



PEOPLE YOU KNOW. SERVICE YOU TRUST.

N30W5926 Lincoln Blvd., P.O. Box 767
Cedarburg, Wisconsin 53012-0767
Phone: (262) 375-7650
Email: generalmail@clwuc.gov
Website: cedarburglightandwater.org

PERSONNEL COMMITTEE MINUTES August 26, 2024

A meeting of the Cedarburg Light & Water Personnel Committee was held on Monday, August 26, 2024 at 4:00PM in person.

CALL TO ORDER: Joseph Dorr

ROLL CALL: Present: Joseph Dorr, Tim Larson, Andy Moss
Also Present: General Manager, Ben Collins and Administrative Manager, Mari Lauer (open session only)

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 February 12, 2024 were approved on a motion by Tim Larson, seconded by Andy Moss. Motion carried.

NEW BUSINESS

DISCUSSION REGARDING FINANCE AND ACCOUNTING POSITION RESPONSIBILITIES AND A FRONT OFFICE REORGANIZATION TO BETTER SUPPORT THE UTILITY'S NEEDS

The GM and committee discussed the need to hire a Manager of Finance and Accounting and a Financial Analyst. GM provided drafts of the revised organization chart, an overview of future front office job responsibilities and job descriptions for the proposed Manager of Finance and Accounting and Financial Analyst positions.

As the utility continues to evolve and modernize, the need for efficient management of data is becoming increasingly critical. Both the Manager of Finance and Accounting and the Financial Analyst will play a pivotal role in enhancing financial decision-making processes and developing both the short and long-term financial goals of the utility. To meet these demands and ensure sustained financial health of the utility, management is asking the committee to consider adding the expertise of a dedicated Manager of Finance and Accounting and a Financial Analyst.

The Administrative Manager will be retiring in the next 3-5 years. Ben discussed changing the role to Manager of People and Culture, focusing on people side of the organization - human resources, employee benefits and the customer experience.

After discussion, the committee agreed that Manager of Finance and Accounting and a Financial Analyst are needed, and this issue will be added to the next full commission meeting agenda.

DISCUSSION REGARDING GENERAL EMPLOYEE COMPENSATION AND BENEFITS FOR 2025

The GM and committee discussed preliminary compensation and benefits. The GM recommended updating the opt out payment and market adjustment stipend to reflect an increase in health insurance premiums for 2025; and no changes to the FSA and 457 benefits.

The GM provided comparable municipal utility base wage increases and salary data to support an increase for all employees meeting expectations and a discretionary allowance for individual wage adjustments including performance, wage stratification and bonus incentives.

After discussion, the committee agreed that management's recommendations would be added to the next full commission meeting agenda.

ADJOURN TO CLOSED SESSION

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 staff compensation and job performance of General Manager, Ben Collins.

RECONVENE TO OPEN SESSION

ADJOURN

A motion was made by Tim Larson, seconded by Andy Moss, to adjourn at 5:16PM.