

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD JUNE 8, 2026

On call of the roll, Commissioners present were: Oppermann, Neils, Bristol, Adams, Ganser, Miller, and Stallman. Members Excused: None. Also present were: Electric Utility Business Manager, Sarah Hinze; Electrical Line Superintendent, Nick Baumann; Billing Clerk, Emily Hein; City Administrator, Tim Freitag and City Attorney, Chris Rogers. The meeting began at 5:30 p.m.

Public Participation: None

Minutes

Motion by Stallman to approve the open and closed session minutes of the May 11, 2026 meeting. Seconded by Adams. On call of the roll, motion carried. (Adams-Aye; Ganser – Aye; Oppermann – Aye; Bristol – Aye; Stallman - Aye).

Miller joined the meeting.

Approval of May and June 2026 Expenditures

Motion by Bristol and seconded by Ganser to approve the expenditures as presented. On call of the roll, motion carried. (Adams-Aye; Oppermann – Aye; Bristol – Aye; Ganser – Aye; Miller – Aye; Stallman - Aye).

Neils joined the meeting.

Discussion and Possible Action – Moving Jefferson Utilities under the City as a Department

Oppermann stated that this agenda item is meant to be an informal discussion into how the Commission might be set up if the City were to move the Electric Utility under the City as a Department. Freitag indicated that there are different models the Commission may wish to consider. Freitag handed out a copy of the current municipal code related to responsibilities of the Commission, “The Management and Control of the Electric Utility and the Communications Utility shall be vested in a Utilities Commission...”. The current model gives 100% of management and control over the electric utility to the Utility Commission. If the Commission wished to change structure, it would require an amendment to the municipal code which would happen at the City Council. He stated that there are a number of Boards/Commissions at the City, for example, Library Board, Police and Fire Commission, Parks and Recreation Commission, etc. He stated that the Commission would need to define what this body would be responsible for, such as an advisory commission or retain some measure of authority and if so, what would that authority look like. Other things to consider is if this Commission wishes to keep the current structure where there is a Utility Manager, Commission President and Utility Commission or wish to make a change where the Utility Manager reports to the City Administrator. Oppermann stated that when the City merged water with sewer it was a three (3) year process so it doesn’t happen quickly. He stated that ideally this move could provide some efficiencies such as combining payroll processing, budgeting, and other possible efficiencies due to the City and the Utility operating the same financial software. Oppermann suggested that Attorney Rogers draft options for the Commission to consider at the next meeting. Bristol indicated that the current ordinance is pretty tight and how he sees it there are three (3) possibilities; one being to retain control; two move the utility under City control; three retain some control and move some control to the City. Adams asked what happens to the Utility’s money. Oppermann and Freitag indicated that it would stay right where it is. Freitag stated that this is a highly regulated Utility and that the Public Service Commission oversee these regulations. Bristol indicated he wants to see the three options in writing. Oppermann indicated that Attorney Rogers will draft the three options and email them to Hinze to distribute to the Commission members for discussion at the July regular meeting. He is seeking input from Commission members and City Council members.

Discussion and Possible Action – Revisions to the Apprentice Repayment Agreement

Hinze indicated that she revised the current repayment agreement. She indicated she added clarification that mileage is paid at the State of WI established rate and that she added a maximum weekly per diem for meals for the week the apprentice is in school. She states that Attorney Rogers also reviewed these changes and has given his approval. Bristol asked if this was a new set of eyes on this already established agreement. Hinze indicated that it was. Motion by Bristol to approve the revisions as presented. 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 – Hire Journey Lineman and/or Apprentice (4) Vacancies

Hinze indicated that two Journey Level Lineman have given their notice of termination since the last meeting which means the Utility currently has four (4) vacancies. She and Baumann discussed the options and indicated that at this time the Utility would be able to take on two (2) Apprentices, but that if the Utility continued to advertise for Journey level they would like to keep interviewing should any apply. She indicated that the Utility received seven (7) applications (all 1st year apprentices) and will be conducting interviews and plan on bringing back the two (2) applicants they wish to make an offer to at the July meeting.

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

Hinze indicated that a draft copy of the job description for Utility Technician was included in the packet. She stated that Baumann and her reviewed the description and would like to move forward with creating this position. She stated that if the position is created the next step is to complete a job description questionnaire which would be submitted to Carlson Dettmann for recommendation in the pay grade structure. Motion by Stallman to create the position of Utility Technician and submit a job description to Carlson Dettmann. Seconded by Adams. 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 bushings have been installed on Breaker 1 in the substation and are working. He stated that infrastructure continues to be installed at the Junction Heights subdivision. He informed the Commission that a routine check at the substation found a CT sparking at the T2 north bus. He stated that they were able to get the north bus isolated and were able to fix the CT with a spare. He said he got the “all good” from WPPI today. He stated that a spare CT will be part of a quote for equipment with the six circuit build out.

Electric Utility Manager Monthly Report

Hinze stated that there were still 19 meters to install. There are several that require an adapter that will need to be ordered. She indicated that there was information in the packet regarding a sponsorship opportunity that Greg Hoffmann, Sr. Energy Services Manager, found as part of WPPI’s school partnership program. She stated that with a \$2500 sponsorship Jefferson Utility’s logo will appear on the Jefferson High School Formula, Super Mileage and Electron Cars. Oppermann asked if the high school would be able to showcase their cars at an upcoming Music in the Park event. Hinze indicated she would check with Hoffmann to see if that is possible. Hinze indicated that the Auditors were on sight for one day to go over the new procedure for closing work orders. She was hoping that she would have a date for the Auditors to present to the Commission but she had not heard back from them. She stated that the annual PSC report was submitted to the PSC on June 1st.

Closed Session

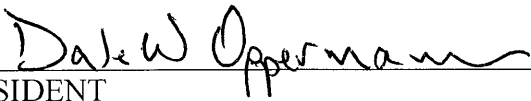
Motion by Miller and seconded by Neils to convene in Closed Session. Before voting on the motion, Oppermann announced to all present that the Commission may convene in closed session pursuant to Section 19.85(1)(f), Wis Stats., for considering financial, medical, social or personal histories or disciplinary 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 exit interviews. 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 6:23 pm.

Open Session

Motion by Miller and seconded by Bristol 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 6:46 pm.

Future Agenda Items

It was moved by Adams and seconded by Ganser to adjourn. Motion carried on a voice vote. The meeting adjourned at 6:47 pm.



PRESIDENT



SECRETARY

CLOSED SESSION MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD ON JUNE 8, 2026

On call of the roll, commissioners present were: Oppermann, Neils, Adams, Bristol, Ganser, Miller and Stallman. Members Excused: None. Also present were: Electric Utility Business Manager, Sarah Hinze; Electric Line Superintendent, Nick Baumann; City Attorney, Chris Rogers. The meeting began at 6:23 pm.

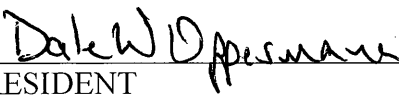
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There was discussion of the exit interviews.

Open Session

Motion by Miller and seconded by Bristol 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 6:46 pm.



PRESIDENT



SECRETARY

