

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JUNE 10, 2019

Commissioners present were: Ganser, Adams, Bristol, Horn and Oppermann. Also present: Utility Manager Adler, Office Manager Statz and City Attorney Rogers. Absent was: Brandel. The meeting began at 5:30 p.m.

PUBLIC PARTICIPATION

None

MINUTES

It was moved by Comm. Oppermann and seconded by Comm. Ganser to approve the minutes from the May 13, 2019 meeting. Motion carried on a voice vote.

DISCUSSION AND POSSIBLE ACTION ON BUDGET ADJUSTMENT

Office Manager Statz explained that Jefferson Utilities did not pay Wisconsin Retirement for a part-time meter reader, now full-time employee, a number of years ago. The Department of Employee Trust Funds was contacted and they determined \$6,619.37 was owed for the employee. The contribution is not budgeted. She was requesting approval of the adjustment to cover the payment made.

It was moved by Comm. Horn and seconded by Comm. Ganser to approve the budget adjustment of \$6,619.37 to fund a WRS payment owed to an employee. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Bristol – Aye)

EXPENDITURES

It was moved by Comm. Oppermann and seconded by Comm. Horn to approve the payment of May's bills totaling \$947,710.90. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Bristol – Aye)

DISCUSSION AND POSSIBLE ACTION FOR WPPI TO GET PSC APPROVAL ON TIME OF USE CHANGES TO OUR RATE TARIFF

Utility Manager Adler stated that in order to align our demand charges with our billing from WPPI, it is necessary to eliminate the 7:00 a.m. to 7:00 p.m. and 9:00 a.m. and 9:00 p.m. time of use choices.

Comm. Horn questioned if this change would affect rates.

Utility Manager Adler explained the change would not affect the customer's rates and any customer on those time periods would be grandfathered in.

It was moved by Comm. Bristol and seconded by Comm. Horn to submit a docket to the Public Service Commission to eliminate the time of use periods of 7:00 a.m. to 7:00 p.m. and 9:00 a.m. and 9:00 p.m. All customers currently on those times of use rates will be grandfathered in. Motion carried on a voice vote.

DISCUSSION AND POSSIBLE ACTION ON RECOMMENDATION FOR COMMUNITY CONTRIBUTION POLICY

City Attorney Rogers explained he changed the dates from the 15th of the month to the 1st of the month on the policy. In addition, he created an application for organizations requesting funds to complete. Lastly, he provided a rating sheet to be used, if needed, by the commission when making a decision on financial assistance for each organization.

Comm. Horn clarified that as the policy is written, individuals would not be eligible to receive funds.

City Attorney Rogers explained that the policy was written in a way to exclude individuals from contributions.

Office Manager Statz explained that the Utility does sponsor two educational scholarships for high school students; one is for any student pursuing higher education and the other is for a student interested in pursuing a career as a lineman. Both scholarships are worth \$1,000. She explained that WPPI covers the cost of the scholarships through reimbursement at the end of the year. She wanted to make it understood that the scholarship program is outside of the community contributions program. There have not been many applicants for either of the scholarships and the lineman scholarship rarely has any interest.

Comm. Oppermann asked how much it costs to go to lineman school.

Utility Manager Adler explained that it could cost around \$5,000, more if someone attends a faster paced training.

Comm. Oppermann stated we should do what we could to increase awareness of the opportunity.

Office Manager Statz explained it was her understanding that the guidance office at the high school does not push the trade school scholarships as much because they want students to attend a four-year university. She stated Greg Hoffmann has run into barriers trying to push the opportunity.

Comm. Oppermann stated that was contrary to what he has been told by the school superintendent. He suggested having a high school intern work for the utility to try to get more interest in the field.

Utility Manager Adler explained that he thought about that a couple of years ago, but it was determined that the utility would have to pay unemployment to the individual.

City Attorney Rogers stated it was his understanding that seasonal help was not eligible for unemployment.

Office Manager Statz explained the Parks and Recreation Department had to pay unemployment on a seasonal employee.

Comm. Adams confirmed the unemployment, as he sits on the Parks and Recreation Commission.

City Attorney Rogers stated he would look into the unemployment requirements.

It was moved by Comm. Ganser and seconded by Comm. Oppermann to adopt the community contribution policy and application as drafted by the Community Contribution Committee. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Bristol – Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE QTI CONSULTING TO UPDATE COMPENSATION STUDY FOR \$5,000

Utility Manager Adler explained that Carlson Dettmann's original quote for the reanalysis was \$10,000. Office Manager Statz questioned the cost; given the original study was \$8,000. Carlson Dettmann then dropped their price to \$7,500. Office Manager Statz also reached out to QTI for a quote, as WPPI uses them for their wage studies. Their quote came back at \$5,000. He was recommending the utility move forward with QTI at a cost of \$5,000.

Comm. Horn stated his only concern is that the city and utility would not have the same company performing the analysis, which may cause variances. However, he did think it would be a good opportunity to compare both companies, as QTI was looked at originally by the city. He wanted to make sure that both the city and utility employees were on the same playing field.

Comm. Oppermann stated if WPPI used QTI, they should have good comparisons for utilities.

It was moved by Comm. Oppermann and seconded by Comm. Bristol to enter into an agreement with QTI in the amount of \$5,000 to perform a reevaluation of the matrix, to eliminate the bonus structure and to reevaluate the Utility Manager position. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Bristol – Aye)

DISCUSSION AND POSSIBLE ACTION TO APPROVE TRACHTE FOR CRAWFISH SUBSTATION AIR CONDITIONING FOR \$12,304

Utility Manager Adler stated there is a lot of humidity at the Crawfish Substation, which is not good for the equipment. He had money in the budget to install air conditioning and heat at the location. He got another quote for over \$20,000 from a local company.

Comm. Bristol stated the cost seemed reasonable for industrial work.

It was moved by Comm. Horn and seconded by Comm. Ganser to approve Trachte to install air conditioning at the Crawfish Substation for an amount of \$12,304. On call of the roll, motion carried. (Oppermann – Aye, Adams – Aye, Ganser – Aye, Horn – Aye, Bristol – Aye)

DISCUSSION AND POSSIBLE ACTION TO UPDATE INVESTMENT POLICY

Office Manager Statz explained the need to update the Investment Policy since Associated Bank has bought out the Wisconsin Huntington Bank branches. The only change made was to include Associated Bank and to remove Citizens Bank.

It was moved by Comm. Bristol and seconded by Comm. Horn to approve the changes made in the Investment Policy. Motion carried on a voice vote.

It was moved by Comm. Horn and seconded by Comm. Ganser to adjourn. Motion carried on a voice vote. The meeting adjourned at 5:56 p.m.