

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD MAY 11, 2026

On call of the roll, Commissioners present were: Oppermann, Neils, Bristol, Adams, Ganser, Miller, and Stallman. Members Excused: Also present were: Business Manager, Sarah Hinze; Electrical Line Superintendent, Nick Baumann; Lead Lineman, Nick Mueller; Billing Clerk, Emily Hein; City Administrator, Tim Frietag and City Attorney, Chris Rogers. The meeting began at 5:30 p.m.

Elect President and Secretary of the Commission:

Adams nominated Oppermann for President. Seconded by Neils. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Adams nominated Ganser for Secretary. Seconded by Bristol. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Public Participation: None

Minutes

Motion by Neils to approve the open and closed session minutes of the April 13, 2026 meeting. Seconded by Bristol. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye). Ganser, Miller and Stallman abstained.

Approval of April and May 2026 Expenditures

Bristol asked questions regarding various expenditures that were answered by Hinze and Baumann. Motion by Bristol and seconded by Adams to approve the expenditures as presented. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Closed Session

Motion by Neils and seconded by Miller to convene in Closed Session. Before voting on the motion, Oppermann announced to all present that the Commission may convene in closed session pursuant to Section 19.85(1)(f), Wis Stats., for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically to discuss a personnel matter. This meeting is closed pursuant to section 19.85 (1)(f) of the Wisconsin Statutes. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye). The Commission convened into closed session at 5:42 pm.

Open Session

Motion by Adams and seconded by Stallman to re-convene in open session. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye). The Commission convened into open session at 6:18 pm.

Discussion and Possible Action- Commission Meeting Packet Delivery to Electronic

Hinze stated that staff have been physically delivering meeting packets to Commission member's home. She stated that with the recent retirement of the Meter Technician and the vacant Customer Accounts Clerk position she asked if the Commission could move to sending the Meeting Packets via email. She stated that she will have printed copies for each Commission member at the meeting. Motion by Bristol to approve the delivery of meeting packets via email. Seconded by Neils. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Discuss and Possible Action – Two Year Extension on Trane Maintenance Agreements

Hinze stated that at the last meeting the Commission asked that Trane remove the language regarding tariff charges and revise the agreement to reflect a 2-year duration. She stated that one agreement was for the chillers and the other for the heating system. Motion by Adams to approve both agreements as presented. Seconded by Bristol. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Discuss and Possible Action – Hire (2) Journey Lineman and/or Apprentice

Hinze stated that the Commission had previously approved the hiring of two (2) additional journey level positions. She stated that with the projects that the Utility worked on last year it wasn't feasible to bring on additional staff. She stated that now that all Lineman are journeyman and after discussions with Baumann both felt this was a great time to start the process of hiring. She stated that both these positions are budgeted in the 2026 budget as Journeyman. Motion by Miller to advertise for these positions. Seconded by Ganser. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Discuss and Possible Action – Meter Technician Job Duties, Utility Technician Position and Filling Vacant Position

Hinze indicated that the current job description of the Meter Technician and a copy of the Utility Technician job description at Hartford Utilities were included in the packet. She stated that at the last meeting she mentioned that she had reached out to WPPI to inquire about the duties of meter technicians in other utilities. She stated she was looking to gain insight regarding additional duties outside of strictly just a meter technician, for example Digger's Hotline locates, GIS management and inventory management. She stated that WPPI referred her to Hartford Utilities as they have a Utility Technician. She stated that she reached out to Hartford's Utility Manager and discussed this with Baumann. She stated that both Baumann and her are interested in pursuing this for the Utility, but wanted to discuss this with the Commission. Hinze and Baumann answered questions from the Commission regarding sending all Lineman to Meter Technician school, how would a Utility Technician verses a Meter Technician wage affect the budget and continuing education of a meter technician. Hinze stated that if the Commission is interested in creating this position the next steps would be to develop a job description, complete a job description questionnaire to be sent into Carlson Detmann for placement in the pay grade structure and final approval from this Commission to hire. It was the consensus of the Commission to develop a job description for Commission review.

