

CEDARBURG LIGHT & WATER COMMISSION

February 17, 2025

The regular monthly meeting of the Light & Water Commission was held on Monday, February 17, 2025 at 6:00 p.m. at the utility office.

Call to order by President Andy Moss

Roll Call: Present – Michael Bradburn, Tim Larson, Andy Moss, and David Pagel

Excused – Paul Radtke and City Council Member Jim Fitzpatrick

Also Present – Interim General Manager Karsten Huse, 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 January 21, 2025 were read and approved on a motion by Tim Larson, seconded by David Pagel. Motion carried.

VOUCHER SUMMARY FOR JANUARY

Accounts Payable, ACH, & Wire Transfers	\$ 1,864,347.00
Payroll	<u>97,611.00</u>
Total Vouchers	\$ 1,961,958.00

BANK BALANCE FOR JANUARY

1/1/25 Balance Available	\$ 504,944.15
+ Deposits	1,690,843.95
- Checks and Other Debits	<u>1,314,217.91</u>
1/31/25 Available Balance	\$ 881,570.19

REVENUE ITEMS FOR JANUARY

kWh Sold 9,730,131	\$ 1,011,807.16
Water Sold 27,778,749 Gallons	<u>225,983.26</u>
	\$ 1,237,790.42

Water Pumped 37,685,760 Gallons
Power Purchased – 10,023,546 kWh

NEW BUSINESS

INTRODUCTION OF BILLING SPECIALIST, MARY PETROVIC

Karsten Huse introduced Mary Petrovic, Billing Specialist. Mary started with CLW in January. Mary is getting acclimated with the utility billing and customer service.

INTRODUCTION OF STAFF ACCOUNTANT, MANDY KOEPESELL

Karsten Huse introduced Mandy Koepsell, Staff Accountant. Mandy is getting acquainted with the utility accounting system.

INTRODUCTION OF ACCOUNTING MANAGER, ERIN JAEGER

Karsten Huse introduced Eric Jaeger, Accounting Manager. Erin is getting acquainted with the utility accounting system.

2024 ELECTRIC AND WATER INVENTORY ADJUSTMENTS; AND ACTION THEREON

Karsten discussed the need for the commission to approve the annual adjustments to physical inventory as part of the annual audit prep. Once again, inventory for both utilities went smoothly for 2024.

Each year the utility takes a physical count of inventory products. These counts are compared to the count in the computerized inventory system. Differences are reviewed each year by the Electric Superintendent, Water Superintendent, and General Manager. Any variances that have a large quantity and/or dollar difference or that may have a material effect on the utility's property record units are researched to determine if errors made during the year are identifiable, and such errors are corrected. If errors in procedure are identified, they are discussed with the employees, and corrections are made.

A motion was made by David Pagel, seconded by Tim Larson, to approve annual adjustments to balance the value of physical inventory in stock with the accounting records in the amount of \$6,570 for the electric utility and \$823 for the water utility. Motion carried.

POLICY PROJECT UPDATE DEFERRED COMPENSATION POLICY; AND ACTION THEREON

As part of the Policy Modernization project, the Supplemental Retirement Plan policy has been updated to the Deferred Compensation Policy. These changes include the title change, administrative details, removed 25% earnings option that is no longer available through the RHS, and added employer matching provision that was previously approved the Commission in 2022.

As part of the Policy Modernization project, the Voting Leave Policy has been created to align with Wisconsin state law. The policy is a guideline for employees to understand their rights under Wisconsin Law.

A motion was made by Tim Larson, seconded by David Pagel, to approve the updated Deferred Compensation Policy and the new Voting Leave Policy as presented. Motion carried.

ELECTRIC DEPARTMENT ANNUAL PRESENTATION

General Manager Karsten Huse provided the annual Electric Department presentation. The presentation was intended to review key activities from the last year or so, the present, and the future outlook for the electric department. The presentation is available electronically.

Karsten discussed customer and utility financed projects, outage statistics, 2024 completed projects, 2024 projects carried over into 2025, and 2025 constructions plans. Working through the existing issues and optimizing the Outage Management System is also a priority for 2025.

CITY COUNCIL, MANAGER AND DEPARTMENT REPORTS

The Manager & Department Reports were provided to the commissioners in advance of the meeting. The full reports can be reviewed in the electronic commission packet.

WPPI, APPA, Jeff Feldt, and software providers to assist with training for new staff and GM.

CLW has earned the platinum designation for the Reliable Public Power Program (RP3).

Karsten, Andy Moss, and Mayor Pat Thome will be attending the APPA Legislative Rally in Washington DC from February 23-26.

APPROVAL OF BILLS

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

ADJOURN TO CLOSED SESSION

A motion was made by Tim Larson, seconded by David Pagel, to adjourn to closed session at 7:07 pm, 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 performance of Interim General Manager Karsten Huse

POSSIBLE ACTION ON CLOSED SESSION ITEMS

A motion was made by Tim Larson, seconded by Mike Bradburn, to promote Karsten Huse to General Manager, effective February 18, 2025. Motion carried.

ADJOURNMENT

A motion was made by Tim Larson, seconded by David Pagel, to adjourn at 7:36 pm