

CEDARBURG LIGHT & WATER COMMISSION

November 20, 2017

The regular monthly meeting of the Light & Water Commission was held on Monday, November 20, 2017 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, and David Pagel
Excused – City Council Member Patricia Thome
Also Present – General Manager Dale Lythjohan 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 October 16, 2017 were read and approved on a motion by Joe Dorr, seconded by Tim Larson. Motion carried.

ADJOURN TO CLOSED SESSION

On a motion by Jim Coutts, seconded by Tim Larson, the meeting adjourned to closed session at 7:04 p.m. pursuant to State Statute 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding Liability Claim by Cindy Bird. The meeting will reconvene to open session. Motion carried.

RECONVENE TO OPEN SESSION

On a motion by Joe Dorr, seconded by David Pagel, the meeting reconvened to open session at 7:17 p.m.

VOUCHER SUMMARY FOR OCT

Accounts Payable	\$1,004,295.83
ACH & Wire Transfers	824,704.47
Payroll	<u>72,886.43</u>
Total Vouchers	\$1,901,886.73

BANK BALANCE FOR OCT

10/1/17 Balance Available	\$ 581,269.32
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	+ Deposits	1,619,265.55
	- Checks and Other Debits	<u>1,864,137.85</u>
10/31/17	Available Balance	\$ 336,397.02

REVENUE ITEMS FOR OCT

Light & Power Sold – 8,310,906 kWh	\$ 981,632.74
Street Lighting Revenue 82,173 kWh	24,740.93
Water Sold – 29,948,408 Gallons	128,942.85
Water Pumped 36,488,270 Gallons; Power Used 86,498 kWh	<u>9,506.84</u>
	\$1,144,823.36

NEW BUSINESS

POSSIBLE ACTION ON CLOSED SESSION CLAIM; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by Andy Moss, to deny the full insurance claim submitted by customer, Cindy Bird, but instead direct staff to seek an appropriate “customer service” gesture towards the customer. Motion carried.

CONSIDERATION OF THE PRELIMINARY 2018 ELECTRIC AND WATER CAPITAL AND EXTRAORDINARY O&M BUDGETS; AND ACTION THEREON

The Preliminary 2018 Electric and Water Capital, and Extraordinary O&M Budgets were provided to the Commission prior to the meeting. *The complete preliminary budget can be viewed electronically.*

Electric Department

Capital

The 2018 Electric Capital Budget is proposed at \$1,480,000. The purchase of a used bucket truck was shifted from 2017 to 2018, and the AMI project will require minimal purchases.

O&M Expenses

The 2018 projected O&M Expenses for the electric utility are \$1,364,000.

Water Department

Capital

The 2018 Water Capital Budget is proposed at \$561,000. AMI project related costs will be higher in 2018 because the remaining communication modules will all be purchased (instead of purchasing some in 2018 and some in 2019).

O&M Expenses

The 2018 projected O&M Expenses for the water utility are \$913,000.

A motion to approve the 2018 Preliminary Electric and Water Capital and Extraordinary O&M Budgets as presented was made by Joe Dorr, seconded by Tim Larson. 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.

HLPZ Water Tower Public Information Meeting is scheduled for Dec 13th at 7pm at CL&W. We are notifying customers near the proposed project, and inviting them to attend to learn more (along with various City Officials). The water tower is a “permitted use” per the current zoning of the site, so the format will be mainly for informational purposes for the neighborhood. CLW will then apply to the City Planning Commission to seek formal approval in early 2018.

The Community Branding Committee has developed a list of community members to attend one-on-one interviews or focus groups in early December with the Branding Consultant. This will be a 3-day “deep dive” by the consultant into Cedarburg.

The WPPI Budget projects a slight (less than 1%) decrease in Cedarburg’s average wholesale power costs for 2018. The budget for all members is up about 1% compared to 2017’s budget. The main driver for Cedarburg is a decrease in demand charges for 2018.

Electric Service Outages:

- 2017: 16
- 2016 Year end total: 18
- 2015 Year end total: 13
- 2014 Year end total: 13
- 2013 Year end total: 19

Total water pumpage for the month of October:

- 2017 = 36,488,270
- 2016 = 33,860,460
- 2015 = 35,333,860

The inaugural landlord breakfast was well attended by 35 people. Office staff presented information on collections, application for service, helpful hints, tax lien process; while highlighting the relationship between landlords and the utility. Focus on Energy discussed multi-family savings through various Focus programs.

The October Community Recycling Event was a great success. 388 cars dropped off 216 appliances, 6,560 lbs of TVs/monitors, and 10,410 lbs of electronics to be recycled.

A total of 110 customers stopped in during October to celebrate Public Power. Food donations were collected for Family Sharing. Three customers won a bill credit for contributing to the food drive.

DISCUSSION ON PERSONNEL COMMITTEE MEETING

The Personnel Committee met recently and discussed the process and timing for succession planning. They reviewed samples of a process provided by CVMIC, and also discussed whether the process should focus solely on the general manager position, or throughout the entire organization. The timing seemed right to start working on general discussions in November and December, and then start a formal process at the January and February 2018 meetings.

The committee also discussed what process should be used going forward for the general manager review. This discussion started last year, with what seemed like a consensus to focus on fulfilling the Business Plan, and to set priorities for the next 3-years until the GM's retirement in early 2021. The manager mentioned that maybe asking the commissioners and the staff a short series of questions regarding "priorities" for the next few years could be a good start.

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 TO CLOSED SESSION

On a motion by Joe Dorr, seconded by Tim Larson, the meeting adjourned to closed session at 8:31 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 governmental body has jurisdiction or exercises responsibility, specifically for 2018 staff compensation and potential staff member bonus. The meeting will reconvene to open session.

RECONVENE TO OPEN SESSION

On a motion by Joe Dorr, seconded by Tim Larson, the meeting reconvened to open session at 9:16 p.m.

POSSIBLE ACTION ON CLOSED SESSION ITEMS; AND ACTION THEREON

A motion was made by David Pagel, seconded by Joe Dorr, to authorize a \$3,500 bonus to Jeff Thierfelder for the significant additional time he provided to fulfill the electric AMI project in 2017. Motion carried.

ADJOURN

On a motion by Joe Dorr, seconded by David Pagel, the meeting adjourned at 9:23 p.m. Motion Carried.