

## **REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD SEPTEMBER 10, 2018**

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

### **PUBLIC PARTICIPATION**

None.

### **MINUTES**

Comm. Horn recommended the following changes:

*On call of the roll, commissioners present were: Tinberg, Ristow, Adams, ~~Beyer~~, Horn, Brandel, Michaelis and Oppermann.*

It was moved by Comm. Brandel and seconded by Comm. Michaelis to approve the open session minutes from the August 13, 2018 meeting with the noted corrections. Motion carried on a voice vote.

### **EXPENDITURES**

It was moved by Comm. Brandel and seconded by Comm. Horn to approve the payment of August's bills totaling \$1,990,153.60. On call of the roll, motion carried. (Oppermann – Aye, Horn – Aye, Adams – Aye, Tinberg – Aye, Brandel – Aye, Michaelis – Aye)

### **DISCUSSION AND RECOMMENDATION OF COMPLIANCE WITH CITY CONSTRUCTION WORK IN RIGHT OF WAY**

Utility Manager Adler explained that City Engineer Bill Pinnow is looking to revise the current ordinance about work in the public right of way. He has asked for the Utilities Commission's input on the current ordinance.

Comm. Brandel stated that there has always been language in the codebook requiring permits for work in the public right of way, but it has not been followed. The goal is to bring the code up to date and list possible exceptions.

Comm. Horn stated that this revision came about after the miscommunication with the First Street project.

Comm. Oppermann stated that the goal is to improve communication and begin following the process. The code will require private contractors to pull permits and if the code is not followed, penalties will be enforced. Jefferson Utilities would be required to pull permits.

Utility Manager Adler asked if the language "disturb pavement" could be added so that the utility didn't have to pull a permit to replace a street light. He stated that he would not be in favor of filling out a permit to do routine replacement work.

Comm. Horn and Comm. Brandel stated that would not be the intent of the code, but rather to improve communication between departments.

Utility Manager Adler stated that all city departments, Police, Fire, Streets, Sewer and Parks, should be required to pull the permits, not just Jefferson Utilities. He stated that when Office Manager Statz worked at City Hall, she did not recall using the forms.

Office Manager Statz confirmed that the forms were not often used by private contractors or city departments.

Comm. Oppermann stated that the process has been overlooked, but will now be enforced.

Utility Manager Adler agreed that City Engineer Pinnow should be made aware if pavement is disturbed. He stated that if the utility were required to pull a permit, then acknowledgement would need to be given back from City Hall. He stated that there have been many times in the past where there has been no response from City Engineer Pinnow.

Comm. Horn agreed and stated that there needs to be two way communications.

Office Manager Statz asked if there needed to be acknowledgement prior to the start of any work in the right of way.

Comm. Brandel, Comm. Horn and Comm. Tinberg all agreed that there should be in a non-emergency situation.

Comm. Horn reiterated that the goal is for everyone to work together.

Utility Manager Adler reiterated that he would not be in favor of pulling a permit to trim trees, change street lights or install poles.

Comm. Brandel stated that the permit would be required for any excavation work performed. He felt City Hall should know that information.

Office Manager Statz questioned if there would be any fees for the permit.

Comm. Brandel stated that there could be fees for private contractors, but Jefferson Utilities would not be charged a fee.

Comm. Horn and Comm. Oppermann asked staff to review the application and give recommendations of changes to be made.

**DISCUSSION AND ACTION TO HIRE PART-TIME METER READER**

Utility Manager Adler stated that the high school student that was hired this summer will begin extracurricular activities this fall, which will not allow him time to read the meters. He was requesting to refill the position.

Comm. Oppermann, seconded by Comm. Brandel moved to hire Mike O'Donnell as a part-time meter reader at a starting wage of \$15.99 per hour. On call of the roll, motion carried. (Oppermann – Aye, Horn – Aye, Adams – Aye, Tinberg – Aye, Brandel – Aye, Michaelis – Aye)

**DISCUSSION AND ACTION APPROVING STREET LIGHT PAINTING PROPOSAL \$4,000**

Utility Manager Adler stated that in 2017, the utility hired Bob Teeter to paint 30 street light poles downtown. He was very pleased with his work. He would like to hire Mr. Teeter again this year to paint 60 poles on East and West Racine Street.

Comm. Tinberg, seconded by Comm. Michaelis moved to approve the painting of the street lights at a cost not to exceed \$4,000.00. On call of the roll, motion carried. (Oppermann – Aye, Horn – Aye, Adams – Aye, Tinberg – Aye, Brandel – Aye, Michaelis – Aye)

**COMMUNITY CONTRIBUTIONS**

Comm. Oppermann stated that there is a project in the works to install some lighting on the walk bridge. Hopefully this will come together yet this year. He stated that with the funds left in the Utility's Community Contributions fund this year, a \$5,000 donation would go a long way.

Utility Manager Adler suggested speaking with Energy Services Representative Greg Hoffmann to see if there would be any incentives available in 2019 for a project like that. The funds in 2018 have been spent.

It was moved by Comm. Michaelis and seconded by Comm. Horn to approve a donation of \$125.00 to the Jefferson Equestrian Team. (Oppermann – Aye, Horn – Aye, Adams – Aye, Tinberg – Aye, Brandel – Aye, Michaelis – Aye)

It was moved by Comm. Tinberg, seconded by Comm. Brandel to adjourn. Motion carried on a voice vote. The meeting was adjourned at 6:00 p.m.