

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday January 16, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by Gajewski at 4:02pm

Roll Call - Members present: Ann Esarco, Tom Hartz, Rich Hedlund, Mark Johnson & David Nord. **Absent:** Dennis Lyon & Cindy Flower

Staff in attendance: Josh Gajewski

Election of Chairperson

Hartz/Hedlund motion to elect Esarco as chairperson. Passed 5-0.

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes.

None

Approve Utility Commission Minutes from December 19, 2018 as prepared and distributed

Johnson/Hedlund motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski stated that we had received a letter from Wastewater Superintendent Scott Tesmer notifying us of his retirement which is an item on this agenda.

Financials Update

Gajewski reviewed the financials through December 2018. Year-end numbers will be presented at a later date.

Hartz/Hedlund motion to approve the December financials. Passed 5-0.

Approval of the December Bills

Hedlund/Johnson motion to approve the December bills. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Directors report including updates on well #3 which has now had the pump refitted and although we are not seeing any gravel pack, there are some electrical issues with the soft start. If a new VFD is required, it is in the 2019 budget already. For wastewater, MSA is here to talk about the CAMP project and give an update. Sabel will be coming in next week to work on the clarifier and reinstall the drive and tow bro unit. The groundwater infiltration to the clarifier was discussed and is believed to be a problem only when the clarifier is dewatered. Office operations include getting ready for next months audit and the changeover to Payment Service Network as our third-party billing and electronic payments provider. We have a launch date for PSN of February 1 but we are already receiving payments from customers who pay through their bank via autopay and the process for that has been quick & easy.

Update on Capacity Analysis & Master Planning Study (CAMP) by Greg Gunderson & Eric Thompson of MSA Professional Services, Inc.

Greg Gunderson & Eric Thompson gave a brief background of MSA and the services they provide. They then presented the results of the study as a slideshow and talked about what makes up wastewater flow and how groundwater contributes increased flow to the sanitary sewer system. They were looking for feedback as to which areas to really concentrate on within the system and which areas of the City are most likely to expand.

Acceptance of Wastewater Superintendent Scott Tesmer's letter of retirement

Gajewski explained that Scott Tesmer's last day will be January 25, 2019. The Commission expressed their regrets at his retirement and thanked him for his long service. Hedlund/Hartz motion to accept Scott Tesmer's retirement letter. Passed 5-0.

Discussion/Action on Cross Connection Inspections for Commercial, Industrial and Public Authority customers

Gajewski explained that we are required to enforce the DNR code regarding cross connections. Historically the Commission has used an outside vendor for this. We parted ways with our previous vendor with some dissatisfaction with the service provided. Clean Water Engineering have given us a two-year proposal to meet our needs and State & Federal Laws for cross connection control. Discussion followed.

Hartz/Hedlund motion to approve Clean Water Engineering's scope of services and professional service agreement pending final approval by the City attorney. Passed 5-0.

Discussion/Action on Dodge Zone Service & Capacity Study

Following on from previous discussions, Gajewski has been researching the possibility of raising the Dodge Water Tower to combat NR code compliance issues to certain areas along the western end of LaSalle St. He has been communicating with the DNR to find out what their needs would be to give us approval to proceed. They would require an engineering study for the areas affected by the project. This is an ongoing project, and this is an update only. No action taken.

Esarco/Hedlund motion to go into closed session, including staff pursuant to Wis.Stat. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically for Wastewater Superintendent.

Motion carried on a roll call vote 5-0. The Commission convened into closed session at 5:13pm.

Esarco/Johnson motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.

Motion carried on a roll call vote 5-0. The Commission convened into open session at 5:31pm.

Hedlund/Hartz motion to direct the Utility Director to make an offer as discussed in closed session. Passed 5-0.

Adjourn

Esarco/Hedlund motion to adjourn at 5:32pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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LAKE GENEVA UTILITY COMMISSION**