

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
JULY 21<sup>ST</sup>, 2025**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 6:00 PM on Monday, July 21<sup>st</sup>, 2025.

**APPOINT ACTING SECRETARY**

Chairman Roger Seng requested appointing Phil Schmidt as acting secretary for this meeting. Adam Auffart made a motion to approve Phil Schmidt as acting secretary for this evening's meeting. Brian Hostetter seconded the motion. Motion approved, 4-0.

**UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:**

<b><u>ROLL CALL:</u></b>	<b><u>In Person</u></b>	<b><u>By Zoom</u></b>
Roger Seng – Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Auffart – Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Hostetter – Electric Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phil Schmidt – Water Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ALSO PRESENT:**

Ed Hollinden – Wastewater Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tim Doersam – Gas and Water Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stan Seifert – Electric Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rob Young – General Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ashley Kiefer – Business Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ABSENT:**

Tara Eckman – Secretary  
Steve Hale – Wastewater Commissioner  
Bibianna Green – Gas Commissioner

**PLEDGE OF ALLEGIANCE**

Chairman Roger Seng led the Pledge of Allegiance.

### **QUOTE OPENING: WIRE TRAILER – ELECTRIC**

Rob Young opened the quotes and read aloud as follows:

- |  |                              |
|--|------------------------------|
| 1. Sauber Manufacturing Co.<br>Virgil, IL    | Quote Amount:<br>\$34,339.00 |
| 2. Sherman & Reilly, Inc.<br>Chattanooga, TN | Quote Amount:<br>\$48,619.00 |

The quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, an Affidavit Regarding Non-Responsibility, and a Nepotism Policy Affirmation.

Phil Schmidt made a motion to approve the quote from Sauber Manufacturing, pending review of specifications. Brian Hostetter seconded the motion. Motion approved, 4-0.

### **APPROVAL OF MINUTES: JUNE 16<sup>TH</sup>, 2025 REGULAR MEETING**

Chairman Roger Seng presented the minutes from the June 16<sup>th</sup>, 2025 regular meeting with no corrections needed.

Adam Auffart made a motion to approve the minutes, Brian Hostetter seconded the motion. Motion approved, 4-0.

### **ELECTRIC – REQUEST APPROVAL TO PURCHASE MILWAUKEE 12-TON CRIMPING PRESS FOR \$4,450**

Stan Seifert requested approval to purchase a Milwaukee 12-ton crimping press to replace the current model they have that can no longer be repaired, according to the manufacturer. Seifert advised they sought 3 quotes and the lowest was from Altec Supply for \$4,450.

Adam Auffart made a motion to approve the quote from Altec Supply for \$4,450. Phil Schmidt seconded the motion. Motion approved, 4-0.

### **ELECTRIC – REQUEST APPROVAL FOR PAT MILEY TO ATTEND GREAT LAKES METER SCHOOL – AUGUST 4<sup>TH</sup> – 7<sup>TH</sup> – CONFERENCE \$649 PLUS LODGING**

Seifert requested approval to send Pat Miley to Great Lakes Meter School for a training conference for \$649 with additional lodging & meal costs.

Brian Hostetter made a motion to approve Miley attending the conference and all associated costs. Adam Auffart seconded the motion. Motion approved, 4-0.

#### **ELECTRIC – REQUEST APPROVAL TO PURCHASE ETHERNET SWITCH FOR SCADA SYSTEM FOR NEW NORTHWEST SUBSTATION FOR \$3,090**

Seifert requested approval to purchase an ethernet switch for the SCADA system that will go in the new Northwest Substation. Seifert advised that they sought 3 quotes and Schweitzer Engineering had the lowest at \$3,090.

Adam Auffart made a motion to approve the purchase of an ethernet switch in the amount of \$3,090 from Schweitzer Engineering. Phil Schmidt seconded the motion. Motion approved, 4-0.

#### **ELECTRIC – UPDATE ON SOUTHWEST TRANSFORMER**

Seifert shared that Blue Runner would return on August 7<sup>th</sup> to repair the transformer that has been having issues. Seifert stated that it should be on the upper part of the transformer and will cost around \$10,000.

#### **ELECTRIC – REQUEST APPROVAL TO REPLACE ASSISTANT ELECTRIC INSPECTOR DUE TO UPCOMING RETIREMENT ON AUGUST 15<sup>TH</sup>**

Stan Seifert requested approval from the board to start the hiring process to replace Rick Bockelman, Assistant Electric Inspector, who will be retiring on August 15<sup>th</sup>.

Brian Hostetter made a motion to approve the hiring process for an Assistant Electric Inspector. Adam Auffart seconded the motion. Motion approved, 4-0.

