

## **REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JULY 16, 2018**

On call of the roll, commissioners present were: Tinberg, Ristow, Adams, Brandel, Michaelis and Oppermann. Also present: Utility Manager Adler, Office Manager Statz and City Engineer Bill Pinnow. Comm. Horn arrived after call of the roll. The meeting began at 5:30 p.m.

### **PUBLIC PARTICIPATION**

None

### **MINUTES**

Comm. Ristow recommended the following changes:

*To remedy the situation, an inflatable packer was placed in the well to alleviate the inflow of water through the casing.*

*The 1" line down to the bottom ~~to~~ of the bore hole was inserted to disinfect on an as needed basis and air could also be pushed through the line to remove the bacteria.*

It was moved by Comm. Ristow and seconded by Comm. Brandel to approve the open session minutes from the June 11, 2018 meeting with the noted corrections. Motion carried on a voice vote.

It was moved by Comm. Ristow and seconded by Comm. Brandel to approve the open session minutes from the June 28, 2018 meeting. Motion carried on a voice vote.

Comm. Horn arrived at 5:30 p.m.

### **EXPENDITURES**

Comm. Brandel questioned the lodging and meals of \$899.11.

Office Manager Statz explained that during the Utilization Review with WPPI, the utility purchased lunch for all staff during the three day session. The lodging was for a WRWA conference that Utility Manager Adler attended in La Crosse, WI. There were other items included in the bill as well.

It was moved by Comm. Brandel and seconded by Comm. Michaelis to approve the payment of June's bills totaling \$1,169,454.03. On call of the roll, motion carried unanimously. (Oppermann – Aye, Horn – Aye, Ristow – Aye, Adams – Aye, Tinberg – Aye, Michaelis – Aye, Brandel - Aye)

### **DISCUSSION AND ACTION ON FIRST STREET REPAIR**

City Engineer Bill Pinnow stated that he was in attendance to discuss repair options for First Street. The utility replaced a fire hydrant on First Street, which he felt deteriorated the road. City Engineer Pinnow stated that when he rated the street last fall it was at a five on the WISLR (Wisconsin Information System for Local Roads), but he would now rate it at a four. He stated that Utility Manager Adler was under the impression that First Street was being redone in 2018, but it was not on the schedule for replacement. City Engineer Pinnow felt that Jaeckel Brothers did not take as many precautions as they could have because they may have been under the mindset that the road was being replaced. City Engineer Pinnow stated that there are three options:

1. Repair the patch and repair the concrete. This is about a 180' section. The street will still be in poor shape and will have to be resurfaced within one year.
2. Repair the patch up to State Street. This is about a 217' section. Half the block would not be resurfaced.
3. Pulverize this block of the street and resurface. This would be about \$24,000 and he is requesting that it would be split half and half with Jefferson Utilities. However, at this time there are no core samples.

Utility Manager Adler stated that they installed a new hydrant on First Street due to poor water quality and possible development on Wisconsin Drive, First Street and South Jackson Avenue. It was decided to move the watermain to the east side of the street to make it easier to connect when the lots on Wisconsin Drive develop and to lower the cost to the utility. He stated that the construction work done did not extend to South Jackson Avenue.

Utility Manager Adler stated that according to the pictures on Google Earth from 2012, the street was in rough shape at that time. He asked representatives from Baxter Woodman, the engineering firm for the project, to be present at tonight's meeting for additional questions if needed.

Comm. Tinberg asked City Engineer Pinnow why the utility would be responsible for half of the cost to replace the street when it was rated at a four.

City Engineer Pinnow stated that the only reference he had was his rating back in the fall, which was at a five. After the work performed by utility contractors, he would classify the street at a four.

Comm. Ristow asked how big the patch was. He stated that according to his calculations the project was about \$2.00 per square foot.

City Engineer Pinnow stated that he didn't calculate the project cost by square foot, but by tons. He wasn't sure of the square foot cost.

