

SPECIAL MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JULY 26, 2021

On call of the roll, commissioners present were: Oppermann, Adams, Ganser, Pieters and Neils. Also present were: Utility Manager Adler, Office Manager Statz, and City Attorney Rogers. The meeting began at 5:30 p.m. Absent were: Bristol and Brandel.

PUBLIC PARTICIPATION

None

DISCUSSION AND POSSIBLE ACTION – WAGE AND FINANCIAL BENEFITS FOR UTILITY MANAGER

City Attorney Rogers recommended that rather than put out a request for proposal (RFP), we contact The QTI Group (QTI) and ask for an amendment of the Utility Manager position. The utility used QTI in 2019 to perform a reevaluation of staff wages. He felt they would have recent data and hoped could quickly produce wage figures for the Utility Manager's new role.

Comm. Ganser stated hopefully QTI's hourly rates would be close to the 2019 rates.

City Attorney Rogers stated the commission could authorize a range of pay for QTI to perform the work.

Comm. Oppermann stated he suggested authorization up to \$600.

Comm. Pieters stated ideally he would like to have comps with electric-only positions and to evaluate how those positions compare to what we do.

City Attorney Rogers stated he would like to use WPPI and MEUW members for comparisons.

Comm. Oppermann asked that the Utility Manager's job description be forwarded to the entire commission so they could see the criteria being used.

Comm. Pieters stated it was good to have evaluations with accurate information. He stated good Utility Managers are hard to find. He stated in his experience it is good to have a Utility Manager with an electric background like Mr. Adler has.

City Attorney Rogers questioned how often Utility Manager Adler was on call.

Utility Manager Adler stated he was in the rotation with the rest of the crew and currently it worked out to be about once per month for each individual.

Comm. Pieters asked if the Utility Manager position was the only one that needed to be reviewed.

City Attorney Rogers stated it was and that is why he was recommending we do not put out an RFP. He stated he would be into contact with QTI get costs and a letter for them to do the work.

Comm. Oppermann stated staff would need wage information to put together the 2022 budget.

Office Manager Statz stated the real hold up for the budget right now is the cost allocation between electric and water and how much cash on hand will be moved to the water department.

Utility Manager Adler stated we were waiting on those figures from Baker Tilly.

The commission came to a consensus to have City Attorney Rogers contact QTI to have the Utility Manager's position reviewed with its new duties. In addition, the Utility Manager should use his spending authority up to \$1,000 to pay for the wage study.

It was moved by Comm. Pieters and seconded by Comm. Neils to adjourn. Motion carried on a voice vote. The meeting adjourned at 5:48 p.m.