

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JUNE 28, 2018

On call of the roll, commissioners present were: Tinberg, Ristow, Adams and Brandel. Comm. Oppermann arrived at 5:40 p.m. Also present: Utility Manager Adler and Office Manager Statz. Absent: Michaelis and Horn. The meeting began at 5:30 p.m.

PUBLIC PARTICIPATION

None

DISCUSSION AND ACTION ON PART-TIME OFFICE HELP – COOP STUDENT

Utility Manager Adler informed the commission that the utility has hired Austin Rechlin as a part-time meter reader. He stated that in addition, he is requesting the hire of a COOP student through the Jefferson High School.

Office Manager Statz explained that a business teacher at the high school, Cory Brummeyer, put her in touch with two incoming high school juniors. There were not any incoming senior COOP students available at this time. Out of the two students, she and Utility Manager Adler met with Rileigh Clark. Ms. Clark was very responsive to the opportunity and brings the required skill set to the utility for the job. Office Manager Statz stated that she was very impressed with Ms. Clark and the way she carries herself for a person of her age. Office Manager Statz felt that Ms. Clark would be a great addition to the office.

Comm. Oppermann arrived.

Comm. Ristow asked how much a COOP student would be paid.

Utility Manager Adler stated that the part-time meter reader was hired at a rate of \$12.00 per hour and he was recommending the same pay for Ms. Clark.

Office Manager Statz stated that the Customer Accounts Clerk and the Meter Reader positions were on the same pay grade per the utility's pay matrix. She felt that the pay should be the same for both of the part-time positions.

Comm. Ristow, seconded by Comm. Brandel moved to approve the hire of Rileigh Clark as a part-time COOP student at an hourly rate of \$12.00 per hour. On call of the roll, motion carried unanimously. (Oppermann – Aye, Ristow – Aye, Adams – Aye, Tinberg – Aye, Brandel - Aye)

It was moved by Comm. Brandel, seconded by Comm. Ristow to adjourn. Motion carried on a voice vote. The meeting was adjourned at 5:50 p.m.