

## CEDARBURG LIGHT & WATER COMMISSION

December 21, 2020

The regular monthly meeting of the Light & Water Commission was held on Monday, December 21, 2020 at 6:00 p.m. at the utility office and also utilizing the Zoom App.

Call to order by Vice President Andy Moss

Roll Call: Present – Joseph Dorr, Tim Larson, Andy Moss, David Pagel, City Council

Member Patricia Thome

Excused – Blaine Hilgendorf

Also Present – General Manager Dale Lythjohan, Administrative Manager Mari Lauer, Financial Manager Lynda Lalley, Associate Accountant Keri Shumway, and Associate Accountant Jessica Cotter

### 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 16, 2020 were read and approved on a motion by Joe Dorr, seconded by Pat Thome. Motion carried.

### VOUCHER SUMMARY FOR NOV

Accounts Payable	\$ 539,000.99
ACH & Wire Transfers	646,585.52
Payroll	<u>65,850.11</u>
Total Vouchers	\$1,251,436.62

### BANK BALANCE FOR NOV

11/1/20 Balance Available	\$ 133,789.96
+ Deposits	1,469,499.03
- Checks and Other Debits	<u>1,220,652.07</u>
11/30/20 Available Balance	\$ 382,636.92

### REVENUE ITEMS FOR NOV

kWh Sold – 8,548,037	\$ 868,491.45
Water Sold 28,310,417 Gallons	<u>128,414.07</u>
	\$ 996,905.52

Water Pumped 33,065,520 Gallons

Power Purchased – 8,323,704 kWh

## NEW BUSINESS

### PRESENTATION OF THE 2020 MRA UTILITY COMPENSATION STUDY RESULTS; AND ACTION THEREON

CL&W contracted with MRA in 2020 to do a market based compensation study for all utility positions. The last time a review of compensation was completed was in 2016. General Manager Lythjohan presented the findings to the commission which included the current 2020 wage scales, the MRA recommended 2021 wage scales, and the summary benefits analysis for private industry as well as municipal comparisons.

A motion was made by Joe Dorr and seconded by David Pagel to accept MRA wage scales as proposed for 2021. 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.*

Commissioner Jim Coutts recently passed away. His commitment, energy, and infectious smile cannot be replaced. Commissioner Moss has offered to serve on WPPI's Policy and Communications Leadership Council (PCLC), filling the spot held by Commissioner Coutts. Mayor O'Keefe has asked for input on filling Commissioner Coutts' commission seat. The mayor will recommend a candidate at the city council meeting on January 11.

Management recently met with the consultants that will be reviewing and updating the water impact fees. The goal will be to have the study completed in March, and it will be presented to the commission. Any changes to the impact fee will require a public hearing and formal City Council action.

The water rate hearing was held by the PSC on November 17, and the water rate increase was approved per the PSC staff recommendation. The new rates will be effective January 1, 2021.

The new Wilo building may have a large solar panel on the roof. Discussions have been ongoing, and it appears that the panel could be sized as large as 400kw. Given the size, utility staff is working with WPPI on potential buyback rates that most likely will be handled differently than the residential buyback procedure.

2020 Electric Service Outages to date: 12

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

Update on the High Level Pressure Zone water tower:

- Progress has been good lately as crews continue to work on the plumbing inside the tank base. The plan right now is to start taking delivery of the steel components by mid-January.

November Water Pumpage:

- 2020 = 33,065,520
- 2019 = 34,838,140
- 2018 = 33,065,520

End of year accounting is progressing. Work orders are being processed, and physical inventory is scheduled to start soon. This year's audit is scheduled for February 25-26, and it will be virtual with Baker Tilly.

Although several 2021 premiums for injury and damage insurance have increased significantly (auto +16%, boiler & machinery +24%, excess liability +50%), our two largest premiums increased only slightly (liability +1%) or decreased (workers comp -4%).

Customer late fees will resume being assessed beginning January 1, 2021.

CL&W is continuing 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. Year-end totals show 32 customers received a total of \$2,633.17 in bill credits from CL&W. The Smart Thermostat incentive will continue into 2021.

### APPROVAL OF BILLS

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

### ADJOURN TO CLOSED SESSION

A motion was made by Joe Dorr, seconded by Tim Larson, to adjourn to closed session at 6:43 p.m. 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 2021 compensation for Staff, and performance review and compensation for the General Manager. Motion carried.

### RECONVENE TO OPEN SESSION

A motion was made by David Pagel, seconded by Joe Dorr, to reconvene to open session at 8:05 p.m.

CONSIDER CLOSED SESSION ITEMS; AND ACTION THEREON

A motion was made by David Pagel, seconded by Tim Larson, to approve the Manager recommendations for 2021 Staff Compensation, and to provide notice to staff that there will most likely be a cost share on the 2022 health insurance premiums. Motion Carried.

A motion was made by David Pagel, seconded by Joe Dorr to approve a 2.5% bonus for the general manager for 2020, and to provide a 6% increase in salary for 2021 due to performance, and market conditions. Motion carried.

ADJOURN

A motion was made by David Pagel, seconded by Pat Thome, to adjourn at 8:12 p.m.