

CEDARBURG LIGHT & WATER COMMISSION

December 17, 2018

The regular monthly meeting of the Light & Water Commission was held on Monday, December 17, 2018 at 7:00 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, Tim Larson, Andy Moss, David Pagel, and City Council Member Patricia Thome
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 November 19, 2018 were read and approved on a motion by Pat Thome, seconded by David Pagel. Motion carried.

VOUCHER SUMMARY FOR NOV

Accounts Payable	\$ 625,980.98
ACH & Wire Transfers	609,218.15
Payroll	<u>77,183.57</u>
Total Vouchers	\$1,312,382.70

BANK BALANCE FOR NOV

11/1/18 Balance Available	\$ 422,102.75
+ Deposits	1,449,106.35
- Checks and Other Debits	<u>1,837,022.46</u>
11/30/18 Available Balance	\$ 34,186.64

REVENUE ITEMS FOR NOV

Light & Power Sold – 8,150,800 kWh	\$ 751,168.57
Street Lighting Revenue 72,208 kWh	21,594.44
Water Sold – 27,040,102 Gallons	121,305.11
Water Pumped 32,399,920 Gallons; Power Used 87,851 kWh	<u>7,313.04</u>
	\$ 901,381.16

NEW BUSINESS

CONSIDER A CHANGE IN COMMISSION MEETING START TIME; AND ACTION THEREON

A motion was made by David Pagel, seconded by Tim Larson, to change the monthly utility commission meeting start time to 6:00 p.m., and continue holding the monthly meeting on the third Monday of the month. Motion carried.

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.

The WPPI Board is meeting December 14 with action on 2019 budget and rates. Rate designs will change in 2019 to reflect the changes in 2018 due to tax reform, as well as new power supply costs, debt service, etc. Cedarburg's 2019 costs compared to 2018 actual costs will result in about a 1.2% increase. Based on 2018 usage patterns, the forecast for the next 3-4 years indicates flat-to slightly higher costs each year. Cedarburg's 2018 actual costs are trending about 6% below what was budgeted.

The Spectrum fiber internet service was installed. WPPI and Krueger Communications commissioned the equipment a couple of weeks ago. Everything is functioning as expected. WPPI will be sharing in the ongoing monthly costs for the fiber service. Significant increases in reliability and high "symmetrical" up/down speeds will also improve cloud based software performance compared to the current coaxial-based service.

Recently a customer expressed concerns regarding the addition of fluoride in Cedarburg's drinking water. Staff has met with her twice including a facility tour along with Commissioner Thome. The Manager has begun a review of current practices, and will be seeking input from area dentists and others.

Electric service outages totals:

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

Total water pumpage for the month of November:

- 2016 = 32,025,080
- 2017 = 32,807,550
- 2018 = 32,399,920

Wellness Plan for 2019: The City safety and wellness committee developed a new wellness plan for 2019 that was handed out to all employees at the November 28th City employee meeting. Basically, there are various wellness activities for employees to participate in and earn points for. The accumulation of points can earn an employee the following:

1. Accumulate at least 25 points, a prize will be awarded (i.e. water bottle, gift card)
2. Accumulate at least 35 points, paid ½ day off
3. Accumulate at least 50 points, paid full day off

The plan was reviewed by AFG, the City's health insurance coordinator, to verify it meets ACA guidelines. Each employee will be given an activity tracker at the beginning of 2019 to fill in and accumulate points. Department heads will approve the activities listed and award prizes.

This plan could potentially be used as a template for future years, in the event employee contributions toward health insurance premiums are instituted. The accumulation of points toward wellness could offset a portion of the employee contribution, if approved by appropriate governing body. At this time, 2020 health insurance plans/costs are not known, so the 2019 wellness plan is simply being used as a trial run to see if it's a viable option for the future.

Paymentus and MyMeter will go live on January 2, 2019. Communications started going out regarding MyAccount changes. The initial focus is on customers that pay through our current 3rd party payment processor, PSN. Both subsets of customers will need to set up new MyAccount access to continue e-Billing and credit card payments.

Cedarburg currently has 175 residential customers, and 6 business customers participating in "Choose Renewable" programs. Together these customers have nominated that 102,600 kWh of the power they use comes from renewable resources.

APPROVAL OF BILLS

The bills, as listed on the attached Check Register, were audited and a motion was made by Joe Dorr, seconded by Tim Larson, to approve the bills for payment. Motion carried.

ADJOURN TO CLOSED SESSION

Pursuant to Wis. Stats. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically to discuss 2019 compensation for Staff, and performance review for General Manager.

Pursuant to Wis. Stats. 19.85 (1) (e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically to discuss a vendor software issue.

On a motion by Joe Dorr, seconded by Pat Thome, the meeting adjourned to closed session at 7:32 p.m. Motion carried.

RECONVENE TO OPEN SESSION

On a motion by Pat Thome, seconded by David Pagel, the meeting reconvened to open session at 9:29 p.m. Motion carried.

CONSIDER CLOSED SESSION ITEMS; AND ACTION THEREON

A motion was made by Blaine Hilgendorf, seconded by Joe Dorr, to accept 2019 employee compensation as outlined by general manager:

- Authorize a base wage increase of 2.5% for employees meeting expectations.
- Authorize a 1.5% pot of 2018 straight time payroll to provide additional compensation increases for merit, performance, or competitive reasons at the discretion of the manager.
- Authorize a 2.5% adjustment to the base wage scales.
- All other benefits & programs stay the same for 2019.

Motion carried.

A motion was made by Joe Dorr, seconded by David Pagel to adopt a new memorandum of understanding related to sick-leave payout for the General Manager as was proposed in closed session, and authorize President Blaine Hilgendorf to execute the document. Motion carried.

A motion was made by Joe Dorr, seconded by David Pagel to amend the current deferred compensation plan as proposed in closed session, and authorize the President and Secretary to execute the document. Motion carried.

A motion was made by Joe Dorr, seconded by Pat Thome, to approve a base wage increase for the General Manager effective 1/1/19 of 2.50%. Motion carried.

A motion was made by Joe Dorr, seconded by Tim Larson, to approve a one-time performance bonus for the General Manager for 2018 performance of 2.50%. Motion carried.

ADJOURN

A motion was made by Pat Thome, seconded by Joe Dorr to adjourn at 9:42 p.m. Motion carried.