

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
DECEMBER 15th, 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, December 15th, 2025.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

<u>ROLL CALL:</u>	<u>In Person</u>	<u>By Zoom</u>
Roger Seng – Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adam Auffart – Vice-Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tara Eckman – Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Hale – Wastewater Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bibianna Green – Gas Commissioner	<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"/>
Ashley Kiefer – Business Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rob Young – General Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Kabrick – City Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

APPROVAL OF MINUTES: NOVEMBER 17TH, 2025 REGULAR MEETING

Chairman Roger Seng presented the minutes from the November 17th, 2025 regular meeting with no corrections needed.

Tara Eckman made a motion to approve the minutes. Brian Hostetter seconded the motion. Motion approved, 7-0.

ELECTRIC – UPDATE ON NORTHWEST SUBSTATION PROJECT

Stan Seifert stated that the building is $\frac{3}{4}$ of the way complete and should be finished by the end of the week. Seifert stated that parts were still coming in for the substation and noted that the weather had slowed them down some, but they were still making good progress.

ELECTRIC – REQUEST APPROVAL OF QUOTE FROM HUBILL POWER SYSTEMS FOR \$14,805 FOR NW SUBSTATION DC BATTERY SYSTEM

Seifert requested approval of a quote from Hubill Power Systems for \$14,805 and stated that IMPA recommended Hubill as the vendor for the DC battery system, out of the 3 quotes that they sourced.

Adam Auffart made a motion to approve the quote from Hubill in the amount of \$14,805. Phil Schmidt seconded the motion. Motion approved, 7-0.

ELECTRIC – REQUEST APPROVAL OF SUMMER HELP TO RETURN FOR WINTER BREAK

Seifert requested approval for the summer interns to return for around 4 weeks during their winter break to help the Electric department. Seifert stated that they are still active employees so there would be no extra work to bring them back.

Bibianna Green made a motion to approve the summer help returning for winter break. Brian Hostetter seconded the motion. Motion approved, 7-0.

ELECTRIC PLANNING COMMITTEE REPORT

Brian Hostetter, Chairman of the Electric Committee, stated the Electric Committee met Tuesday, December 2nd, 2025 at 10:30 AM in the Pfaffenweiler Room at Jasper City Hall. He read the minutes aloud as follows:

“Present was Roger Seng, Adam Auffart, Tara Eckman, Brian Hostetter, Rob Young, Stan Seifert, Ed Hollinden, Mark Fierst, Ashley Kiefer, John Schroeder, Chad Lueken, Renee Kabrick, and Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Electric and Wastewater Department’s 2026 Capital Expenditure plans.

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Stan Seifert began reviewing the 2026 Electric Capital Expenditure Plan. The first item listed in the second quarter is a new plotter for CAD system for \$6,200. Seifert stated that the current plotter the department uses was handed down from engineering a while back and the cost to replace the heads would be more than the unit is worth.

The next item in the second quarter is 3 69kV Circuit Breakers/Replace Oil filled breakers in substations for an average of \$95,000/each. Seifert shared that the current units are all oil breakers and very old. Seifert stated that there are issues starting to arise with these and the new version is gas filled, making the reaction time faster and requiring less maintenance, while also requiring them to have very little parts on hand if needed. Seifert stated that the lead-time average is 77 weeks, so they would like to get them on order at the beginning of the year, with the possibility of moving this item to Q1 to be able to order sooner.

The only item in the third quarter is to update the loop system at Meridian Road/South Tie North to South Tie East for an estimated \$230,000. Seifert shared that this would improve reliability and reconnect time for this area if the power goes out. Seifert stated that the plan is to bore along Meridian Rd from Hemlock to Maplecrest.

Rob Young noted that there is a previously approved cost from 2025 for \$9.3 million that will carry over into 2026 due to the delay of the new Electric HQ building project. Young stated they are working on scoping the project costs and have received initial estimates of \$8-\$9 million inclusive of design and construction management costs for the building.

The Electric Committee agreed to recommend the 2026 Capital Expenditure plan to the full Utility Service Board at the December meeting. “

Adam Auffart made a motion to approve the 2026 Electric Department Capital Expenditure plan as presented. Steve Hale seconded the motion. Motion approved, 7-0.