Discuss and Possible Action – Time Study

Hinze stated that she reached out to four (4) consulting firms to inquire about time study services. Two (2) firms indicated that they did not provide these services. She stated that she received proposals from two (2) firms, Baker Tilly who she indicated that the City used in the past and BoldPath Consulting who was referred to her by Carlson Dettmann. She indicated that the proposal cost from Baker Tilly was \$15,000 and from BoldPath was \$5,000-\$6,250. She answered questions from the Commission and stated that BoldPath indicated a 60 day timeline to complete the study. Motion by Stallman to approve the BoldPath Consulting proposal. Seconded by Ganser. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Discussion and Possible Action – Community Contributions Requests

The Commission discussed a request from Jefferson County Christmas Neighbors for \$1,000 for the 2026 Program. Motion by Ganser to approve the request for \$1,000. Seconded by Neils. On call of the roll, motion carried. (Adams-Aye; Neils – Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Update on On-going Electric Utility Projects

Baumann updated the Commission that the Breaker 1 parts should be here with in the next month. He stated that the crew will be working on upgrading poles and wire on South Street. He informed the Commission that on April 16th at around 4:30 am 10 poles along Highway were knocked over by high winds. He stated that these poles are currently WE Energies and that when he contacted WE Energies he was told that WE Energies would like to turn ownership over to Jefferson. He stated that Hinze has been in contact with WE Energies and that they are working with their legal team to complete the paperwork for the transfer of these poles. He stated that in the meantime with the help from mutual aid from Stoughton, Waunakee and Lake Mills the crew was able to get the poles replaced and power restored around 6:00 pm.

Electric Utility Manager Monthly Report

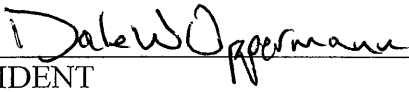
Hinze stated we are in the middle teens for AMI meter replacements. She stated that with the Meter Technician's retirement the Utility previously sent one lineman to Meter Technician school and he has been working on replacement of the final meters. She informed the Commission that with the implementation of the new financial

software, Caselle, the auditors asked to come back one more time to gain further insight as to how work orders were set up in the new system and how the Utility is closing them in both OpenPoint and Caselle. The Auditors applied for a one (1) month extension on the due date of the PSC Report which was granted. She informed the Commission that Baumann was contacted by TDS asking if the Utility had any conduit buried in Riverside Alley. Hinze and Baumann had a meeting with TDS and it was determined that TDS would contact the City to ensure that the City was ok with TDS utilizing Riverside Alley. The Commission indicated their interest in partnering with TDS should it be determined TDS and the City would like to move forward.

Future Agenda Items

1. Potential transition of Jefferson Utilities to a City Department.

It was moved by Bristol and seconded by Stallman to adjourn. Motion carried on a voice vote. The meeting adjourned at 7:15 pm.



PRESIDENT



SECRETARY

CLOSED SESSION MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD ON MAY 11, 2026

On call of the roll, commissioners present were: Oppermann, Neils, Adams, Bristol, Ganser, Miller and Stallman. Members Excused: None. Also present were: City Attorney, Chris Rogers; City Administrator, Tim Freitag. The meeting began at 5:42 pm.

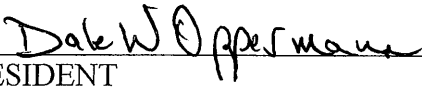
Closed Session

Motion by Adams and seconded by Neils to convene in Closed Session. Before voting on the motion, Oppermann announced to all present that the Commission may convene in closed session pursuant to Section 19.85(1)(f), Wis Stats., for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically to discuss a personnel matter. This meeting is closed pursuant to section 19.85 (1)(f) of the Wisconsin Statutes. On call of the roll, motion carried. (Opperman - Aye; Neils - Aye; Ganser – Aye; Miller - Aye; Adams - Aye; Bristol - Aye; Stallman – Aye).

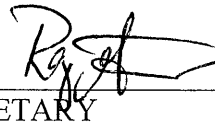
There was discussion regarding a personnel matter.

Open Session

Motion by Adams and seconded by Stallman to re-convene in open session. On call of the roll, motion carried. (Opperman - Aye; Neils - Aye; Ganser – Aye; Miller - Aye; Adams - Aye; Bristol - Aye; Stallman – Aye). The Commission convened into open session at 6:18 pm.



PRESIDENT



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