

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JANUARY 21, 2019

On call of the roll, commissioners present were: Brandel, Horn, Ganser, Adams, Ristow, Michaelis and Oppermann. Also present: Utility Manager Adler, Office Manager Statz, City Attorney Rogers and Council for the Performing Arts President Peg Beyer. The meeting began at 6:01 p.m.

PUBLIC PARTICIPATION

None.

MINUTES

It was moved by Comm. Brandel and seconded by Comm. Horn to approve the minutes from the December 17, 2018 meeting. Motion carried on a voice vote. Comm. Ristow abstained.

EXPENDITURES

It was moved by Comm. Michaelis and seconded by Comm. Ristow to approve the payment of December's bills totaling \$1,090,193.17. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTION – COUNCIL FOR THE PERFORMING ARTS

Council for the Performing Arts President Peg Beyer shared information about the upcoming scheduled performances for the Council for the Performing Arts (CPA). She explained that the CPA relies on donations from the community and Jefferson Utilities has always been a strong supporter of the organization. She was requesting the commission's support once again this year.

It was moved by Comm. Brandel, seconded by Comm. Michaelis to make a contribution of \$1,500.00 to the Council for the Performing Arts. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

Council for the Performing Arts President Peg Beyer left the meeting.

It was moved by Comm. Brandel and seconded by Comm. Michaelis to adjourn to closed session pursuant to section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation date of a new employee and Utility Manager review. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

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

DISCUSSION AND POSSIBLE ACTION TO HIRE A JOURNEYMAN LINE MECHANIC

It was moved by Comm. Brandel and seconded by Comm. Ristow to approve the hire of Rob Priestley at a wage of \$40.83. Mr. Priestley will start with eight years seniority and 20 days of vacation. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Nay, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION TO HIRE A LINE MECHANIC APPRENTICE

It was moved by Comm. Michaelis and seconded by Comm. Brandel to approve the hire of Brandon Gorr at 75% of the Lineman wage rate. Mr. Gorr will start with one year seniority and 9 days of vacation. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE TOWN AND COUNTRY ENGINEERING'S PROPOSAL FOR 2019 WATER MAIN RELAY

Comm. Horn stated that the Common Council passed a resolution to use Town and Country Engineering and felt Jefferson Utilities should also use them for consistency.

Comm. Adams agreed with Comm. Horn.

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 \$17,300, 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 sanitary sewer, street, sidewalk, storm sewer and 3,400' of water main on Golf Drive was \$28,300, while it is costing \$26,200, not including inspection for Town and Country Engineering just to replace 1,300' of watermain on Greenwood Street. He stated the utility was paying 51% more in engineering costs for this year's project than last year for less work.

City Attorney Rogers questioned Utility Manager Adler if there were Request for Proposals (RFP's) received for the work.

Utility Manager Adler stated that the utility did not go out for RFP's with this project.

Comm. Ristow stated that the utility appears to have lost the RFP process when 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.

Comm. Ristow stated that there were two resolutions passed by the Common Council that stated they were subject to City Attorney review. He stated that those agreements should have language in them about DNR permits, change orders and water projects being approved by the Utility Manager.

Comm. Michaelis questioned why there was only one consultant being used.

Comm. Brandel stated that it was the recommendation from the City Engineer.

Comm. Horn asked Utility Manager if there were any other bids received from engineering consultants.

Utility Manager Adler stated he was instructed by the Utilities Commission not to send out RFP's for this project since the City Engineer wanted Town and Country Engineering to be used.

It was moved by Comm. Oppermann and seconded by Comm. Brandel to approve Town and Country Engineering's proposal for the 2019 Water Main Relay in an amount not to exceed \$36,700. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Nay)

DISCUSSION AND POSSIBLE ACTION TO APPROVE INCREASE FOR 2019 LEASE TO CHARTER COMMUNICATIONS AT WELL #4

Utility Manager Adler explained that the monthly rent paid by Charter Communications has not been increased in a number of years. He was requesting approval for a 3% increase to \$412.00 per month.

It was moved by Comm. Horn and seconded by Comm. Brandel to approve the increase for the 2019 lease to Charter Communications at Well #4 to the amount of \$412.00 per month. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

DISCUSSION AND UPDATE ON WHISPERING OAKS ELECTRIC UPGRADE

Utility Manager Adler explained that since we had a wet fall season J & R Underground was unable to complete the boring work. They are about 2/3 of the way done. They will be back in the spring to complete the work.

Comm. Ganser asked how much longer it would be before it was completed.

Utility Manager Adler stated that it would take a couple of months to finish the boring.

DISCUSSION AND POSSIBLE ACTION ON CLOTHING ALLOWANCE FOR WATER DEPARTMENT PERSONNEL

Utility Manager Adler stated he had Labor Attorney Susan Love draft a document for the personnel manual which allows the Water Department personnel to receive an annual clothing allowance of \$350.00. The uniform service that is currently provided costs about \$800.00 to \$900.00 per year per employee. This change would save the utility money. He stated that new employees would be outfitted with all necessary gear. This annual amount would be for up keep on clothing

Utility Manager Adler stated that he would also like to purchase a washer and dryer to have at the utility for staff to wash their garments.

Comm. Brandel questioned if the Water Department staff was okay with this change.

Utility Manager Adler stated that they were in favor of this switch.

It was moved by Comm. Horn and seconded by Comm. Oppermann to approve a clothing allowance policy for the Water Department for an annual amount of \$350.00. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTION – HUMANE SOCIETY OF JEFFERSON COUNTY, FURRY FRIENDS

It was moved by Comm. Oppermann, seconded by Comm. Michaelis to make a contribution of \$125.00 to the Humane Society of Jefferson County.

It was moved by Comm. Horn, seconded by Comm. Ristow to make an amendment to the motion and increase the amount to \$200.00. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

It was moved by Comm. Oppermann, seconded by Comm. Michaelis to make a contribution of \$200.00 to the Humane Society of Jefferson County. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

DISCUSSION AND POSSIBLE ACTION ON COMMUNITY CONTRIBUTION – GEMUETLICHKEIT DAYS INC

It was moved by Comm. Brandel, seconded by Comm. Oppermann to make a contribution of \$1,000.00 to Gemuetlichkeit Days Inc. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

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

It was moved by Comm. Oppermann, seconded by Comm. Ristow to make a contribution of \$1,000.00 to the Arts Alliance of Greater Jefferson. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Brandel – Aye, Michaelis – Aye, Ristow - Aye)

It was moved by Comm. Brandel and seconded by Comm. Ganser to adjourn. Motion carried on a voice vote. The meeting ended at 6:50 p.m.