

CEDARBURG LIGHT & WATER COMMISSION

November 20, 2023

The regular monthly meeting of the Light & Water Commission was held on Monday, November 20, 2023 at 6:00 p.m. at the utility office.

Call to order by Blaine Hilgendorf

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, Paul Radtke, and City Council Member Patricia Thome
Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, Water Utility Superintendent Tim Martin

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, 2023 were read and approved on a motion by Patricia Thome, seconded by Paul Radtke. Motion carried.

VOUCHER SUMMARY FOR OCTOBER

Accounts Payable, ACH, & Wire Transfers	\$ 1,686,615.00
Payroll	<u>147,122.00</u>
Total Vouchers	\$ 1,833,737.00

BANK BALANCE FOR OCTOBER

10/1/23 Balance Available	\$ 457,506.14
+ Deposits	1,935,827.43
- Checks and Other Debits	<u>1,621,477.62</u>
10/31/23 Available Balance	\$ 771,855.95

REVENUE ITEMS FOR OCTOBER

kWh Sold 8,365,891	\$ 895,914.93
Water Sold 28,804,473 Gallons	<u>169,091.91</u>
	\$ 1,065,006.84
Water Pumped 36,023,970 Gallons	
Power Purchased – 8,616,444 kWh	

NEW BUSINESS

LEAD SERVICE LATERAL REPLACEMENT PROGRAM UPDATES AND DISCUSSION; AND ACTION THEREON

Water Superintendent, Tim Martin and General Manager Ben Collins reviewed the changes to the Lead Service replacement funding, overview of the rules, and funding options. They also discussed the interpretations of the program involving the Wisconsin PSC, DNR, and Federal Government.

CLW and the City will work together to implement coordinated programs that will continue proactive work of removing lead from the water system in Cedarburg.

A motion was made by Joe Dorr, seconded by Patricia Thome, to approve staff's recommendation to proceed with a utility-sponsored and coordinated public-side Lead Service Lateral Replacement program as presented and contingent on a 0.25% loan from the Wisconsin DNR Safe Drinking Water Loan Program and a similar program being sponsored and coordinated by the City of Cedarburg for private-side Lead Service Lateral replacement. Motion carried.

A motion was made by Joe Dorr, seconded by Patricia Thome, to authorize staff to secure a loan from the Wisconsin DNR Safe Drinking Water Loan Program to support the utility-sponsored and coordinated public-side Lead Service Lateral Replacement Program. Motion carried.

POLICY REVIEW AND MODERNIZATION PROJECT

Mari Lauer and Ben Collins outlined the scope of an ongoing project to review and modernize CL&W policies. There are currently 64 policies or agreements that are either commission approved policies, administrative guidelines, memos, adopted policies from the City of Cedarburg, etc.

There was discussion with the commission as to which policies should be commission approved, and which policies could be management approved. The commission agreed that Mari and Ben should proceed with the updates. Updated policies will be presented to the commission for approval as needed.

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.

Employee performance reviews will be completed in December and performance incentives will be determined. Employees will receive benefit and compensation letters.

The January commission meeting will be held on Tuesday, January 16, 2024

APPROVAL OF BILLS

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

ADJOURN TO CLOSED SESSION

A motion was made by Paul Radtke, seconded by Tim Larson, to adjourn to closed session at 7:29 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 compensation and job performance of General Manager, Ben Collins.

CONSIDER ITEMS DISCUSSED IN CLOSED SESSION; AND ACTION THEREON

A motion was made by Patricia Thome, seconded by Tim Larson, to approve the following 2024 compensation for the General Manager:

- Base wage increase of 5%
- Performance Bonus of 2% calculated using 2023 Base wage
- Personal Vehicle Use Reimbursement Allowance of \$500 per month

ADJOURNMENT

A motion was made by Paul Radtke, seconded by Andy Moss, to adjourn at 8:42 pm. Motion carried.