



PEOPLE YOU KNOW. SERVICE YOU TRUST.

N30 W5926 Lincoln Blvd., P.O. Box 767

Cedarburg, Wisconsin 53012-0767

Phone: (262) 375-7650

E-Mail: generalmail@cedarburglightandwater.org

Website: cedarburglightandwater.org

PERSONNEL COMMITTEE MINUTES

February 12, 2024

A meeting of the Cedarburg Light & Water Personnel Committee was held on Monday, February 12, 2024 at 6:00 pm in person and via Zoom.

CALL TO ORDER: Joseph Dorr

ROLL CALL: Present: Joseph Dorr, Tim Larson, Andy Moss
Also Present: General Manager Ben Collins

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 meeting held on November 15, 2023 were approved on a motion by Tim Larson, seconded by Andy Moss. Motion carried.

NEW BUSINESS

DISCUSSION ON A NEW POSITION, GIS SPECIALIST

Ben Collins discussed the need for a new position – GIS Specialist, with the committee. Ben provided a draft of the GIS Analyst job description and the total comp study. The electric utility superintendent, electrical engineer and water utility superintendent all provided input for the job duties and description.

The Electric and Water Utilities continue to evolve and modernize, so the need for efficient management of data is becoming increasingly critical. Geographic Information Systems (GIS) plays a pivotal role in enhancing operational efficiency, decision-making processes, and overall customer experience. To meet these demands and ensure sustained growth, management is asking the committee (and eventually the commission) to consider the expertise of a dedicated GIS Analyst.

After discussion, the committee agreed that the GIS Specialist position is needed, and this issue will be added to the next full commission meeting.

DISCUSSION REGARDING FRONT OFFICE REALIGNMENT AND SUCCESSION PLANNING

The manager and committee discussed options for a future financial position. The financial position would most likely be a financial analyst. Ben identified some financial areas of need

including variance analysis against the budget, capital planning, and analysis when developing the yearly cash flow model.

Future retirements were briefly discussed along with realignment of some office positions. The goal is to provide necessary training for new staff, and to also concentrate on continued cross training of duties.

ADJOURN

A motion was made by Tim Larson, seconded by Andy Moss, to adjourn at 7:20 p.m.