#### **ELECTRIC PLANNING COMMITTEE REPORT**

Brian Hostetter, Chairman of the Electric Committee, stated the Electric Committee did not meet during the past month.

#### **WATER – UPDATE ON SKYLINE WATER MAIN RELINING PROJECT**

Tim Doersam stated that the project was completed apart from a few curbs to be poured and one hydrant to be removed.

### **WATER – UPDATE ON 4<sup>TH</sup> STREET WATER MAIN REPLACEMENT PROJECT**

Doersam stated that the Water department had taken samples and were expecting results within the next week.

### **WATER – REQUEST RETROACTIVE APPROVAL FOR HIGH SERVICE PUMP #4 REPAIRS FOR \$34,710 FROM NATIONAL WATER SERVICES**

Doersam requested retroactive approval for high service pump repairs in the amount of \$34,710 from National Water Services, due to pump #4 requiring immediate repairs a few weeks ago.

Adam Auffart made a motion to retroactively approve the repairs from National Water Services. Phil Schimdt seconded the motion. Motion approved, 4-0.

### **WATER – REQUEST APPROVAL OF NON-RESIDENT WATER & WASTEWATER CONNECTIONS – STEPHANIE SUTCLIFFE – 582 E 36<sup>TH</sup> STREET**

Tim Doersam requested approval of a non-resident Water & Wastewater connection for Stephanie Sutcliffe located at 582 E 36<sup>th</sup> Street. Doersam advised that the form had been completed and returned to him as well as the Annexation Waiver. Wastewater manager Ed Hollinden advised that he had also received copies and was okay with the connection request.

Phil Schmidt made a motion to approve the non-resident connection for Stephanie Sutcliffe. Adam Auffart seconded the motion. Motion approved, 4-0.

### **GAS PLANNING COMMITTEE REPORT**

Roger Seng, Chairman of the Utility Service Board, stated the Gas Committee did not meet during the past month.

### **WATER PLANNING COMMITTEE REPORT**

Phil Schmidt, Chairman of the Water Planning Committee, stated the Water Committee did not meet during the past month.

### **WASTEWATER – REQUEST APPROVAL FOR CAMERA VAN SOFTWARE FROM PIPETECH FOR \$7,398.75 (ONE-TIME FEE OF \$4,608.75 & \$2,790 ANNUAL SUBSCRIPTION)**

Hollinden requested approval of camera van software for a total of \$7,398.75 from PipeTech. Hollinden stated that this included a one-time fee of \$4,608.75 then \$2,790 annually after that.

Hollinden also stated that the Street Department uses this vendor as well and gave a good recommendation for them.

Adam Auffart approved the purchase of the camera van software from PipeTech for \$7,398.75 or one-time fee of \$4,608.75 & \$2,790 annual subscription. Brian Hostetter seconded the motion. Motion approved, 4-0.

**WASTEWATER – REQUEST APPROVAL FOR 3 EMPLOYEES TO ATTEND IWEA STATE CONFERENCE – AUGUST 20<sup>TH</sup> TO 22<sup>ND</sup> – CONFERENCE \$1,290 PLUS LODGING (APPROX. \$1,074) AND MEALS**

Ed Hollinden requested approval to send 3 employees to the IWEA state conference in Indianapolis on August 20<sup>th</sup> to 22<sup>nd</sup> for a total \$1,290, plus the cost of lodging (approximately \$1,074) and meals.

Adam Auffart made a motion to approve the total amount of approximately \$2,364 for conference costs and lodging as well as further lodging and meal costs associated, to send 3 employees to the IWEA state conference. Phil Schmidt seconded the motion. Motion approved, 4-0.

**WASTEWATER PLANNING COMMITTEE REPORT**

Roger Seng, Chairman of the Utility Service Board, stated the Wastewater Committee did not meet during the past month.

**BUSINESS MANAGER – AQUATICS INFORMATICS & CLOUDPOINT QUOTES APPROVED AT JUNE MEETING – ONE QUOTE COVERED UNDER INDIANA CODE SECTION 5-22-10-7**

Business Manager Ashley Kiefer stated that the quotes from Aquatics Informatics and Cloudpoint were covered under Indiana Code Section 5-22-10-7 which provides authority for the City to proceed via “special purchasing methods” which do not require multiple quotes, where we are proceeding with a data processing contract or license agreement for 1) software programs; or 2) supplies or services when only one source meets our reasonable requirements. Kiefer clarified that that was why there was only one quote for each of these items.

