

## CEDARBURG LIGHT & WATER COMMISSION

October 16, 2018

The regular monthly meeting of the Light & Water Commission was held on Tuesday, October 16, 2018 at 6:00 p.m. at the Cedarburg Light & Water Utility Building, N30W5926 Lincoln Blvd, Cedarburg, WI 53012.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Jim Coutts, Joseph Dorr, Blaine Hilgendorf, Andy Moss, David Pagel, and City Council Member Patricia Thome  
Excused – Tim Larson  
Also Present – General Manager Dale Lythjohan, Financial Manager Lynda Lalley, and Administrative Manager Mari Lauer

### STATEMENT OF PUBLIC NOTICE

The Statement of Public Notice was read, and it was acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

### APPROVAL OF MINUTES

The minutes of the Regular Meeting held on September 17, 2018 were read and approved on a motion by Joe Dorr, seconded by Jim Coutts. Motion carried.

### VOUCHER SUMMARY FOR SEP

Accounts Payable	\$ 554,717.02
ACH & Wire Transfers	944,691.10
Payroll	<u>81,068.32</u>
Total Vouchers	\$1,580,476.44

### BANK BALANCE FOR SEP

9/1/18 Balance Available	\$ 204,979.82
+ Deposits	1,826,439.37
- Checks and Other Debits	<u>1,922,486.11</u>
9/30/18 Available Balance	\$ 108,956.02

### REVENUE ITEMS FOR SEP

Light & Power Sold – 10,057,483 kWh	\$1,180,353.54
Street Lighting Revenue 55,673 kWh	22,558.09
Water Sold – 32,887,291 Gallons	140,155.26
Water Pumped 35,676,830 Gallons; Power Used 85,771 kWh	<u>9,291.74</u>
	\$ 1,352,358.63

## NEW BUSINESS

### ANNUAL COMMISSION ORGANIZATIONAL MEETING; AND ACTION THEREON

On motion of Joe Dorr, seconded by Patricia Thome, Blaine Hilgendorf was elected President for the year beginning October 16, 2018 and ending October 21, 2019. Motion carried.

On motion of Joe Dorr, seconded by Jim Coutts, Andy Moss was elected Vice President for the year beginning October 16, 2018 and ending October 21, 2019. Motion carried.

On motion of Joe Dorr, seconded by David Pagel, Jim Coutts was elected Secretary for the year beginning October 16, 2018 and ending October 21, 2019. Motion carried.

On motion of Joe Dorr, seconded by David Pagel, Baker Tilly Virchow Krause, LLP was appointed as the auditor for the year October 16, 2018 and ending October 21, 2019. Motion carried.

On motion of Patricia Thome, seconded by David Pagel, BMO-Harris Bank, Commerce State Bank, Port Washington State Bank, Chase Bank, Cornerstone Community Bank, Wells Fargo, First Bank (DBA Partnership Community Bank), American Depository Management Company, and State of Wisconsin Investment Pool were named depositories for the ensuing year. Motion carried.

On motion of Patricia Thome, seconded by David Pagel, Dale Lythjohan was appointed Manager of Public Utilities for the year October 16, 2018 and ending October 21, 2019. Motion carried.

On motion of Jim Coutts, seconded by David Pagel, Andy Moss was appointed as Alternate Representative to the Board of Wisconsin Public Power Incorporated. Motion carried. The General Manager is automatically designated as the Primary Representative.

On motion of Joe Dorr, seconded by David Pagel, the News Graphic was approved as the official newspaper for the Cedarburg Light & Water Commission for the ensuing year. Motion carried.

### CONSIDER MOTION TO REMOVE FROM THE TABLE: MODIFICATIONS TO THE EMPLOYEE REIMBURSEMENT AND PROFESSIONAL CREDENTIALS POLICY AS TABLED ON SEPTEMBER 17, 2018; AND ACTION THEREON

A motion was made by Patricia Thome, seconded by David Pagel to move the agenda item off the table. Motion carried.

### CONSIDER MODIFICATIONS TO THE EDUCATION REIMBURSEMENT AND PROFESSIONAL CREDENTIALS POLICY; AND ACTION THEREON

The general manager reviewed the education reimbursement policy that was presented at the September commission meeting. Staff reviewed the policy language from other utilities before making revisions and completing the proposed policy. The proposed policy will allow employees interested in growth to pursue educational opportunities on their own time, and they will share the costs with the utility.

The commission discussed the guidelines as it relates to employee termination, and reimbursing the utility. The proposed change was to include language that if an employee were to leave the utility one month after the completion of a course, then they would reimburse the utility 100 percent of cost. Each month, the amount would decrease by 5 percent through 20 months.

A motion was made by David Pagel, seconded by Patricia Thome, to approve the Education Reimbursement and Professional Credentials Policy as presented to include the change to reimbursement upon termination language. Motion carried.

### CONSIDER SURVEY FOR THE GENERAL MANAGER SUCCESSION PLANNING; AND ACTION THEREON

The Personnel Committee developed a survey for the general manager succession planning. The survey is intended to be given to commissioners, management team, and staff. The data will be compiled to look for common threads to gauge the needs for the position going forward. The commission directed management to begin distributing the survey in the coming months. The manager mentioned that the data will be reviewed by the Personnel Committee and then a presentation will be made sometime after the first of the year.

### CITY COUNCIL UPDATE, GENERAL MANAGER, AND DEPARTMENT REPORTS

*The following are highlights of the Manager & Department Reports that were provided in writing to the commissioners in advance of the meeting. Any specific discussions are noted.*

City Council Member Patricia Thome shared that the city council has been analyzing and revising the 2019 budget. She shared that the City Personnel Committee appreciates the efforts of CL&W staff that were instrumental in compiling data in regards to staff compensation. This data will allow the City Personnel Committee to begin to identify how staff compensation compares to other municipalities.

CL&W was notified by WCA (our health-care carrier) that the 2019 renewal will see a 0% increase in premiums.

Long-term disability coverage for utility staff began October 1 with the Lincoln Financial Group.

Electric Service Outages Totals:

- 2018 Year to date: 11
- 2017 Year end total: 21
- 2016 Year end total: 18
- 2015 Year end total: 13

Total water pumpage for the month of September:

- 2016 = 35,282,780
- 2017 = 40,512,380
- 2018 = 35,676,830

Electric AMI meter installations are 100% complete. The water crew continues to do full meter exchanges and the remaining few communication module installs.

CL&W is celebrating 117 years of public power this month by raffling off a door prizes at the end of October for customers who bring in non-perishable food items to benefit the Ozaukee County Family Sharing.

#### APPROVAL OF BILLS

The bills, as listed on the attached Check Register, were audited and a motion was made by Patricia Thome, seconded by David Pagel, to approve the bills for payment. Motion carried.

#### ADJOURN TO CLOSED SESSION

On a motion by Joe Dorr, seconded by David Pagel, the meeting adjourned to closed session at 7:01 p.m., pursuant to State Statutes 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility, more specifically to discuss compensation for General Manager. Motion carried.

#### RECONVENE TO OPEN SESSION

A motion was made by Patricia Thome, seconded by David Pagel, to reconvene to open session at 7:43 p.m. Motion carried.

#### CONSIDER COMPENSATION FOR GENERAL MANAGER; AND ACTION THEREON

No action was taken.

#### ADJOURN

On a motion by Joe Dorr, seconded by David Pagel, the meeting adjourned at 7:43 p.m. Motion Carried.