

Village of Jacksonville Electric Co.  
Meeting Minutes  
October 14, 2025

The Jacksonville Trustees held a regular meeting at 6:00pm in the office of the Village of Jacksonville Electric Co. on Tuesday October 14, 2025.

PRESENT: Tyler Colford – Trustee/President; Ken Bernard – Trustee; Laura Allen – Trustee; John Doty – Trustee/Treasurer; Jenepher Burnell – Trustee/Clerk; James Weber – General Manager

ABSENT:

**Call to Order**

Tyler called the meeting to order at 6:05pm.

**Public Comment**

None

**Additions or Changes to Agenda**

Building Damage

Public Complaint

**Review and approve minutes of June 10, 2025**

Jenepher motioned to approve the minutes of September 9, 2025, Ken seconded, all in favor.

**Financial Report**

The Financial Summary Memorandum was reviewed.

John motioned to approve the payables, Ken seconded the motion, all in favor.

John motioned to approve the Payroll, Jenepher seconded the motion, all in favor.

**Managers' Report**

The Managers' Memorandum was reviewed.

No action taken.

**Old Business**

- Ethics Training – James reminded everyone of the required ethics training.
- VPPSA Debt – No discussion
- Award Tree Trimming RFP – Two bids came in. John motioned to accept Trevor Havreluk's bid. Jenepher seconded the motion, all in favor.
- Revised Budget – No Changes
- Salary and Benefits Review – (This was moved to the end of the meeting) The Trustees were presented with a Benefits and Salary Reconciliation of Utility Manager's industry average packages for the Trustees to consider. James developed a plan for increases for the two full-time employees over a three-year period. Jenepher asked that the Trustees meet in an executive session at another warned meeting. Tyler motioned to table this until the next warned meeting, Jenepher seconded, all in favor.

**New Business**

- Twin Valley Youth Sports sponsorship? – John mentioned this was not the right place to ask for a donation. The Trustees agreed that a donation would not be made.
- Line of Credit Authorization – John asked what this would be for. James explained that we had used our Money Market account as a line of credit in the past. This is meant to keep the Village up to date with any bills necessary to pay. If the Line of credit is tapped, that is a sign to go for another rate case.

### **Recess**

John motioned to recess the meeting to attend a PUC open meeting at 7:00 Jenepher seconded, all in favor. Tyler motioned to resume the meeting at 8:09, Jenepher seconded, all in favor.

### **New Business cont.**

- Line of Credit Authorization – James explained that it is common to hold 3 months' worth of aged receivables in a line of credit. Tyler asked to look at the possibility of getting the fee of \$250 waived using the argument that we have funds in our money market account. James will contact the bank and let the Board know. Tyler motioned to approve authorization for John to sign for a line of credit in the amount of \$100,000. Ken seconded the motion, all in favor.
- Sign Letter to appoint Alternate to VSPC board – Letter was approved and signed.
- Request for Trustees stipend to be applied to electric bill – After a brief discussion about the manner of pay, Tyler motioned to change the method of stipend payment from annually to every two months, barring any information the attorney may reveal that it is not allowed. John seconded the motion, all in favor.

### **Additions**

- Building Damage – James informed the Trustees the building was hit by a car and caused a small amount of damage. There will be no insurance claim filed. The building will be repaired later.
- Customer Complaint – Jenepher received a call from one of our customers. She stated that she had called in an outage. The person who answered the call stated they were in the Jacksonville office when in fact they were our call service stationed elsewhere. James has contacted the company to say that this is not acceptable, and they are to be honest with our customers. Jenepher asked if the magnets with our information had been ordered. They are still in-the-works.

### **Adjourn**

A motion was made by John and seconded by Ken to adjourn the meeting, all in favor.

Tyler adjourned the meeting at 9:19.

Respectfully Submitted by,  
Jenepher Burnell-Clerk