

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
JANUARY 21ST, 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 Tuesday, January 21st, 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"/>
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 & 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:

Adam Auffart – Vice Chairman

PLEDGE OF ALLEGIANCE

Chairman Roger Seng led the Pledge of Allegiance.

**REORGANIZATION OF THE UTILITY SERVICE BOARD FOR 2025 & APPOINT
COMMISIONERS & COMMITTEES FOR 2025**

Tara Eckman announced that it is time for election of Officers and Utility Commissioners and advised that Vice-Chairman Adam Auffart had contacted all board members and all agreed to remain in their current roles.

Brian Hostetter made a motion to approve keeping the current assignments. Bibianna Green seconded the nomination. Motion approved, 6-0.

APPROVAL OF MINUTES: DECEMBER 16th, 2024 REGULAR MEETING

Chairman Roger Seng presented the minutes from the December 16th, 2024 regular meeting with no corrections needed.

Phil Schmidt made a motion to approve the minutes, Tara Eckman seconded the motion. Motion approved, 6-0.

PUBLIC BUSINESS: RUGER KERSTIENS – CONSIDER REQUEST FOR WATER & SEWER MAIN EXTENSION AGREEMENT FOR NORTHSIDE SUBDIVISION

Ruger Kerstiens asked the board to consider his request for a main extension agreement for the planned subdivision on the northside that has been approved by City Council. Kerstiens stated that he was requesting this agreement despite a misunderstanding when getting the residential TIF approval for the subdivision, that the TIF was in lieu of all incentives from the city which includes the utility costs. Kerstiens apologized for his oversight, but explained that due to rising costs in the estimates in a short time he realized he needed the main extension agreement in order to keep the final housing sell price affordable.

General Manager Rob Young explained that representatives of the USB, City Council, and City of Jasper met regarding the subdivision and TIF to discuss the details of the main extension program and the TIF. It was determined coming out of this meeting that the USB would vote on the main extension portion, and then the City Council would consider this in finalizing decisions around the TIF. Young stated that the reimbursement amount is figured based off of a 3 year revenue estimate per connection of water and sewer services, with a total estimate of up to \$459,000 for the subdivision. Chairman Roger Seng then asked for a motion approving the main extension reimbursement program up to \$459,000 for Kerstiens' Northside subdivision. Young confirmed that the difference between this amount and previous estimates provided by Kerstiens were likely due to calculations being based on a higher average bill rate on a project in another nearby community.

City Attorney Renee Kabrick stated that if the reimbursement program were approved at this USB meeting, it would then go to the City Council meeting where they would decide if they will make any adjustments to the TIF that was previously approved.

Phil Schmidt made a motion to approve the main extension reimbursement program up to \$459,000 for the subdivision. Brian Hostetter seconded the motion. Motion approved, 6-0.

ELECTRIC DEPARTMENT – PERMISSION TO ADVERTISE NEW LEAD FOREMAN POSITION

Stan Seifert requested permission to advertise for a lead foreman in the Electric department to assist with transitions and retirements. Seifert stated that the position was previously held in the department but the role has not been active for a few years. Seifert asked to advertise the position internally first, then open to external applicants if there were no qualified internal candidates.

Bibianna Green made a motion to approve advertising for a lead foreman in the Electric department. Brian Hostetter seconded the motion. Motion approved, 6-0.

ELECTRIC PLANNING COMMITTEE REPORT

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

GAS & WATER – PERMISSION TO REPLACE SECURITY CAMERA SYSTEM

Tim Doersam stated that the security system at the Gas and Water department needs to be updated and he had contacted three different companies for quotes with Astro Security being the lowest quote at \$16,475. Doersam asked for the Astro quote to be approved and also asked if they could sole source with Astro Security in the future for related items since most of the city facilities were already using them.

Brian Hostetter made a motion to approve the low quote of \$16,475 from Astro and also allow them to be the sole provider for related products and services. Phil Schmidt seconded the motion. Motion approved, 6-0.

GAS & WATER – UPDATE ON AMI IMPLEMENTATION PROJECT

Doersam stated that the weather in January was hindering meter changeouts to AMI, but Water meters were up to 64% completed and Gas meters 73% completed.

