oppermann and Schroeder. Bristol was excused. 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 Lucas Heideman, Brandon Gorr and Nick Ganser, and Greg Hoffmann, WPPI Energy Services Manager. The meeting began at 5:30 p.m.

Public Participation: None

Discussion and Possible Action – Presentation of Annual WPPI Funding and Community Contributions

Hoffmann presented a history of the Community Contributions program which included an explanation of what types of requests are reimbursed through WPPI. Hinze indicated that the Utility budgets \$7500 for Community Contributions and of that \$1500 is reimbursed through WPPI. WPPI also provides outreach monies for scholarships, economic development, and customer service and branding. Hoffmann explained each of the areas and answered questions from Commission members regarding the outreach initiatives.

Approval of November 2022 Expenditures

Motion by Comm. Pieters and seconded by Comm. Ganser to approve the November 2022 expenditures as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Ganser – Aye; Neils – Aye; Schroeder - Aye).

Minutes

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

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, Ganser – Aye; Neils – Aye; Schroeder - Aye). The Commission convened at 5:49 pm.

Open Session

Motion by Comm. Oppermann and seconded by Comm. Neils to re-convene in open session. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Ganser – Aye; Neils – Aye; Schroeder - Aye). The Commission convened at 6:15 pm.

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

Position

Motion by Comm. Schroeder to approve an 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 December 31, 2022 including back pay starting on October 17, 2022. Seconded by Comm. Oppermann. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Ganser – Aye; Neils – Aye; Schroeder - Aye).

Comm. Pieters left the meeting at 6:00 pm

Discussion and Possible Action – Pole Rental Agreements and Lease Agreement for East Side Sub-Station

There was no need for the Commission to take any action at this meeting.

Discussion and Possible Action – Fleet Management Regarding Division of Equipment Proposal from Water Department

Included in the Commission packet was an email from Todd Clark, Wastewater and Water Department Manager regarding his proposal for the split of the electric and water utilities shared assets. Hinze explained that she did the research of all the vehicles and equipment including when they were purchased, for how much and how each was paid for by each of the utility. She indicated that she is currently researching what a reasonable current value is for each. Hinze indicated that she felt as though the Commission should make the final determination and asked if there was any further information they wished to obtain. Comm. Oppermann suggested that Hinze and Baumann should come back with a counter proposal and that he would present that to the Council. It was the consensus of the Commission to have Hinze and Baumann put together a counter proposal to present to the City.

Discussion and Possible Action – Meter Reading Vehicles Replacement Options

Baumann explained that the Ford Taurus was recently in for repairs and it was determined that this vehicle was getting close to the end of its useful life. The vehicle is currently used for meter reading purposes. Baumann stated that the mechanic had discussions with the police department that they may be looking to sell one of their Dodge Chargers. Baumann met with the Police Chief about the possibility of the Utility purchasing this vehicle as a replacement for the Taurus, since that time he has learned that the PD will be keeping this vehicle so there was nothing to discuss at this time.

Discussion and Possible Action – Employee Paid Time Off (PTO) Carry Over Request

Hinze explained that Baumann voluntarily cancelled a week of PTO when he learned that the former Utility Manager was going to be leaving. She stated that he has been trying to use up as much of this time as possible, but with the additional interim duties he wasn't able to use 100 hours. Hinze requested the Commission allow Baumann to carry over the 80 hours per policy and the additional 20 hours he was unable to use. Motion by Comm. Ganser and seconded by Comm. Schroeder to approve the request as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

Update- Electric Rate Case Timeline

Hinze gave an update that WPPI has been notified that the Utility wishes to apply for a rate case in 2023. She has been in contact with WPPI who will be filing the necessary information to the PSC on behalf of the Utility. She stated that WPPI indicated that it is taking up to nine (9) months for rate cases to make their way through the process. She will keep the Commission up to date on this progress.

Update- Carlson Dettmann Proposal for Compensation Study

Hinze informed the Commission that the agreement has been signed that there is a project kick off meeting scheduled with Carlson Dettmann on January 27th. She will keep the Commission up to date on the progress of this project.

Discussion and Possible Action – Community Contribution Request - Jefferson Wrestling Club

The Commission discussed the request from the Jefferson Wrestling club for \$500. Motion by Comm. Oppermann to approve the request and seconded by Comm. Ganser. There was discussion surrounding the fact that this request didn't meet the requirements set forth in the guidelines. Comm. Oppermann and Comm. Ganser withdrew their motions. Motion by Comm. Oppermann to deny the request on the basis that it did not meet the requirement of the community contribution guidelines and seconded by Comm. Ganser. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

It was moved by Comm. Neils and seconded by Comm. Ganser to adjourn. Motion carried on a voice vote. The meeting adjourned at 6:45 pm.