**GENERAL MANAGER – REQUEST AMENDMENT TO AGREEMENT WITH BANNING ENGINEERING FOR \$2,400 FOR ADDITIONAL SERVICES TO SITE PLAN/GRADING FOR NORTHWEST SUBSTATION PROJECT**

General Manager Rob Young requested approval for an amendment to the agreement with Banning Engineering for \$2,400 that would include updating plan sheets for adjustments to the building size and revisions to the driveway location, reviewing the grading of laydown and

the driveway based on these changes and then editing the erosion control plan.

Brian Hostetter made a motion to approve the amendment from Banning Engineering for \$2,400. Adam Auffart seconded the motion. Motion approved, 4-0.

**GENERAL MANAGER – UPDATE ON AGREEMENT WITH LANDOWNERS FOR TERMS OF LAND ACQUISITION FOR NORTHSIDE WASTEWATER TREATMENT PLANT PROJECT**

Young advised that a Draft Purchase Agreement and Infrastructure Development Agreements are complete and will be sent to landowners this week for review. Young stated that the Wastewater department has plans for a follow-up discussion with the County on a few related planning items this week.

**GENERAL MANAGER – UPDATE ON MIDWESTERN ENGINEERS WORK PERFORMED TO DATE ON THE NORTHSIDE WASTEWATER TREATMENT PLANT PROJECT**

Young shared that the Wastewater department has already approved the scope of their design and development work, but has broken down the design phase into 4 buckets to manage expenditures pending land purchase, funding direction, etc. Young stated that Midwestern has not fully released the first phase, which is collection system design, but the Wastewater department has authorized them to invoice for \$31,815 worth of work done to date. Young advised that they should know more on SRF funding in the coming days and weeks and that the preliminary ranking of projects had been posted in early July, and this project was ranked 11th for large systems projects.

**GENERAL MANAGER – UPDATE ON LANDFILL TO SOLAR PROJECT WITH IMPA**

Rob Young stated that he had recently met with IMPA and their engineering partners to discuss development of a formal proposal to draft revised post closure plans with the intent of beginning to move the project forward more formally. Young stated that IMPA no longer feels that the financials of the project work, due to the passage of the recent federal bill impacting tax credit incentives for alternative energy projects. Young advised that as such, all agreed to table the project at this time, though it is possible that it could be revisited later if the legislative landscape were to change.

**GENERAL MANAGER – UPDATE ON MUNICAST PROJECT – UPDATED GRAPHICS & INFORMATION**

Young advised that the tool is now ready for use, and the Utility departments have begun doing some simulations with potential 2026 capital projects.

Young shared that June P&L and Cash data was being loaded into the file currently, and that he plans to email some information and visualization images in the coming days for informational purposes. Young stated that they plan to review the tool further as they move into the 2026 planning.

### **GENERAL MANAGER – 2026 CAPITAL EXPENDITURE PLANNING DETAILS**

Young stated that all departments have put together an initial draft of the items to go into the plan for 2026 and once they have made a second pass of it over the next few weeks and plug scenarios into the planning tool, some initial drafts will be shared in advance of the planning meetings.

### **GENERAL MANAGER – REQUEST APPROVAL TO OBTAIN EXPORT OF DATA FROM CENTRAWORKS FOR \$6,000 – (UTILITIES TO PAY FOR HALF OR \$3,000)**

Young requested approval for the cost to export data out of CentraWorks, which is the software used for document storage and indexed searches. Young stated that Hoosier Business Machines, who is the reseller of Centraworks, has been told that the software is going away and will no longer be supported after this year and there will be a new software that will replace it called Square-9, which they are also a reseller of. Young stated that discussions with Square9 have already taken place and the City has been impressed by their capabilities and feels the move will ultimately be a good one from a product use standpoint. Young stated the request is for 50% of the cost of \$6,000, with the other 50% having already been approved at the Board of Public Works for the Clerk Treasurer's office.

Brian Hostetter made a motion to approve the cost of half or \$3,000 to export data from CentraWorks. Adam Auffart seconded the motion. Motion approved, 4-0.

### **FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET**

Acting Secretary Phil Schmidt reported the Finance Committee had met tonight and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Adam Auffart made a motion to approve the claims as presented. Brian Hostetter seconded the motion. Motion approved, 4-0.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:24PM upon motion by Brian Hostetter and seconded by Phil Schmidt. Motion approved, 4-0.

The minutes were hereby approved \_\_\_\_\_ with ✓ without corrections this 18<sup>th</sup> day of August, 2025.

Attest:

Jan B Eckman  
Secretary

Ray A. S.  
Chairman