

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD FEBRUARY 10, 2020

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

PUBLIC PARTICIPATION

None

MINUTES

It was moved by Comm. Horn and seconded by Comm. Brandel to approve the minutes from the January 13, 2020 meeting. Motion carried on a voice vote.

EXPENDITURES

It was moved by Comm. Brandel and seconded by Comm. Ganser to approve the payment of January's bills totaling \$1,184,975.23. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

DISCUSSION AND POSSIBLE ACTION – CHARTER/SPECTRUM LEASE AGREEMENT

Utility Manager Adler explained Charter Communications has been in contact with City Attorney Rogers, presumably about extending a lease agreement we have with them for equipment at one of our wells. Charter houses boosters and electronics at one of our facilities. Last year we were able to negotiate a 3% increase in the monthly rent amount.

City Attorney Rogers suggested another 3% increase and extending the contract for two to three years.

Comm. Bristol questioned if the utility had separate contracts with Charter for other agreements.

Utility Manager Adler explained that was true; there are separate lease agreements for pole contacts and tower rent.

City Attorney Rogers asked the commission if they were in favor of another 3% increase and extending the contract for two to three years.

Comm. Horn questioned what the 3% increase in rent would be for.

City Attorney Rogers explained it was just a steady increase for them using our space.

Office Manager Statz explained that the pole attachment agreements the utility has with Charter, Windstream and AT&T all have an annual 3% increase built in the contract, just for reference.

Comm. Brandel suggested a 3% increase for a three year contract and if Charter was not willing to commit to a three year contract, he suggested a 5% increase for the year.

It was moved by Comm. Horn and seconded by Comm. Pieters to direct City Attorney Rogers to negotiate a contract with Charter for one year with a 5% increase, or for three years with a 3% increase each year. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

DISCUSSION ON PSC BILLING AUDIT

Office Manager Statz explained to the Utilities Commission that Jefferson has been selected for a billing audit by the Public Service Commission (PSC). She explained that the PSC has been auditing utilities for about the

last four or five years. They are in the last two years of the process, and Jefferson has made the list. She stated the office has been making changes over the past couple of years as suggested by other utilities that have already been audited. She hoped this would put the utility in a better position going into our billing audit. She was unsure how long the process would last, but expects it to take up most of the office staff's time in 2020. Each month she will make the commission aware of any issues that are brought up in the audit and corrective measures that may need to be taken.

Comm. Pieters asked Office Manager Statz if the sample list of items requested by the PSC looked achievable.

Office Manager Statz stated she had reviewed the list and was not concerned that Jefferson would not be able to meet the requests.

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTIONS – GEMUETLICHKEIT DAYS, INC

It was moved by Comm. Brandel and seconded by Comm. Oppermann to approve a donation of \$300.00 to Gemuetlichkeit Days, Inc. for a full page ad in their 50th anniversary souvenir book. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTIONS – ARTS ALLIANCE OF GREATER JEFFERSON

It was moved by Comm. Oppermann and seconded by Comm. Ganser to approve a donation of \$1,000.00 to the Arts Alliance of Greater Jefferson for their Plein Air event. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTIONS – HUMANE SOCIETY OF JEFFERSON COUNTY

Comm. Brandel questioned if the Jefferson County Humane Society was located within Jefferson Utilities' (JU) service territory.

Office Manager Statz explained that they do serve the City of Jefferson, but their facility is located outside of JU's territory.

Comm. Brandel explained that the Humane Society serves the City of Jefferson because of a contract and payment from the City of Jefferson. He did not feel that they qualified as a customer.

Comm. Horn stated he felt the organization provided benefit to the City of Jefferson and should be considered. He explained the commission had given a donation in the past and thought it should continue.

Comm. Bristol stated the policy that was created in 2019 expressly stated the organization must be within the JU service territory.

Office Manager Statz read the policy guidelines that were provided to the organization stating they must be within our territory.

Comm. Oppermann stated he appreciated the Humane Society's service, but felt since a policy was created after last year's donation to the organization, he believed it was important to stick to the policy and not provide a contribution moving forward.

Comm. Brandel requested Office Manager Statz to send a letter to the Humane Society explaining why their request was denied.

Comm. Horn questioned why the commission was presented with a request that was not eligible for a donation.

Office Manager Statz asked if the commission would like staff to prescreen donation requests before providing them to the commission.

Comm. Horn stated he would like staff to do so. Many commission members agreed with that process.

It was moved by Comm. Brandel and seconded by Comm. Bristol to deny a donation request from the Humane Society of Jefferson County for the Furry Friends 5K because they are not located within Jefferson Utilities' service territory. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

Comm. Horn asked it be noted that he was voting in favor of the denial by policy criteria only.

It was moved by Comm. Brandel and seconded by Comm. Rogers to adjourn to closed session pursuant to section 19.85(1)(c) of the Wisconsin State Statutes considering employment, promotion, compensation or performance evaluation of any public employee. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

It was moved by Comm. Horn and seconded by Comm. Oppermann to reconvene to open session. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Horn – Aye, Bristol - Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE ADVERTISING FOR AN APPRENTICE LINE MECHANIC

It was moved by Comm. Brandel and seconded by Comm. Pieters to advertise for an Apprentice Line Mechanic and to pay Rob Priestley his accrued and banked PTO hours, as well as his banked compensation hours. On call of the roll, motion carried. (Oppermann – Aye, Adams - Aye, Ganser – Aye, Pieters – Aye, Brandel – Aye, Bristol – Aye, Horn - Aye)

It was moved by Comm. Ganser and seconded by Comm. Brandel to adjourn. Motion carried on a voice vote. The meeting adjourned at 6:12 p.m.