Utility Manager Adler stated that the patch was 29' by 45' and would cost about \$3,500 for Tri-County to fix. He stated that he was willing to pay for the patch that was disturbed, but not half of the street.

Comm. Oppermann questioned why the hydrant was placed on the east side of First Street.

Utility Manager Adler stated that there was poor water quality in that area because of the inability to flush the main, as the main was capped at that location.

Comm. Oppermann questioned why the water main was placed on the east side of the street.

Utility Manager Adler stated that the utility is looking to the future when those lots on Wisconsin Drive could be developed. The goal was not to have to tear up the street again when that occurs.

Representatives from Baxter Woodman were present and stated that the road was not in great shape in 2012, according to the maps they had found. They were unsure of the condition of the road currently.

Comm. Horn clarified with City Engineer Pinnow that the reason he was in attendance was because the city did not have intentions of resurfacing the street and the work performed by the utility caused the street to further deteriorate.

City Engineer Pinnow stated that the utility work is what he can attribute to the recent decline, as the deterioration is where he believes the equipment was placed. He went on to say that if the cost to replace the street is not a 50/50 split, the street will not be fixed.

Comm. Horn asked who will pay for the patch that was torn up.

Utility Manager Adler stated that the utility will pay for that area, as that is what was damaged.

Comm. Brandel asked Utility Manager Adler if he went ahead with the work thinking that the street was going to be replaced.

Utility Manager Adler stated that was correct and it was a mistake on his part.

Comm. Horn asked how this would affect future repairs with patches.

Utility Manager Adler stated that it would be the same as it is now. The utility will replace what was damaged.

City Engineer Pinnow stated that this project wasn't included on the capital projects. If it was to be completed this year, there would be other streets that would be removed from the list. He would be able to come up with half of the cost of the project.

Comm. Adams asked Utility Manager Adler if there was money in the budget to replace the patch.

Utility Manager Adler stated that there was.

Comm. Horn asked if the street would be torn up for anything else.

City Engineer Pinnow stated that it would not be torn up, as the sewer connection will be coming from Jackson Avenue.

Comm. Brandel asked if the patch and prep work were to be completed, would the road still be rated as a four.

City Engineer Pinnow stated that it would still be a four.

Comm. Oppermann stated that it was frustrating to see that something needed to be fixed and we were sitting around trying to figure out who would be paying for it.

Comm. Michaelis asked if the road would last another year.

City Engineer Pinnow stated that the patch will be fine for years, but the rest of the road would still be deteriorating.

Comm. Horn stated that just patching the road wouldn't help anyone.

Utility Manager Adler asked if core samples would be taken.

City Engineer Pinnow stated that there would be core samples taken on all of the streets. The street would need to be pulverized and hopefully the base would not have to be undercut.

Comm. Brandel stated that the utility had some fault in this situation and in the spirit of cooperation he was in favor of fixing the road. He stated that he was not in favor of the patch, as it would be money that would have to be spent again.

Comm. Horn suggested a 1/3 (\$8,000) and 2/3 (\$16,000) split, with Jefferson Utilities paying for 1/3 of the road and the city paying for 2/3.

City Engineer Pinnow stated that he doesn't have 2/3 (\$16,000) of the money.

Comm. Tinberg asked what the typical life of the road would be.

City Engineer Pinnow stated that a typical life would be 25-30 years. He stated that city administration would allow for half of the project. He stated that he doesn't have the funds for 2/3 of the project and it will not happen if the utility does not pay for half of the cost.

Comm. Ristow, seconded by Comm. Tinberg moved to pay for 1/3, or \$8,000, of the cost to repave First Street. On call of the roll, motion carried. (Oppermann – Aye, Horn – Aye, Ristow – Aye, Adams – Nay, Tinberg – Aye, Michaelis – Aye, Brandel - Nay)

City Engineer Pinnow stated that he will take the commission's recommendation back to the Streets Committee at the first meeting in August, as he did not have the authority to move forward with the project paying for 2/3 of the cost. He stated that he may need a second contract with Tri-County, as they are in town for the next two weeks.

