

CEDARBURG LIGHT & WATER COMMISSION

April 20, 2026

The regular monthly meeting of the Light & Water Commission was held on Monday, April 20, 2026 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, David Pagel, Paul Radtke and City Council Member Jim Fitzpatrick
Also Present – General Manager Karsten Huse, Administrative Manager Mari Lauer, Financial Manager Erin Jaeger, and Financial Analyst Jessica Cotter

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 March 16, 2026 were read and approved on a motion by Paul Radtke, seconded by Jim Fitzpatrick. Motion carried.

VOUCHER SUMMARY FOR MARCH

Accounts Payable, ACH, & Wire Transfers	\$ 1,626,245.92
Payroll	<u>108,050.77</u>
Total Vouchers	\$ 1,734,296.69

BANK BALANCE FOR MARCH

3/1/26 Balance Available	\$ 2,132,738.76
+ Deposits	2,083,265.83
- Checks and Other Debits	<u>- 1,970,032.12</u>
3/31/26 Available Balance	\$ 2,245,972.47

REVENUE ITEMS FOR MARCH

kWh Sold 8,533,079	\$,982,356.75
Water Sold 26,477,828 Gallons	<u>252,636.70</u>
	\$1,234,993.45

Water Pumped 35,104,710 Gallons
Power Purchased – 8,807,762 kWh

NEW BUSINESS

PRESENTATION OF 2025 FINANCIAL AUDIT REPORT BY BAKER TILLY; AND ACTION THEREON

The Management Report and 2025 Audit Report were presented by Jodi Dobson of Baker Tilly. Both reports were distributed to the commission in advance of the meeting. Jodi focused primarily on the Management Report, summarizing key findings and financial information from the 2025 audit.

The full audit report and management report can be reviewed in the electronic commission packet.

A motion was made by Tim Larson, seconded by Mike Bradburn, to approve the 2025 Financial Audit Report as prepared and reported by Jodi Dobson of Baker Tilly. Motion carried.

2025 BUDGET TO ACTUAL PRESENTATION

The 2025 Budget to Actual Report was provided to commissioners in advance of the meeting. The report summarizes how actual costs compare to budgeted costs for 2025. When costs differed substantially from budget to actual, notations were made on the report identifying the reasons.

In addition, projects during the year that were to exceed the budget were explained in more detail through the department reports.

The Budget to Actual Report can be reviewed in the electronic commission packet.

BUDGET VARIANCE AND AMENDMENT; AND ACTION THEREON

Three unbudgeted capital adjustments were presented to the Commission for approval. The items address necessary equipment replacement, cost-saving technology upgrades, and infrastructure maintenance. Details of the items are included in the electronic commission packet.

A motion was made by Tim Larson, seconded by Paul Radtke to approve amending the 2026 budget to include items and costs as presented by staff. Motion carried.

POLICY UPDATE: EMPLOYMENT DEFINITIONS; AND ACTION THEREON

As part of the Policy Modernization project, the Employment Definitions policy clarifies how CLW classifies employees and aligns those definitions with current legal standards and operational needs. The goal is consistency, compliance, and eliminating gray areas that create risk or confusion.

A motion was made by Tim Larson, seconded by Jim Fitzpatrick, to approve the Employment Definitions Policy as presented. Motion carried.

POLICY UPDATE: RECORDS RETENTION; AND ACTION THEREON

As part of the Policy Modernization project, the Records Retention policy establishes a standardized framework for how CLW creates, maintains, retains, and disposes of records. It aligns utility practices with applicable state, federal, and industry requirements while improving organization and reducing risk.

A motion was made by Jim Fitzpatrick, seconded by Tim Larson, to approve the Records Retention Policy as presented. Motion carried.

POLICY UPDATE: DISASTER RECOVERY; AND ACTION THEREON

As part of the Policy Modernization project, the Disaster Recovery (DR) policy establishes CLW's framework for responding to and recovering from disruptive events that impact operations, systems, or infrastructure. The policy is designed to ensure continuity of essential electric and water services while minimizing downtime and operational risk.

A motion was made by Paul Radtke, seconded by Tim Larson, to approve the Disaster Recovery Policy as presented. Motion carried.

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.

Karsten Huse discussed highlights of each department report and addressed commission questions and concerns.

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 Jim Fitzpatrick, to adjourn to closed session Pursuant to Wis. Stats. 19.85 (1) (g) 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 General Manager, Karsten Huse.

ADJOURNMENT

A motion was made by Paul Radtke, seconded by Tim Larson, to adjourn at 7:30 pm.