



PEOPLE YOU KNOW. SERVICE YOU TRUST.

N30 W5926 Lincoln Blvd., P.O. Box 767  
Cedarburg, Wisconsin 53012-0767  
Phone: (262) 375-7650  
E-Mail: [generalmail@cedarburglightandwater.org](mailto:generalmail@cedarburglightandwater.org)  
Website: [cedarburglightandwater.org](http://cedarburglightandwater.org)

## AGENDA – April 20, 2020

The regular monthly meeting of the Cedarburg Light & Water Commission will be held on Monday, April 20, 2020 at 6:00 p.m. This meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting agenda or can be requested by emailing: [dlythjohan@cedarburglightandwater.org](mailto:dlythjohan@cedarburglightandwater.org)

I. CALL TO ORDER – President Blaine Hilgendorf

ROLL CALL: Present – Jim Coutts, Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, and City Council Member Patricia Thome  
Also Present – General Manager Dale Lythjohan

II. STATEMENT OF PUBLIC NOTICE

III. APPROVAL OF MINUTES – Regular Meeting Held on February 17, 2020

IV. NEW BUSINESS

1. Presentation of the 2019 Audit Report by Baker Tilly
2. Review of the 2019 Budget to Actual Report
3. Annual Electric Department Presentation and Update
4. City Council, Manager & Department Reports

V. APPROVAL OF BILLS

VI. ADJOURN

Cedarburg Light & Water Utility is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Cedarburg Light & Water Utility is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact the utility at 262-375-7650 or email: [generalmail@cedarburglightandwater.org](mailto:generalmail@cedarburglightandwater.org)



### **City of Cedarburg Public Meeting Policy during COVID-19**

The City of Cedarburg will begin utilizing Zoom, an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.

Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: “Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call).” The advisory emphasizes that “When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

### **Cedarburg Light & Water (CL&W) Meeting Procedures During COVID-19 – FOR PUBLIC**

Here are the procedures for public to be able to view a meeting live through Zoom.

- 1) Contact CL&W General Manager, Dale Lythjohan, 2 hours in advance of the meeting you wish to attend via Zoom by emailing him at [dlythjohan@cedarburglightandwater.org](mailto:dlythjohan@cedarburglightandwater.org)
- 2) In your email Subject line please put down the meeting that you wish to attend. (Example: Commission Meeting on 4/20/20 at 6:00pm)
- 3) Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.
- 4) You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
- 5) All public participants will have their microphone muted.
- 6) If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the “hand” to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, ipad, or tablet to view the meeting, you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in we ask that you put your phone on mute when you are not talking. If you need an agenda we can email one to you.

Contact Info: Dale Lythjohan, General Manager, Cedarburg Light & Water Utility,  
[dlythjohan@cedarburglightandwater.org](mailto:dlythjohan@cedarburglightandwater.org) (262) 375-7650.