

**Regular Lake Geneva Utility Commission Meeting**  
**Thursday, May 19, 2016 – 4:00 PM**  
**Utility Commission Office - 361 W Main Street**

**Minutes**

**1. Call Meeting to Order by Pres. Lyon at 4:07 P.M.**

**2. Roll Call - Members present:**

Dennis Lyon, Ann Esarco, Mayor Al Kupsik, Ald. Cindy Flower, Ald. Rich Hedlund. Public in attendance: Mr. Chris Schultz, Lake Geneva Regional News and City Administrator Blaine Oborn

**3. Comments from the Public as allowed by Wis. Stats § 19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.**

None

**4. Approve Minutes of the Previous Meeting**

Motion by Mr. Hedlund to approve the minutes as presented.

2<sup>nd</sup> by Ms. Esarco.

Passed 5-0

**5. Acknowledgement of Correspondence:**

None

**6. Agenda Items:**

**a) 2015 Audit Report (Mr. Pat Romenesko)**

Continued to next meeting.

**b) Copy Machine Replacement Quotations**

Review of current Konica Minolta copier operating cost and alternatives. Major concern expressed regarding printing of customer bills and interface with utility billing software.

Motion by Mr. Hedlund to purchase new copier (Konica Minolta C-368) from Martin Business Group as proposed.

2<sup>nd</sup> by Pres. Lyons.

Passed 5-0

**c) 2015 WDNR CMAR Report**

Review of Wastewater's Compliance Maintenance Annual Report (CMAR) for the DNR which shows and discusses how the plant operates. Good report as usual. Influx is affected by grease. Grease trap letters have been mailed to local businesses.

Motion by Mr. Hedlund to accept the 2015 CMAR report.

2<sup>nd</sup> by Ms. Esarco.

Passed 5-0

**d) 2016 Identity Theft Protection Program**

Review of the 2016 Identity Theft Program.

Motion by Ms. Esarco to approve the 2016 Identity Theft Protection Program.

2<sup>nd</sup> by Mr. Hedlund.

Passed 5-0

**e) Succession Planning Discussion (Utility & Water Superintendent)**

Continued to next meeting. City Council to consider Utility Commission Ordinance.

**7. Director’s Report**

Director Winkler reported on items 8 & 9

**8. Projects Update**

Director Winkler provided updates on current projects.

**9. Financials Update**

Director Winkler provided financial information.

**Water**

EOM Cash	\$ 1,537,000
Project Commitments	\$ 487,000
Upcoming Projects	\$ TBD

**Sewer**

EOM Cash	\$1,448,000
Project Commitments	\$ 115,000
Upcoming Projects	\$ TBD

**Review and Payment of Bills:**

Motion by Mr. Hedlund to approve the March & April bills as presented.

2<sup>nd</sup> by Ms. Esarco.

Passed 5-0

Motion by Mr. Hedlund to approve the financials as presented,

2<sup>nd</sup> by Ms. Flower.

Passed 5-0

**10. Closed Session.**

Mr. Hedlund made a motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. (Water Superintendent Kent Wiedenhoft)

2<sup>nd</sup> by Mayor Kupsik.

Passed 5-0

**11. Return to Open Session:**

Mayor Kupsik made a motion to return to open session.

2<sup>nd</sup> by Ms. Flower.  
Passed 5-0

Mr. Hedlund made a motion to instruct Director Winkler to proceed as discussed in closed session.

2<sup>nd</sup> by Pres. Lyons  
Passed 5-0

## **12. Adjourn**

### **Next meeting set for June 16, 2016**

Motion by Pres. Lyon to adjourn.  
2<sup>nd</sup> by Mr. Hedlund.  
Passed 5-0

Meeting adjourned at 5:22p.m.

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Secretary