WATER DEPARTMENT – RESULTS OF CHEMICAL QUOTES OPENING IN NOVEMBER

Tim Doersam presented a comparison of the chemical quotes that were opened at the November Utility Service Board meeting. Doersam stated that all quotes accepted were low quotes except for the PAC Flocculant as the Water Department has had issues with Brenntag's gelling which creates issues and causes them to use more lime. The quotes are as follows:

PAC Flocculant – Water Solutions
Lime – Mississippi Lime
Carbon – Brenntag Mid South
Chlorine – Water Solutions
Hydro Fluorosilicic Acid – Chemical Resources

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Cairox Potassium Permanganate – Chemical Resources
Algicide – Chemical Resources
Sodium Meta Bisulfite – Brenntag Mid South

Phil Schmidt made a motion to approve the quotes as listed for all chemicals. Steve Hale seconded the motion. Motion approved, 7-0.

WATER – UPDATE ON 13TH STREET & DORBETT STREET MAIN REPLACEMENT PROJECT

Doersam advised that everything has been hooked up and is underground, they are just waiting on patching which Engineering says will be done this week.

GAS PLANNING COMMITTEE REPORT

Bibianna Green, Chairman of the Gas Planning Committee, stated the Gas Committee met on Monday, December 1st, 2025, at 2:30PM in the Pfaffenweiler Room at Jasper City Hall. Green read the minutes aloud as follows:

“Present was Roger Seng, Tara Eckman, Bibianna Green, Tim Doersam, Rob Young, Renee Kabrick, Mark Fierst, Vince Helming, Kevin Manley, Ashley Kiefer, and Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Gas and Water Department’s 2026 Capital Expenditure plans

Tim Doersam then began reviewing the 2025 Gas Capital Expenditure plan. The first item listed in the first quarter is the purchase of a hydro-excavator for \$80,000 and a walk behind saw for \$5,000, both to be shared with Water for half the total cost. Total Q1 capital expenditure plan estimate is \$42,500.

The only item listed in the second quarter is the relocation of a 4” gas line from 8th & Bartley Streets to 231 and 5th Street due to the current section of gas line running through a storm sewer. Doersam stated that this is the best opportunity to perform the relocation due to INDOT’s plans to repave state road 56 in 2027. Estimated cost of this project is \$100,000.

The only item in the third quarter is to replace truck #40 for a total of \$30,000, to be shared with the Water department. The Gas department portion of this is an estimated \$15,000.

Also listed on the 2026 Capital Expenditure Plan is an item for \$50,000 for miscellaneous gas projects for the year, pending review of any Street department or other projects that are planned.

The Gas Committee agreed to recommend the 2026 Capital Expenditure plan to the full Utility Service Board at the December meeting.

The Gas and Water departments are asking for approval of all current capital expenditures projected, but are also re-evaluating projects and re-prioritizing as needed, and will update all if any projects are pushed out beyond 2026.

The Joint Water and Gas Committee meeting ended at 3:32PM.”

Tara Eckman made a motion to approve the 2026 Gas Department Capital Expenditure plan as presented. Adam Auffart seconded the motion. Motion approved, 7-0.

WATER PLANNING COMMITTEE REPORT

Phil Schmidt, Chairman of the Water Planning Committee, stated the Water Committee met on Monday, December 1st, 2025, at 2:30PM in the Pfaffenweiler Room at Jasper City Hall. Schmidt read the minutes aloud as follows:

“Present was Roger Seng, Tara Eckman, Bibianna Green, Tim Doersam, Rob Young, Renee Kabrick, Mark Fierst, Vince Helming, Kevin Manley, Ashley Kiefer, and Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Gas and Water Department’s 2026 Capital Expenditure plans

Tim Doersam began reviewing the 2026 Water Capital Expenditure Plan. The items listed in the first quarter include the purchase of a Hydro-excavator for \$80,000, replacing the current walk behind saw for \$5,000, and replacing truck #40 for \$30,000, all to be shared with Gas for half the total cost of each. Also, in Q1 there is an estimated \$75,000 towards the Lead Line Project, with the potential for some grant money available for this, and SCADA system upgrades for the AMP project for a total of \$150,000. Total Q1 capital expenditure plan estimate is \$282,500.

