

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD FEBRUARY 18, 2019

On call of the roll, commissioners present were: Brandel, Horn, Ganser, Adams, Ristow and Oppermann (arrived at 6:03 p.m.). Also present: Utility Manager Adler, Office Manager Statz, City Attorney Rogers and Engineer Andy Jacque via telephone. Absent was: Michaelis. The meeting began at 6:01 p.m.

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTION – SYMON BEYER

Comm. Oppermann questioned if we have given to individuals in the past. He thought that the program was intended for organizations.

Comm. Ristow stated there was not a policy in place that set guidelines for the program. He suggested the commission form a sub-committee to come up with a policy moving forward.

Comm. Brandel agreed that a sub-committee be formed to create a policy.

Comm. Oppermann questioned if the funds donated to Symon Beyer were contingent upon him raising the additional funds for the trip.

Comm. Ristow stated that was a good question and asked Mike Beyer, Symon's father, about the funding possibilities.

Mr. Beyer stated Symon will for sure be attending the National Youth Leadership Forum: Pathways to STEM program, they were just asking for donations to off-set the cost.

It was moved by Comm. Ristow, seconded by Comm. Brandel to make a contribution of \$100.00 towards Symon Beyer's National Youth Leadership Forum costs, contingent upon him raising the additional funds to attend the program. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Ristow - Aye)

Comm. Adams asked for commissioner volunteers to create a sub-committee and develop a policy for donations. City Attorney Rogers, Comm. Ganser and Comm. Adams will make up the sub-committee.

Utility Manager Adler stated he would reach out to WPPI and other utilities to ask if they have any policies on the topic.

PUBLIC PARTICIPATION

None

MINUTES

Comm. Ristow suggested the following changes:

*Comm. Ristow agreed that it made sense to use one consultant, but was concerned with the inconsistency of costs between projects and consultants. He stated for Baxter and Woodman to replace 1,600' of watermain on State Street/Dane Street/Park Street was ~~\$17,000~~ **\$17,300, not including inspection**. For Town and Country Engineering to replace 1,300' of watermain on Greenwood was \$26,200.*

*Comm. Ristow stated the reason the utility went with Town and Country Engineering for this year's project was because the City Engineer said we should. He stated the project cost for MSA Engineering **through bids for 1,100' of to replace 3,400' of sanitary sewer, street, sidewalk, storm sewer and 3,400' of water main** on Golf Drive was \$28,300, while it is costing ~~\$36,700~~ **\$26,200, not including inspection**, for Town and Country Engineering **just** to replace 1,300' of ~~just~~ watermain **on Greenwood Street**. He stated the utility was paying ~~54%~~ **51%** more in engineering costs for this year's project than last year for less work.*

*Comm. Ristow stated that ~~we~~ **the utility appears to have** lost the RFP process when ~~we~~ **the commission** decided to go with one consultant based on the City Engineer's recommendations. He stated that the Department of Transportation has a list of consultants that are qualified to do this kind of work. He was concerned with the cost difference for projects and cited less involved projects that were costing more money than more involved projects.*

It was moved by Comm. Ristow and seconded by Comm. Horn to approve the minutes from the January 21, 2019 meeting with the noted corrections. Motion carried on a voice vote.

2019 BUDGET ADJUSTMENT

Office Manager Statz explained that the utility is moving the billing of all “plant” accounts into the NorthStar billing software. Doing so has brought to light that the electric has not historically charged itself for the electricity that it uses. After speaking with the auditors, this is common practice in the electric utility industry. Therefore, a change needs to be made to account for those expenses. This will, however, wash out as the “Interdepartmental” revenues will also increase. There is an adjustment to the “Purchase Power” cost as well.

Office Manager Statz explained that the other budget adjustment was needed because an employee came forward questioning why they did not receive WRS benefits while they were working part time. They indicated that they had met the required number of hours. After looking back at records, the employee was correct. Office Manager Statz worked with ETF to get the situation straightened out and the utility is on the hook to cover the retirement contribution with interest. She stated there will be another adjustment for a different employee who has also come forward. She will bring that back to the commission at a later time.

Comm. Horn questioned if there was a statute of limitations on something like that.

Comm. Ristow stated there was, but it is eight years after an employee retires.

It was moved by Comm. Horn, seconded by Comm. Brandel to approve the budget amendments as presented. On call of the roll, motion carried unanimously. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Ristow - Aye)

EXPENDITURES

It was moved by Comm. Brandel and seconded by Comm. Ristow to approve the payment of January’s bills totaling \$1,168,305.85. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE MUNICIPAL WELL AND PUMP TO REPAIR WELL #5

Andy Jacque joined the commission via telephone and discussed the current condition of Well #5. He stated he has been working with DNR to get the well back online. In order to do so, the well needs to be repaired. He stated there was a packing element in the shaft that has caused stress on the infrastructure. If the utility were to repair the well as it sits now, it will break again in the future.

