

## **REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD DECEMBER 11, 2017**

On call of the roll, commissioners present were: Adams, Beyer, Ristow, Oppermann and Michaelis. Also present: Interim Utility Manager Adler and Office Manager Statz. Absent was: Brandel and Tinberg.

### **PUBLIC PARTICIPATION**

None

### **MINUTES**

Comm. Ristow suggested the following changes:

*Comm. Ristow stated that at 100% funding reimbursement we may have the opposite problem where there are too many participants and not enough money.*

It was moved by Comm. Ristow and seconded by Comm. Michaelis to approve the regular session minutes from the November 13, 2017 meeting with the noted corrections. Motion carried on a voice vote.

### **EXPENDITURES**

It was moved by Comm. Michaelis and seconded by Comm. Ristow to approve the payment of November's bills totaling \$1,052,719.48. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Aye, Beyer – Aye, Oppermann – Aye, Michaelis - Aye)

### **DISCUSSION AND APPROVAL OF 2018 FLEX CONTRIBUTION**

Office Manager Statz noted that in the budget there were funds allocated to contribute to each employee's FLEX plan. Budgeted are funds for \$200 for employees on the single plan and \$400 for employees on the family plan.

No action was taken, as these amounts were already built into the 2018 approved budget.

### **DISCUSSION AND CLARIFICATION ON 2018 EMPLOYEE WAGE INCREASE**

Utility Manager Adler stated that staff needs clarification on the amount of the 2018 wage increase. He questioned if "on the base" meant that the matrix slides over 1.5% or if the matrix was staying as is and those outside of the matrix were receiving a 1.5% increase.

Comm. Oppermann stated that his motion was that the matrix stayed where it is, the employees in the steps receive the next step and those outside of the matrix receive a 1.5% increase.

Comm. Ristow stated that when he made a second on Comm. Oppermann's motion he believed that "on the base" meant that the matrix slides over 1.5%.

Comm. Oppermann stated that would mean that those in the steps were receiving a 4% increase.

Comm. Ristow agreed that would be the case, but stated that he understood the steps to be designed to get the employee to the full wage.

Office Manager Statz handed out some figures showing options for increases. The costs listed were over and above 2017 wages. The most expensive option was to follow the city's plan of a 1% raise, 1% payout and a potential 0% to 3% bonus for all staff. Office Manager Statz stated that the bonuses equal about \$18,000, which is why that plan is so much more expensive.

Comm. Ristow clarified that the reason for not doing bonuses was because it was not recoverable in our rates. Utility Manager Adler confirmed that was correct.

The commission discussed ways to pay a bonus that would be recoverable in rates.

The commission gave Office Manager Statz a list of questions to be answered before they can make a decision on raises for 2018.

### **UPDATE ON COUNCIL ACTION ON BAKER TILLY RECOMMENDATIONS**

Utility Manager Adler stated that there was a petition filed at City Hall to keep the Utilities Commission. At this time it is believed that the referendum will take place during the April election. In addition, the council would like to hold a joint meeting with the Utilities Commission sometime in January.

Comm. Oppermann stated that at this time they are planning to have a meeting on January 9. He asked if that worked for the commission members.

### **DISCUSSION AND UPDATE OF BUILDING MOISTURE ISSUE**

Utility Manager Adler stated that there were 15 architects that walked through the building to look at the moisture issue. He stated that there seemed to be a lot of interest. Interviews with the architects will take place after the first of the year.

It was moved by Comm. Oppermann, seconded by Comm. Michaelis to adjourn to closed session pursuant to section 19.85(1)(c) of the Wisconsin State Statutes to consider compensation and yearly review of Utility Manager. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Aye, Beyer – Aye, Oppermann – Aye, Michaelis - Aye)

It was moved by Comm. Oppermann, seconded by Comm. Ristow to reconvene to open session. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Aye, Beyer – Aye, Oppermann – Aye, Michaelis - Aye)

### **COMMUNITY CONTRIBUTIONS – CHRISTMAS NEIGHBORS**

It was moved by Comm. Oppermann, seconded by Comm. Beyer to approve a \$500.00 donation to Christmas Neighbors. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Abstained, Beyer – Aye, Oppermann – Aye, Michaelis - Aye)

### **COMMUNITY CONTRIBUTIONS – JEFFERSON COUNTY CLEAN SWEEP PROGRAM**

It was moved by Comm. Beyer, seconded by Comm. Michaelis to approve a \$250.00 donation to Jefferson County Clean Sweep Program. On call of the roll, motion carried. (Adams – Aye, Ristow – Aye, Beyer – Aye, Oppermann – Aye, Michaelis - Aye)

Comm. Michaelis wished to thank all of the staff for the sympathy card for her mother-in-law's passing.

It was moved by Comm. Ristow, seconded by Comm. Michaelis to adjourn. Motion carried on a voice vote. The meeting was adjourned at 6:25 p.m.