

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD FEBRUARY 20, 2023

On call of the roll, commissioners present were: Adams, Bristol, Ganser, Pieters, Oppermann and Schroeder. Members Excused: Neils. Also present were: City Attorney Rogers, Office Manager Hinze, Meter Technician Jackie Tucker, Line Forman Nick Baumann, Linemen Nick Ganser. 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 the January 9, 2023 meeting. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Motion by Comm. Pieters and seconded by Comm. Ganser to approve the open session and closed session minutes of the January 30, 2023 meeting. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Approval of January 2023 Expenditures

Motion by Comm. Schroeder and seconded by Comm. Pieters to approve the January 2023 expenditures as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Discussion and Possible Action – 2022 Payment in Lieu of Taxes Payment (PILOT) (Paid in 2023)

Hinze explained the history and reason for PILOT payments and how the amount is determined. Pieters asked for a history of payments made over the last ten (10) years if possible. Hinze indicated she will present the history to the Commission at a future meeting. Motion by Comm. Pieters to approve the 2022 Payment in Lieu of Taxes (PILOT) to be paid monthly in 2023. Seconded by Comm. Ganser. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Discussion and Possible Action – 2022 Joint Metering Invoices (Paid in 2023)

Hinze explained how each of the invoice amounts are determined. Hinze indicated that these were sent to Todd Clark, Water and Wastewater Director and Tanya Stewart, Finance Director for their review. She indicated that Clark was out of the office and as a result she was waiting for his response. Motion by Comm. Schroeder and seconded by Comm. Pieters to postpone in order to give Clark time to review. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Discussion and Possible Action – Recruitment and hiring of One (1) Full-Time Journey Lineman

Baumann explained the need to hire an additional lineman and the need for this lineman to be a Journey level. Oppermann asked if this was due to no longer having the Utility Manager in the on-call rotation. Hinze explained that this was due to Baumann spending more time in the office due to the additional duties of the Utility Manager and therefore he is not able to be out in the field as much as he previously was. Motion by Comm. Oppermann and seconded by Comm. Schroeder to approve the recruitment and hiring of one (1) full-time Journey Lineman position. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Discussion and Possible Action – Trane Continuation of Service Agreement

Hinze and Baumann explained the agreement for maintenance of the boilers. Hinze explained that this was a three (3) year service agreement. Motion by Comm. Oppermann and seconded by Comm. Pieters to approve the service agreement as presented. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Discussion and Possible Action – Community Contribution Request

Hinze presented a request from the Arts Alliance of Greater Jefferson for \$2000 for two projects they will be holding in 2023. Motion by Comm. Ganser and seconded by Comm. Bristol to approve \$1000 to the Arts Alliance of Greater Jefferson. On call of the roll, motion carried. (Adams – Aye; Oppermann – Aye; Pieters – Aye, Bristol – Aye; Ganser – Aye; Schroeder – Aye).

Future Agenda Items

Review Revised Job Descriptions for the Office Manager and Line Foreman with the added duties of the Utility Manager split between the two.

Review the interim wages for Utility Staff prior to March 31st.

Review of purchase power for the first half of the year. Pieters asked it would be beneficial to have someone from WPPI appear to explain how purchase power is budgeted and determined.

It was moved by Comm. Bristol and seconded by Comm. Schroeder to adjourn. Motion carried on a voice vote. The meeting adjourned at 6:00 pm.