WATER – REQUEST APPROVAL FOR NON-RESIDENT WATER CONNECTION FOR GENE ECKERLE – 4659 N PORTERSVILLE ROAD

Doersam requested approval for a non-resident water connection for Gene Eckerle located at 4659 N Portersville Rd. It was confirmed that an annexation waiver had been received.

Tara Eckman made a motion to approve the connection. Steve Hale seconded the motion. Motion approved, 6-0.

WATER – UPDATE ON MILL STREET WATER MAIN REPLACEMENT PROJECT

Doersam stated the contractors had completed the main replacement up to 14th street and were waiting on better weather conditions to complete the main up to 15th street.

GAS PLANNING COMMITTEE REPORT

Bibianna Green, Chairman of the Gas Planning Committee, 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 – PERMISSION TO START HIRING PROCESS FOR LINE CREW TECHNICIAN

Ed Hollinden requested permission to start the hiring process for a line crew technician due to a retirement at the end of February. Hollinden also asked for permission to backfill any openings it would create should they hire internally.

Bibianna Green made a motion to approve starting the hiring process for a line crew technician and to backfill if necessary. Steve Hale seconded the motion. Motion approved, 6-0.

WASTEWATER – REQUEST APPROVAL OF PISTA GRIT EQUIPMENT PROPOSAL – SOLE SOURCE PROVIDER

Hollinden requested approval of the quote from American Pump Repair for \$345,000 to replace the existing system. Hollinden stated that American Pump Repair is the sole source for this equipment as the Headworks building was built around the grit equipment when it was installed originally.

Tara Eckman made a motion to approve the quote for \$345,000 from American Pump Repair. Bibianna Green seconded the motion. Motion approved, 6-0.

WASTEWATER PLANNING COMMITTEE REPORT

Steve Hale, Chairman of the Wastewater Committee, stated the Wastewater Committee did not meet during the past month.

BUSINESS MANAGER– APPROVE CONFLICT OF INTEREST DISCLOSURE STATEMENT – PHIL SCHMIDT

Ashley Kiefer presented a Conflict of Interest Disclosure Statement to the Board on behalf of Utility Service Board member Phil Schmidt. Kiefer informed the Board that Phil Schmidt is the owner of Schmidt Contracting in Jasper. Jasper Municipal Utilities obtains supplies and services from Schmidt Contracting, which include heating and air-conditioning, plumbing, sheet metal, roofing, welding, and miscellaneous services.

Steve Hale made a motion to approve the Conflict of Interest Disclosure Statement from Utility Service Board member Phil Schmidt. Tara Eckman seconded the motion. Motion approved, 5-0. Phil Schmidt abstained from voting on this motion.

BUSINESS MANAGER – LAUNCH OF ALERT APPLICATION – JASPER INSIGHT

Kiefer shared that the City launched the new informational application and it is now available for download. Utility notifications will be able to be sent via the app as well as other city notifications which have already gone out. A flyer was included in this month's utility bill mailing.

BUSINESS MANAGER – APPROVE QUOTE FROM TYLER TECHNOLOGIES FOR CONTENT MANAGER TOOL FOR \$11,516 – (ONE TIME FEE OF \$6,050 & ANNUAL OF \$5,466)

Kiefer asked for approval of the quote from Tyler Technologies for the Content Manager tool which would allow the business office to scan any documents and attach them to employee records, customer accounts, accounts payables, etc. It also allows for retention records to be set and archives for data retrieval depending on retention requirements. Kiefer stated this would eliminate a lot of paper that is currently in file cabinets and the vault and would also create space in the office while making documents much more accessible than the current filing system. Kiefer stated that the quote reflected a one time set up cost of \$6,050, with an annual fee of \$5,466 for a total initial cost of \$11,516.

Brian Hostetter made a motion to approve the quote from Tyler Technologies for \$11,516, with \$5,466 of that being an annual renewal. Phil Schmidt seconded the motion. Motion approved, 6-0.

BUSINESS MANAGER – REQUEST APPROVAL OF QUOTE FROM CORE & MAIN FOR DATA FILE TRANSFER CREATION FOR SMART METER PORTAL OF \$7,500 – (ONE TIME FEE OF \$6,250 & ANNUAL OF \$1,250)

Kiefer requested approval of the quote from Core and Main for the data file transfer required to create the AMI smart meter portal. Kiefer advised that Core & Main are the distributors of the AMI meters, and the information is needed to continue the setup of the portal for customers to access. Kiefer stated that the quote is for a total of \$7,500, with \$6,250 being a one time setup fee.