The items in the second quarter include replacing 4 Granular Activated Carbon filters for \$250,000, maintenance and repair on the #3 high service pump for \$62,000, and tank inspections and cleaning for an anticipated cost of \$83,000 up from \$73,765, as the Water Department is under contract with Maguire Iron to inspect, clean, repair and paint the water towers and clear wells.

The last items in the second quarter are repairs or replacement of the main lines on East 15th Street from Vine Street to the bridge for \$988,000 and the repairs or replacement of the main line on 33rd St and Leslie Drive for \$850,000. Total Q2 capital expenditure plan estimate is \$1,983,000.

Items in the third quarter include repairs or replacement of the water main on Genevieve Ave for \$350,000 and replacement of truck #25 for \$65,000.

Rob Young shared that planning for building/expansion/upgrading existing spaces is part of the Asset Management Plan and could be a 2026 expense of \$50,000 for design layout assessments for a new building or remodel of current spaces.

The Water Committee agreed to recommend the 2026 Capital Expenditure plan to the full Utility Service Board at the December meeting.”

Brian Hostetter made a motion to approve the 2026 Water Department Capital Expenditure plan as presented. Bibianna Green seconded the motion. Motion approved, 7-0.

WASTEWATER – PURCHASE MINI-EXCAVATOR FOR \$62,702.76 (WITH TRADE-IN) WITH SOURCEWELL PRICING

Ed Hollinden requested approval of the purchase of a mini-Excavator from Hutson, Inc. in the amount of \$62,702.76. Hollinden stated that the quote did include Sourcewell pricing as well as reflected the trade in they would be making.

Adam Auffart made a motion to approve the quote for the mini excavator from Hutson in the amount of \$62,702.76. Tara Eckman seconded the motion. Motion approved, 7-0.

WASTEWATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Wastewater Committee, stated the Wastewater Committee met Tuesday, December 2nd, 2025, at 10:30 AM in the Pfaffenweiler Room at Jasper City Hall. He read the minutes aloud as follows:

“Present was Roger Seng, Adam Auffart, Tara Eckman, Brian Hostetter, Rob Young, Stan Seifert, Ed Hollinden, Mark Fierst, Ashley Kiefer, John Schroeder, Chad Lueken, Renee Kabrick, and Mayor Dean Vonderheide.

The purpose of the committee meeting was to review the Electric and Wastewater Department’s 2026 Capital Expenditure plans.

Ed Hollinden began reviewing the 2026 Wastewater Capital Expenditure plan. The items in the first quarter are a grit classifier for \$195,000, a mower for the Lift Stations for \$25,000, and the estimated costs for the Northside Treatment Plant project, around \$1,838,000. Hollinden stated that some costs could be incurred in CY24 but the expected costs in Q1 are Engineering and Land Acquisition.

The items in the second quarter include manhole lining for \$40,000 and sewer lining for \$200,000, which are annual activities. Also included are room improvements to the screw press and thickener room for \$65,000, to accommodate for a replacement of the Rotary Drum Thickener for \$425,000 and rebuild or replacement of the Screw Press for \$700,000.

Items in the third quarter include installing a Final Clarifier Baffle System for \$135,000 to help with TSS/IDEM requirements and replacing the roof and tying in the 2-year-old addition on the Collection Building for \$45,000. Bidding services for the Northside Wastewater Treatment plant are also planned for Q3, estimated at \$53,000, pending final land acquisition timing.

In the fourth quarter, the items include a replacement of the semi tractor used for sludge hauling for \$75,000, and Northside Wastewater development and construction costs for \$125,000, pending final land acquisition timing.

Rob Young noted that the land acquisition and other associated costs were included in the 2025 plans.

The Wastewater Committee agreed to recommend the 2026 Capital Expenditure plan to the full Utility Service Board at the December meeting.

