

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday February 14, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:03pm

Roll Call - Members present: President Lyon, Ald. Flower, Brett Stanczak and Mark Johnson.
Staff in attendance: Josh Gajewski and Blaine Oborn.

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 January 17, 2018 as prepared and distributed
Flower/Stanczak motion to approve. Passed 4-0.

Acknowledgement of Correspondence None

Financials Update

Gajewski reviewed the financial information for January.
Flower/Johnson motion to approve. Passed 4-0.

Approval of the January Bills

Flower/Stanczak motion to approve. Passed 4-0.

Directors Report

Gajewski gave an overview of Utility operations. Final carrier transfer work at Host Tower to be completed this month and final inspections will be performed by Dixon. AT&T will then be upgrading their equipment which was already approved by the Commission in 2017. