

CEDARBURG LIGHT & WATER COMMISSION

January 15, 2018

The regular monthly meeting of the Light & Water Commission was held on Monday, January 15, 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, Andy Moss, and David Pagel, and City Council Member Patricia Thome
Excused – Tim Larson
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 December 18, 2017 were read and approved on a motion by Pat Thome, seconded by Joe Dorr. Motion carried.

VOUCHER SUMMARY FOR DEC

Accounts Payable	\$ 658,879.53
ACH & Wire Transfers	686,140.90
Payroll	<u>83,273.02</u>
Total Vouchers	\$1,428,293.45

BANK BALANCE FOR DEC

12/1/17 Balance Available	\$ 403,830.29
+ Deposits	1,365,710.48
- Checks and Other Debits	<u>1,387,148.35</u>
12/31/17 Available Balance	\$ 382,392.42

REVENUE ITEMS FOR DEC

Light & Power Sold – 8,210,733 kWh	\$ 891,283.40
Street Lighting Revenue 105,277 kWh	25,208.45
Water Sold – 26,916,384 Gallons	119,443.64
Water Pumped 34,001,080 Gallons; Power Used 103,522 kWh	<u>9,963.27</u>
	\$1,045,898.76

NEW BUSINESS

CONSIDER APPROVAL OF ADJUSTMENTS TO THE 2018 STAFF WAGE SCALES; AND ACTION THEREON

On an annual basis, the staff wage scales are reviewed and adjusted as needed so that the scales stay in line with market conditions. The manager recommended a 2.5% increase to the 2017 wage scales for 2018.

A motion was made by Joe Dorr, seconded by Andy Moss, to increase the wage scales by 2.5% per the manager's recommendation. Motion carried.

DISCUSSION OF INITIAL DISCOVERY FOR STAFF PLANNING AND SUCCESSION

The manager provided his assessment of the utility expertise/experience to begin the discussion of management succession. He reported on the 12 areas of: Communications, Community Involvement, Day to Day Operations, Engineering Expertise, Customer Service/Customer Relations, Financial, IT-Technology, Planning, Strategy, City Relations, Political (State & National) and Management Expertise. The commission provided input and there was a general discussion. The manager recommended that the next step should be development of a survey tool to receive input on these topics from commissioners and staff. The commission agreed and asked that the Personnel Committee work on the survey.

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.

Staff will be meeting soon with the City Planner to seek approval of the HLPZ Water Tower in early 2018.

Electric Service Outages Totals:

- 2017 Year end total: 18
- 2016 Year end total: 18
- 2015 Year end total: 13
- 2014 Year end total: 13

The electric department recently completed LED Street light conversions on Washington Ave., Bridge St., Sheboygan Rd., Columbia Rd. and Portland Rd.

The water department continues to install full AMI meters and modules. Randy Bentley has gotten off to a good start installing the water modules in homes with existing Sensus water meters. Between Randy and the CLW crew, approx. 422 full AMI water meters and modules have been installed.

	Electric	Water
Active AMI Meters	6234	392
Installation Hours	534	94
Routes Completed	29	0
Opt Outs	10	
Total Completed	99%	10%

Total water pumpage for the month of December:

- 2015 = 31,933,790
- 2016 = 34,005,080
- 2017 = 34,001,080

Our customers can find information about frozen laterals on our website, Facebook page and the News Graphic. We have also added an FAQ regarding the LED Street Light Conversion to our website and Facebook page.

APPROVAL OF BILLS

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

ADJOURN

On a motion by Joe Dorr, seconded by Andy Moss, the meeting adjourned at 8:20 p.m. Motion Carried.