Tara Eckman made a motion to approve the quote from Core & Main as stated above. Bibianna Green seconded the motion. Motion approved, 6-0.

ALL UTILITIES –REMINDER ON NEXT REGULAR MEETING DATE - TUESDAY, FEBRUARY 18TH, 2025

Kiefer reminded everyone that next month's meeting will take place on Tuesday, February 18th, 2025 due to the holiday on that Monday.

GENERAL MANAGER – REQUEST APPROVAL OF SUBSURFACE INVESTIGATION & GEOTECHNICAL RECOMMENDATIONS FOR \$8,950 – FOR NORTHSIDE WASTEWATER TREATMENT PLANT

General Manager Rob Young asked for approval of the Subsurface Investigation and Geotechnical recommendations for the Northside Wastewater Treatment plant in the amount of \$8,950 through Alt & Witzig Engineering, Inc. Young stated that this is the last step of the site assessment process.

Brian Hostetter made a motion to approve the quote for \$8,950. Steve Hale seconded the motion. Motion approved, 6-0.

GENERAL MANAGER – REQUEST APPROVAL TO USE IN-HOUSE LABOR FOR PORTIONS OF NORTHWEST SUBSTATION PROJECT

Young asked for approval to allow the use of internal labor resources to work on this public works project as they believe it is in the public's best interest for the Electric Dept to perform certain aspects of labor related to the project because of technical ability and first-hand experience gained in previous substation construction by the Electric Dept., and management of the associated costs. Young stated that this project is a multi-million dollar project and that this portion of the project would only account for approximately \$150,000 of it.

Phil Schmidt made a motion to approve the use of in-house labor for the Northwest substation. Steve Hale seconded the motion. Motion approved, 6-0.

GENERAL MANAGER – UPDATE ON EXOS IT ONBOARDING

Young advised that the Utility office and City were still coordinating discussions with Eck-Mundy for handoffs of information, including software license details, firewall details, etc while on site resource interviews continue. Young shared that the first offer went to a candidate who ended up accepting another position and the second offer went to a candidate who received a rather generous counteroffer from their current employer. Young stated they hope to meet with another candidate by sometime next week.

GENERAL MANAGER – UPDATE ON MUNICAST FINANCIAL FORECASTING SOFTWARE & DEMOS WITH TYLER TECHNOLOGIES

Young shared that a preliminary model with Muncast is in development. Controller Mark Fierst has been providing data for the buildout and they hope to see the initial draft of the tool with our data within the next month.

Young shared that multiple discussions with Tyler Technologies are underway relative to the "Technology" placeholder in Capital Expenditure plans for the business office. Below are the current discussions with updates.

- Invoice Automation Tool – This was previously approved and is in scheduling with Tyler to kick off implementation and training activities.
- Content Manager – This was mentioned earlier by Ashley. It allows the office to scan documents and maintain them electronically versus maintaining hard copies of everything. This is a cleared process with State Board of Accounts and will offer significant improvement in the organization of information for documentation, information searches, space, etc.
- ExecuTime – Tyler provided a demo last Friday on this application which encompasses HR information, personnel information, and timekeeping, amongst other areas. The goal is the elimination of manual, handwritten timecards, along with manual, handwritten cost code/cost allocations.

Young stated that on February 5th Tyler will have a discovery call with the Clerk-Treasurer's office to kick off discussions for possibly implementing the Tyler system on the City side. Account representatives with Tyler are planning to be on site here on February 26th for further discussions. Young also shared that if the City would choose Tyler Technologies to implement, it would put Utilities and the Clerk-Treasurer's office on the path for significant improvements in information passing and data management between both offices, taking the place of a significant amount of manual activity that happens currently.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET

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.

Steve Hale made a motion to approve the claims as presented. Brian Hostetter seconded the motion. Motion approved, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 6:51PM upon motion by Bibianna Green and seconded by Brian Hostetter. Motion approved, 6-0.

The minutes were hereby approved _____ with without corrections this 18th day of February, 2025.

Attest: Jan Blum Secretary Prue A. Say Chairman