

## CEDARBURG LIGHT & WATER COMMISSION

January 21, 2025

The regular monthly meeting of the Light & Water Commission was held on Tuesday, January 21, 2025 at 6:00 p.m. at the utility office.

Call to order by Vice President Andy Moss

Roll Call: Present – Michael Bradburn, Tim Larson, Andy Moss, David Pagel, Paul Radtke, City Council Member Jim Fitzpatrick

Also Present – Interim General Manager Karsten Huse, Administrative Manager Mari Lauer, Jeff Feldt

### 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 16, 2024 were read and approved on a motion by Paul Radtke, seconded by Tim Larson. Motion carried.

### VOUCHER SUMMARY FOR DECEMBER

|                                         |                   |
|-----------------------------------------|-------------------|
| Accounts Payable, ACH, & Wire Transfers | \$ 1,382,835.00   |
| Payroll                                 | <u>106,846.00</u> |
| Total Vouchers                          | \$ 1,489,681.00   |

### BANK BALANCE FOR DECEMBER

|                            |                     |
|----------------------------|---------------------|
| 12/1/24 Balance Available  | \$ 673,865.32       |
| + Deposits                 | 1,701,467.25        |
| - Checks and Other Debits  | <u>1,870,388.42</u> |
| 12/31/24 Available Balance | \$ 504,944.15       |

### REVENUE ITEMS FOR DECEMBER

|                               |                   |
|-------------------------------|-------------------|
| kWh Sold 9,305,718            | \$ 1,014,661.10   |
| Water Sold 28,034,333 Gallons | <u>167,676.50</u> |
|                               | \$ 1,182,337.60   |

Water Pumped 35,351,730 Gallons  
Power Purchased – 9,595,306 kWh

## NEW BUSINESS

### INTRODUCTION OF GENERAL MANAGER MENTOR, JEFF FELDT

WPPI's Management Assistance Program has provided Jeff Feldt to assist Karsten and the commission during the general manager transition. Jeff retired 3 years ago from Kaukauna Utilities where he served as the General Manager for 20 years.

Going forward, Jeff will continue to work with Karsten and the various CLW committees and commission as needed.

### WATER DEPARTMENT ANNUAL PRESENTATION

Water Utility Superintendent Tim Martin provided the annual water department presentation. The presentation reviewed key activities from the past year, the present, and the outlook for the water department. The full presentation can be viewed in the electronic commission packet.

Tim discussed the 2024 projects including; street and utility relay projects, compliance sampling, cross-connection program, and water main and service breaks. The full presentation can be viewed in the electronic commission packet.

Other areas of discussion included: 2025 construction plans, rehab of Well 5 booster system, future staffing, and the lead water service replacement program.

### REORGANIZATIONAL MEETING; AND ACTION THEREON

Due to the recent retirement of two commissioners, new position appointments are needed.

On motion of Tim Larson, seconded by Paul Radtke, Andy Moss was elected President mid-year beginning January 21, 2025 and ending October 20, 2025. Motion carried.

On motion of Paul Radtke, seconded by Andy Moss, Tim Larson was elected Vice President mid-year beginning January 21, 2025 and ending October 20, 2025. Motion carried.

David Pagel has volunteered to serve on the Personnel Committee.

Paul Radtke has volunteered to serve on the Philanthropic Committee.

### 2024 ANNUAL REVIEW

Policy Modernization Review – 17 policies were reviewed and updated in 2024. Management will continue to review policies and update them for commission approval.

Employees Core Values Assessment and Goal Review – Staff members completed an Employee Self-Evaluation for 2024 which centered on the utility's core values of safety; health and wellness; integrity; customer service; employee culture and engagement; and community engagement and development. The results were compiled and shared with the Commission.

Employee Training Review – Employee training for 2024 was compiled and shared with the Commission.

### 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.

Mandy Koepsell, Staff Accountant started on January 21. Erin Jaeger, Manager of Accounting and Finance will be starting on February 3.

A new contract has been agreed on with the Cedarburg Chamber regarding the banner program (over Washington Ave). The new contract is representative of the costs incurred by the utility crew for installing the banners. In addition, liability language was incorporated into the contract for CLW indemnification once the banners are installed.

### APPROVAL OF BILLS

The bills listed on the Check Register were audited, and a motion was made by Paul Radtke, 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 7:40 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

### ADJOURNMENT

A motion was made by Paul Radtke, seconded by Tim Larson, to adjourn at 8:33 pm