The Joint Electric and Wastewater Committee meeting ended at 11:13AM.”

Brian Hostetter made a motion to approve the 2026 Wastewater Department Capital Expenditure Plan as presented. Phil Schmidt seconded the motion. Motion approved, 7-0.

BUSINESS MANAGER – ANNUAL BAD DEBT WRITE-OFF

Ashley Kiefer stated that this year's annual bad debt write-off amount totals \$4,259.66 out of an estimated \$47,579,054 in sales for 2025. This amount represents .0090% of sales. This amount is comparable to last year's write-off amount. Last year's bad debt write-off totaled \$4,645.74 and was .0101% of sales.

Adam Auffart made a motion to approve the annual bad debt write-off amount of \$4,259.66 Bibianna Green seconded the motion. Motion approved, 7-0.

BUSINESS MANAGER – UPDATE ON COLLECTIONS ACTIVITIES

Ashley Kiefer shared that the Business Office uses a combination of collections tools including small claims and TRECS, both of which work very well. Kiefer informed the Board that Business Office is continuing to use the TRECS program, offered through the Association of Indiana Counties. TRECS stands for the Tax Refund Exchange and Compliance System. This program allows cities, towns, and counties to use delinquent account holders' potential tax refunds to collect for delinquencies. A clearing house is used to match delinquent account holders with their potential state tax refunds. Kiefer feels the program works very well and the process is not labor intensive.

Kiefer stated that \$4,484.32 was collected this year through the TRECS program. Kiefer stated that we will utilize this system again in 2026. Kiefer also stated that we can utilize both TRECS

and Small Claims simultaneously, though Small Claims is used less now because it is more labor intensive.

Kiefer acknowledged and thanked Whittney Chambers in Collections, and Karen Grewel and Stephanie Allen, Customer Service Clerks for Jasper Municipal Utilities, for all their hard work in the collection process. Kiefer also thanked Attorney Kabrick and her legal assistant Jane Chambers for their help in the small claims process.

BUSINESS MANAGER – USE TRECS CLEARINGHOUSE LETTER SERVICE FOR \$3.00 PER LETTER

Kiefer asked the board for approval to use the TRECS clearinghouse letter service for \$3.00 per letter. Kiefer stated this service is extremely reasonable and cheaper than having a staff member do a mailing.

Tara Eckman made a motion to approve using the clearinghouse letter service again in 2026. Adam Auffart seconded the motion. Motion approved, 7-0.

BUSINESS MANAGER – IDENTITY THEFT PREVENTION PROGRAM REPORT

Ashley Kiefer informed the Board that Jasper Municipal Utilities is required to prepare a yearly Identity Theft Prevention Program Report. In 2025 there were no cases of identity theft reported. There were no new employees hired in 2025, so all personnel will receive refresher training each year after the annual evaluation of the Program is finished. No changes to the program are needed at this time.

ALL UTILITIES –REMINDER OF NEXT MEETING ON TUESDAY, JANUARY 20TH

Kiefer reminded the board that next month's meeting will take place on Tuesday, January 20th, 2026, due to the holiday on that Monday.

GENERAL MANAGER – UPDATE ON ELECTRIC GIS DATA MIGRATION

General Manager Rob Young stated the Electric department's GIS data migration project was going well and could possibly be finished this month.

**GENERAL MANAGER – REQUEST APPROVAL OF R HOPF FARMS CROP
DAMAGE CLAIM OF \$17,918.37**

Young requested approval of the claim from R. Hopf Farms in the amount of \$17,918.37 for crop damage due to the Backup Water Supply Project line installation.

Tara Eckman made a motion to approve the claim in the amount of \$17,918.37 for R. Hopf Farms. Steve Hale seconded the motion. Motion approved, 7-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM ROCKET

Secretary Tara Eckman 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. Phil Schmidt seconded the motion. Motion approved, 7-0.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:21 PM upon motion by Brian Hostetter and seconded by Bibianna Green. Motion approved, 7-0.

The minutes were hereby approved with ✓ without corrections this 20th day of January, 2026.

Attest: Mac Schae
Acting Secretary

Page A. Gray
Chairman