

CEDARBURG LIGHT & WATER COMMISSION

October 21, 2024

The regular monthly meeting of the Light & Water Commission was held on Monday, October 21, 2024 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 Jim Fitzpatrick
Also Present – General Manager Ben Collins, 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 September 16, 2024 were read and approved on a motion by Joe Dorr, seconded by Tim Larson. Motion carried.

The minutes of the Special Meeting held on October 7, 2024 were read and approved on a motion by Joe Dorr, seconded by Andy Moss. Motion carried.

VOUCHER SUMMARY FOR SEPTEMBER

Accounts Payable, ACH, & Wire Transfers	\$ 1,767,812.00
Payroll	<u>92,849.00</u>
Total Vouchers	\$ 1,860,661.00

BANK BALANCE FOR SEPTEMBER

9/1/24 Balance Available	\$ 1,672,001.72
+ Deposits	2,269,534.94
- Checks and Other Debits	<u>1,828,640.78</u>
9/30/24 Available Balance	\$ 2,112,895.88

REVENUE ITEMS FOR SEPTEMBER

kWh Sold 8,994,929	\$ 1,130,229.24
Water Sold 38,261,213 Gallons	<u>208,045.06</u>
	\$ 1,338,274.30

Water Pumped 42,992,280 Gallons
Power Purchased – 9,228,338 kWh

NEW BUSINESS

ANNUAL ORGANIZATIONAL MEETING

On motion of David Pagel, seconded by Tim Larson, Blaine Hilgendorf was elected President for the year beginning October 21, 2024 and ending October 20, 2025. Motion carried.

On motion of Paul Radtke, seconded by David Pagel, Andy Moss was elected Vice President for the year beginning October 21, 2024 and ending October 20, 2025. Motion carried.

On motion of Tim Larson, seconded by Joe Dorr, David Pagel was elected Secretary for the year beginning October 21, 2024 and ending October 20, 2025. Motion carried.

On motion of Paul Radtke, seconded by Tim Larson, Baker Tilly Virchow Krause, LLP was appointed as the auditor for the year October 21, 2024 and ending October 20, 2025. Motion carried.

On motion of Paul Radtke, seconded by Tim Larson, American Depository Management Company, Associated Bank, Bank First, BMO Bank North America, Chase Bank, Horicon Bank, North Shore Bank, Port Washington State Bank, State of Wisconsin Investment Pool, Summit Credit Union, US Bank, and Wells Fargo Bank were named depositories for the ensuing year. Motion carried.

On motion of Tim Larson, seconded by David Pagel, Ben Collins was appointed Manager of Public Utilities for the year October 21, 2024 and ending October 20, 2025. Motion carried.

On motion of Joe Dorr, seconded by Tim Larson, Andy Moss, was appointed as Alternate Representative to the Board of Wisconsin Public Power Incorporated. The General Manager is automatically designated as the Primary Representative. Motion carried.

On motion of Paul Radtke, seconded by Tim Larson, the News Graphic was approved as the official newspaper for the Cedarburg Light & Water Commission for the ensuing year. Motion carried.

MICROSOFT 365 TRAINING/TEAMS

Ben reviewed Microsoft Teams software and gave an overview of access and available options. The commissioners asked questions and had a brief discussion.

FAMILY AND MEDICAL LEAVE ACT POLICY UPDATE; AND ACTION THEREON

As part of the Policy Modernization project, the FMLA Policy has been created. Previously, the utility had the Maternity & Paternity-Adoption Leave Policy in place.

This policy has been superseded by the enactment of federal and state FMLA laws and removed from the list of current utility policies.

The FMLA Policy is a guideline for employees to understand their basic rights under both federal and state FMLA laws. Highlights include:

- Eligible employees may take up to 12 weeks of unpaid leave in a calendar year
- The utility will require employees to substitute accrued leave for unpaid FMLA leave where the law allows
- Health insurance benefits will continue during the leave period at the same level and under the same conditions as if the employee was continuously at work
- Employees returning from FMLA leave will be returned to the same or equivalent position

A motion was made by Joe Dorr, seconded by Paul Radtke, to approve the FMLA 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.

The latest recycling event was successful. CLW hired auxiliary police to assist with traffic control. It is estimated that there were well over 900 vehicles that attended the event.

CLW budgeting process continues to proceed along with insurance risk analysis.

CLW provided mutual aid to Lakeland, Florida for the recent hurricane damage. CLW sent two journey linemen, Brad Klos and Nick Feucht to assist with the electrical rebuilding efforts.

Lead service replacements continue to be done. CLW staff and City of Cedarburg staff will be meeting to discuss responsibilities for administering the ongoing program. Funding for 2025 and 2026 is in process.

APPROVAL OF BILLS

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

ADJOURN TO CLOSED SESSION

A motion was made by Tim Larson, seconded by Jim Fitzpatrick, to adjourn to closed session at 6:55 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 general manager's performance review summary and discuss change to general manager's employment contract.

GENERAL MANAGER'S PERFORMANCE REVIEW SUMMARY; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by Tim Larson, to amend the General Manager's wage as discussed in closed session, with an effective date of September 19, 2024. Motion carried.

GENERAL MANAGER'S EMPLOYMENT CONTRACT CHANGE; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by David Pagel, to amend the General Manager's employment contract modifying the schedule when annual salary adjustments occur to better align with the budgeting process and staff per the MOU discussed in closed session. Motion carried.

ADJOURNMENT

A motion was made by Paul Radtke, seconded by David Pagel, to adjourn at 8:35 pm. Motion carried.