Utility Manager Adler stated the bore hole is so crooked that the casing goes out about 100’-200’ from the well.

Mr. Jacque stated there was a severe kink at the bottom of the casing where the borehole is. The casings were probably broken when the drilling occurred. The inflating and deflating of the packing element has caused stress on the shaft.

Comm. Horn asked at what depth the pump will be placed.

Mr. Jacque stated it would be moved to 230’. The bottom of the casing is well below that depth.

Comm. Horn asked if moving the pump up will affect the water supply.

Mr. Jacque stated it would not as that is where the pump was originally located.

City Attorney Rogers asked how much money these repairs would cost.

Utility Manager Adler stated it would be \$42,370.

City Attorney Rogers stated that was over the \$25,000 limit and would normally need to be bid out. He asked if the work was considered an emergency.

Mr. Jacque stated it was an emergency. The utility needs to have adequate capacity available, especially for fire protection, in the event that another well goes down or there is a large watermain break. He stated maintenance work like this is a gray area in the law, but the statutes read that you can declare an emergency and waive the requirement to go out for bids. He stated the work needed to be done as soon as possible and would consider it to be an emergency.

Comm. Horn agreed that this was an emergency situation and felt the utility needed to do what was necessary to prevent this from happening in the future.

It was moved by Comm. Ristow and seconded by Comm. Brandel to declare the repairs at Well #5 an emergency in light of health and welfare concerns for water utility customers. Due to the emergency situation, bid requirements are being waived and Municipal Well & Pump has authorization to move forward with the repairs. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Ristow - Aye)

Comm. Horn asked how long it would be before Municipal Well & Pump would be able to make the repairs.

Utility Manager Adler stated they could be in Jefferson later in the week.

Comm. Ristow asked Mr. Jacque if he had seen the list from Municipal Well & Pump and if what was listed on their proposal was in line with the work that needed to be done.

Mr. Jacque stated he has seen the proposal and Municipal Well & Pump knows what needs to be done. He stated he works with them a lot and they would do a good job.

The telephone call with Mr. Jacque ended at 6:29 p.m.

DISCUSSION OF NEW SMALL CELL FACILITIES ORDINANCE FOR FCC RULING

City Attorney Rogers passed out information from the League of Wisconsin Municipalities regarding small cell facilities. He explained that the federal government is telling utilities what they can do and how much we can charge for the small cell devices to be placed on our property. He went on to say that the deadline to act on applications has passed and asked Utility Manager Adler if he had received any applications.

Utility Manager Adler stated he had not received any applications yet. He stated that MEUW attorney Anita Gallucci has been keeping utilities updated on this bill, so he has been forwarding anything he receives to her.

City Attorney Rogers reiterated that this law really narrows the utility's discretion, so we are very limited on what we can do about cell companies placing these devices on our infrastructure. He stated there is a \$500 application fee and a flat fee of \$270 per small wireless device.

Comm. Ristow questioned how many of these we will see in our area.

Utility Manager Adler stated he didn't know. He was recently in Oshkosh and noticed that there were devices about every three spans of wire.

Comm. Ristow stated this was similar to when the legislation on placing cell towers came out. He stated the city should enact an ordinance as quickly as possible to have as much control as it can.

City Attorney Rogers stated he would draft an ordinance. He would like to get the Utilities Commission's blessing first and then will take to the Common Council for approval.

Comm. Horn questioned if the \$270 fee included the electricity used by the device.

Utility Manager Adler stated it did not and that would be billed separately.

DISCUSSION AND POSSIBLE ACTION TO APPROVE GARAGE BAY EXTERIOR PAINTING WITH MAAS BROTHERS

Utility Manager Adler stated he has received a quote from Maas Brothers Construction to paint the utility garage bays for \$12,500. Hess Sweitzer would be the subcontractor doing the work. He stated this work was budgeted for and was outside of the building remodeling cost.

It was moved by Comm. Oppermann and seconded by Comm. Horn to approve Maas Brothers to paint the garage bay exterior for \$12,500, after giving the required notice. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW JEFFERSON ATHLETICS SCORING TABLE PROMOTION

Comm. Oppermann stated he supported this idea and felt it was worth the cost to advertise at each game.

It was moved by Comm. Oppermann and seconded by Comm. Horn to approve advertising at the Jefferson High School games on their new scrolling scorer's table for all games at a cost of \$625.00. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Abstained, Horn – Aye, Brandel – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTION – CRUISE NIGHTS 2019

It was moved by Comm. Horn, seconded by Comm. Brandel to make a contribution of \$300.00 to Cruise Nights. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Ristow - Aye)

It was moved by Comm. Ristow and seconded by Comm. Ganser to adjourn. Motion carried on a voice vote. The meeting ended at 6:45 p.m.