

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD AUGUST 7, 2023

On call of the roll, commissioners present were: Adams, Ganser, Neils, Oppermann, Pieters and Bristol. Members Excused: Schroeder. Also present were: Office Manager Hinze; Technician Jackie Tucker; Line Foreman Nick Baumann. The meeting began at 5:30 p.m.

Public Participation: None

Minutes

Motion by Comm. Neils and seconded by Comm. Pieters to approve the open and closed session minutes of the July 10, 2023 meeting. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Pieters – Abstained; Bristol – Abstained).

Approval of July 2023 Expenditures

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

Discussion and Possible Action – Creation of Utility Management Level Position(s)

Hinze indicated three job descriptions were included in the packets for Commission review. They were the Utility Manager, Electric Utility Business Manager and Electric Utility Superintendent. She indicated that the Business Manager and Superintendent positions included the additional divided duties of the Utility Manager. The Commission discussed which position would have the ultimate authority over the utility. Hinze indicated that the two new job descriptions were drafted based on the previous discussions the Commission had to utilize a co-manager structure. Motion by Comm. Bristol to create the management level positions of Electric Utility Business Manager position and Electric Line Superintendent. Seconded by Comm. Ganser. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Pieters – Aye; Bristol – Aye).

Closed Session

Motion by Comm. Pieters 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 step placement for the Utility Management level employees 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 5:50 pm.

Open Session

Motion by Comm. Pieters and seconded by Comm. Bristol 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 6:41 pm.

Discussion and Possible Action – Compensation Plan Implementation: Grade and Step Placement for Utility Positions and Staff

Hinze handed out a copy of the draft compensation plan and three options for implementation of the new compensation plan. She explained each of the options and answered questions from Commission members. Motion by Comm. Ganser to name Sarah Hinze as the Electric Utility Business Manager, to add the additional essential function of this position as the manager of the Utility to this position and to place this position in grade CC of the new structure and to place Hinze at step 1. To also name Nick Baumann as the Electric Line Superintendent, place this position in grade A of the new structure and to place Baumann at step 9. To also

approve all other positions in the respective grade and steps as option 3 provided. Seconded by Comm. Oppermann. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Pieters – Aye; Bristol – Aye).

Comm. Neils left the meeting at 6:45 pm.

Discussion and Possible Action – AMI Meter Purchases and WPPI Member Revolving Loan Program

Hinze handed out information regarding the current status of the AMI Electric Meters the Utility has in stock as well as those that still need to be installed to make the Utility 100% AMI. She indicated that she had learned of a program through WPPI in which the Utility could apply for a zero percent interest loan through WPPI for the purchase of remaining AMI electric meters. She stated that there is a ten (10) year repayment period. She stated that there is an application that needs to be completed along with the supporting documentation of how many and what type of meters would be purchase with this loan. Hinze indicated that the current lead time for meters is now at 52 weeks and the price per meter keeps increasing. She stated that there is a price break for the more meters that are ordered. Motion by Comm. Oppermann to apply for the maximum number of meters and dollar amount allowed by WPPI. Seconded by Comm. Bristol. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Ganser – Aye; Neils – Aye; Pieters – Aye; Bristol – Aye).

Preliminary 2024 Budget Discussions – Insurance Increases and Wage Increase

Hinze indicated that she had spoken with the City and that they budgeted an 11% increase in premiums for the Health Insurance and maintain the same contribution for the Health Savings Account as 2023. She indicated there would be no increase in dental and vision insurance. She indicated that she will need to look at the budget regarding wages since the Commission just approved the implementation. She will report back at the next meeting.

Update – Sub-Station Transformer Painting

Hinze indicated that the quote for painting T1 came in lower than the quote for T2 painting. T1 is in the process of being painted.

Update – New Ford Truck

Baumann indicated that the Utility purchased the Ford F-250 that Hinze had called each Commission members about. He stated that they are in the process of outfitting it with safety lights, a toolbox and ladder equipment.

Future Agenda Items:

1. 2024 Budget

It was moved by Comm. Ganser and seconded by Comm. Bristol to adjourn. Motion carried on a voice vote. The meeting adjourned at 7:00 pm.