

## CEDARBURG LIGHT & WATER COMMISSION

May 18, 2020

The regular monthly meeting of the Light & Water Commission was held on Monday, May 18, 2020 at 6:00 p.m. utilizing the Zoom App.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Jim Coutts, Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, 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 April 20, 2020 were read and approved on a motion by Pat Thome, seconded by Joe Dorr. Motion carried.

### VOUCHER SUMMARY FOR APR

Accounts Payable	\$ 638,453.30
ACH & Wire Transfers	609,817.37
Payroll	<u>61,770.49</u>
Total Vouchers	\$1,310,041.16

### BANK BALANCE FOR APR

4/1/20 Balance Available	\$ 164,003.89
+ Deposits	1,316,076.30
- Checks and Other Debits	<u>1,211,280.36</u>
4/30/20 Available Balance	\$ 268,799.83

### REVENUE ITEMS FOR APR

Light & Power Sold – 7,282,968 kWh	\$ 710,026.18
Street Lighting Revenue 49,898 kWh	20,922.73
Water Sold 24,332,138 Gallons	115,156.91
Water Pumped 37,221,640 Gallons; Power Used 91,680 kWh	<u>7,663.31</u>
	\$ 853,769.13

## NEW BUSINESS

### NEW EMPLOYEE INTRODUCTIONS

General Manager Lythjohan introduced Orion Loukopoulus, Apprentice Line Mechanic. Orion attended MATC, and completed the lineman schooling program. He currently lives in Cedarburg. Welcome Orion!

General Manager Lythjohan introduced Sarah Guidinger, Office Associate. Sarah has several years of customer service experience. She currently lives in Port Washington. Welcome Sarah!

### REVIEW AND CONSIDER FINAL 2020 ELECTRIC AND WATER BUDGETS AND ACTION THEREON

Financial Manager Lynda Lalley opened the discussion regarding the final budgets. A few items were highlighted. The 2020 budget is a somewhat “lighter” version than past years, due to staff shortages and unique working environment (COVID19/resignations/FMLA leave). The summary of labor hours is projected to be lower due to these staff shortages and working environment.

The cash flow model will be updated and presented at the June 2020 meeting.

A motion to approve the 2020 Final Electric and Water Capital and Extraordinary O&M budget as presented was made by Joe Dorr, seconded by Jim Coutts. Motion carried.

### REVIEW AND CERTIFY CODE OF ETHICS; AND ACTION THEREON

A motion was made by Jim Coutts, seconded by Pat Thome, to certify adherence to the City of Cedarburg Code of Ethics, Ordinance No. 2001-08. Motion carried.

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

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

Staff is preparing to reopen the lobby to the public on May 18. Temporary Plexiglas barriers are on the counter, and the future plan is to install a permanent Plexiglas barrier. Additional safety precautions are being taken with the wearing of masks, sanitizing common areas, and limiting the number of people in the lobby.

As ordered by the PSC, service disconnections have been suspended, and late fees have been waived. It's anticipated that the PSC will cancel these orders in the next month.

The City is close to finalizing a TIF district and business park off of Hwy 60. WILO USA will be an anchor tenant and plans to build a 250,000 sq. ft. manufacturing and office campus on 15 acres in the new business park. WILO intends to invest over \$20 million in their

facility. 29 additional acres will be available. Construction is planned to begin in the fall of 2020, and the business park will be open in the fall of 2021.

The WPPI Executive Committee recently approved a short-term program to provide some dollars into each community to help spark “recovery.” \$13,000 will be allotted to CL&W. General Manager Lythjohan is working with the Chamber on a matching gift card program to get approximately \$10,000 of these funds into the retail community through a matching gift card program.

2020 Electric Service Outages to date: 2

- 2019 Year end total: 20
- 2018 Year end total: 11
- 2017 Year end total: 21
- 2016 Year end total: 18

Full system hydrant flushing is complete. The summer work load will include exercising at least 80% of mainline gate valves, leak detection of 700 water services, and lead and copper compliance sampling in August.

April Water Pumpage:

- 2018 = 33,140,510
- 2019 = 35,765,320
- 2020 = 37,221,640

The water rate application is being reviewed by the PSC. Questions on Impact fees are being reviewed by the staff.

Financial Manager Lynda Lalley is part of a WPPI focus group researching new accounting software systems. The current system, Microsoft Dynamic will no longer offer mainstream support after 2023, so WPPI formed this group to begin the replacement process.

CL&W continues to offer the Smart Thermostat incentive for 2020. Residential and General Service customers can receive up to a \$75 bill credit for purchasing and installing a new smart thermostat, in addition to the \$50 rebate offered by Focus on Energy. 13 customers have applied in 2020.

The Cedarburg Community Scholarship Fund selected Rhys Phillips as the 2020 recipient of the CL&W annual scholarship.

Denise Victor has set her tentative retirement date from full-time employment for mid-July. She will work full time through July 17, and then transition to working two days a week until her last day in early September.

### APPROVAL OF BILLS

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

ADJOURN

A motion was made by Jim Coutts, seconded by Joe Dorr, to adjourn at 7:45 Motion carried.