Comm. Horn asked City Engineer Pinnow to let Tri-County know of the situation.

City Engineer Pinnow stated that he would and exited the meeting.

#### **DISCUSSION AND ACTION ON APPROVAL OF WEGNER CPA TO PERFORM AMI FINANCIAL STUDY**

Utility Manager Adler stated that he went out for proposals to do an AMI financial impact study. The first quote came back at \$10,000-\$12,000 (Baker Tilly) and the second was not to exceed \$6,000 (Wegner CPA). He stated that once the consultant was approved, staff would provide metering options to get all of the financial impacts.

Utility Manager Adler stated that he was recommending the approval of Wegner CPA for an amount not to exceed \$6,000.

Comm. Oppermann stated that he was confident that Wegner CPA would do a good job.

Utility Manager Adler stated that he also felt that they would do a great job.

It was moved by Comm. Oppermann and seconded by Comm. Tinberg to approve Wegner CPA to perform an AMI Financial Study with costs not to exceed \$6,000. On call of the roll, motion carried unanimously. (Horn – Aye, Ristow – Aye, Oppermann – Aye, Tinberg – Aye, Adams – Aye, Michaelis – Aye, Brandel - Aye)

#### **DISCUSSION ON BUILDING RENOVATION ISSUE**

Utility Manager Adler gave an update on the building. He stated that the cost is estimated to be \$2.235 million. He asked for an alternate bid of \$65,000 to redo the roof over the garage bays on the utility side. He stated that this roof was 20 years old and needs to be replaced soon, as it already leaks. The utility would be responsible for the entire \$65,000, as the Police Department does not use that area of the building.

Comm. Tinberg stated that in his experience you normally get about 22 years out of a roof. He thought it was a good idea to include the replacement in with this project.

Utility Manager Adler stated that these are just preliminary costs and the bids will come in the future. He went on to explain that the utility was denied a \$500,000 interest free loan through WPPI, as it wasn't for energy efficiency upgrades. However, Greg Hoffman, Energy Services Representative from WPPI, was working with Seventhwave to get some energy payback suggestions for the project.

Comm. Ristow stated that Dawn Gunderson from Ehlers, Inc. was at a recent Common Council meeting and discussed issuing debt for the building renovation.

Utility Manager Adler stated that the utility may issue debt jointly with the city for the building renovation.

Comm. Ristow stated that the utility could possibly wrap in a debt issuance for an AMI conversion. He stated that you have three years after the issuance to spend the funds.

**DISCUSSION AND ACTION ON BUDGET ADJUSTMENT**

Office Manager Statz explained that the costs to implement the MDM conversion were higher than anticipated. She was requesting that a budget adjustment be made to cover the shortfall. With the resignation of a Customer Accounts Clerk, there are funds in the Employee Benefits account that are no longer needed.

It was moved by Comm. Brandel and seconded by Comm. Ristow to approve a budget adjustment of \$2,250 from Electric Employee Benefits (#926) to Electric Maintenance of Computers (#932-00-0388). On call of the roll, motion carried unanimously. (Horn – Aye, Ristow – Aye, Oppermann – Aye, Tinberg – Aye, Adams – Aye, Michaelis – Aye, Brandel - Aye)

It was moved by Comm. Horn and seconded by Comm. Tinberg to convene to closed session pursuant to Section 19.85(1)(f) considering financial, medical, social, or personal histories of a specific person. On call of the roll, motion carried unanimously. (Horn – Aye, Ristow – Aye, Oppermann – Aye, Tinberg – Aye, Adams – Aye, Michaelis – Aye, Brandel - Aye)

It was moved by Comm. Oppermann and seconded by Comm. Brandel to reconvene to open session. Motion carried on a voice vote.

It was moved by Comm. Ristow, seconded by Comm. Tinberg to adjourn. Motion carried on a voice vote. The meeting was adjourned at 6:24 p.m.