

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JULY 10, 2023

On call of the roll, commissioners present were: Adams, Ganser, Neils, Oppermann, and Schroeder. Members Excused: Pieters and Bristol. Also present were: Office Manager Hinze, Billing Clerk, Emily Hein; Customer Accounts Clerk Jenna Sorenson; Meter Technician Jackie Tucker; Line Foreman Nick Baumann; City Attorney Chris Rodgers. Citizens: Benjamin Gomez and Elezabeth Pizano. The meeting began at 5:30 p.m.

Public Participation: Citizens Gomez and Pizano provided information about the upcoming Fiesta Latina in the City of Jefferson. They explained the Community Contribution Request that was previously discussed at the last meeting and held over to this meeting.

Comm. Oppermann asked to move to agenda item 14 to discuss and ask questions.

Comm. Schroeder stepped out of the meeting.

Discussion and Possible Action – Community Contribution Request

- a. City of Jefferson, Fiesta Latina: The Commission reviewed the request from Fiesta Latina for \$1,000.00 to help fund the first fiesta in the City of Jefferson. Gomez and Pizano answered questions about the planned activities from Commission members.

Comm. Schroeder re-joined the meeting.

Motion by Comm. Ganser to approve the Community Contribution request as presented. Seconded by Comm. Oppermann. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Abstained).

- b. Twisted Metal Car Show: The Commission reviewed the request from Twisted Metal for \$100.00 for the upcoming car shows. Motion by Comm. Oppermann to approve the Community Contribution request as presented. Seconded by Comm. Ganser. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils - Aye).
- c. Re-visit Goat Fest per Mayor Oppermann. The Commission previously approved the request and therefore there was no need to re-visit this request.

Presentation From Carlson Dettmann Regarding Compensation Market Study

Hinze introduced Matt Shefchik from Carlson Dettmann. Schefchik explained the process and results of the market study. Schefchik explained that two new grades were added to reflect the change in the management structure of the Utility. He stated that two options were created in the new structure; grade BB which is a Co-General Manager role where the duties of the Utility manager are split between two individuals and grade AA which is an Electric Utility Business Manager and Electric Utility Superintendent. He explained that these two positions are generally created where there is a Utility Manager overseeing the entire Utility and these position then report to the Utility Manager; typically seen in mid to large utilities. He went on to state that the market is seeing higher than normal increases in wages and that it is important to ensure that the Utility stays on top of the market in the future. Schefchik answered questions from Commissioners regarding the new structure.

Minutes

Motion by Comm. Neils and seconded by Comm. Ganser to approve the closed session minutes of the May 8, 2023 meeting and the open and closed session minutes of the June 12, 2022 meeting. On call of the roll, motion carried. (Adams-Aye; Oppermann – Abstained; Aye; Ganser – Aye; Neils – Aye; Schroeder - Abstained).

Approval of June 2023 Expenditures

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

Closed Session

Motion by Comm. Oppermann 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 the refilling of a vacant Lineman position 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 to specifically discuss a Distributed Generation Application form submission. This meeting is closed pursuant to section 19.85 (1)(c) and (e) of the Wisconsin Statutes. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye). The Commission convened into closed session at 6:36 pm.

Open Session

Motion by Comm. Ganser and seconded by Comm. Pieters to re-convene in open session. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye). The Commission convened into open session at 7:02 pm.

Discussion and Possible Action – Approval to Hire a Full-Time Lineman

Motion by Comm. Schroeder to advertise for two (2) full time Lineman positions. Seconded by Comm. Neils. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

Discussion and Possible Action – Compensation Market Study Approval

Hinze and Baumann discussed a pressing issue related to Lineman and Line Forman pay. Hinze explained that she polled several surrounding Utilities to confirm that Lineman wages were raised close to \$50/hour. She stated that unfortunately the recent recruitment for lineman hasn't produced any journey level lineman. Schefchik from Carlson Dettmann explained that his firm is also seeing lineman wages on the rise. Motion by Comm. Oppermann to increase the Lineman and Line Forman control point of the new structure by 10% and to review the structure as a whole at the next meeting. Seconded by Comm. Schroeder. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

Discussion and Possible Action – Adjusting Hours of Work to 4 Nine Hour Days and 1 Four Hour Day

Hinze explained that the City recently adjusted the hours for the DPW, water and wastewater treatment plant to 4 nine hour days and 1 four hour day. This schedule is on a trial basis for the remainder of the summer. Baumann explained that in discussions with the line crew they too would like to try this for the remainder of the summer. Motion by Comm. Oppermann to approve the adjustment in work hours for the line crew until such time as the city ends this schedule. Seconded by Comm. Ganser. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

Discussion and Possible Action – Substation Painting Quote

Baumann presented pictures of the T2 transformer showing rust in various areas of the transformer. He stated that only one company does this type of work and that this company comes highly recommended by other utilities who have used them and from Forester Engineering as well. The Commission asked about the condition of T1 and whether or not this should also be painted. Motion by Comm. Schroeder to approve the quote to have T2 painted and to get a 2nd quote to paint T1. If the quote comes back at the same amount or lower the Commission approves to paint T1 as well. Seconded by Comm. Oppermann. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

Discussion and Possible Action Increase Shared Trench Charges

Hinze and Baumann explained the current charges and how they are invoiced and paid. Hinze stated that these are in need to being increased based on what other utilities are charging. The recommendation is to increase the main trench charge from \$1.00/foot to \$6.00/foot; to increase the boring charge from \$1.00/foot to \$17.00/foot and to increase the service drop charge from \$35 per service to \$50 per service. Motion by Comm. Neils to approve the request as presented. Seconded by Comm. Schroeder. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Schroeder - Aye).

Update GIS Access and Training

Hinze and Baumann indicated that they are working with Forester Engineering and Town and County Engineers to set up the necessary access and schedule some training dates for utility staff.

Future Agenda Items

1. Discussion of the status of 2 most senior employees.
2. Discussion regarding the guidelines for community contributions prior to the end of this year.

Next Meeting Date and Time

Hinze stated that she has a planned vacation day for August 14th and asked the Commission if the regular meeting could be rescheduled. It was the consensus of the Commission to reschedule the meeting to Monday, August 7, 2023 at 5:30 pm.

It was moved by Comm. Pieters and seconded by Comm. Bristol to adjourn. Motion carried on a voice vote. The meeting adjourned at 7:34 pm.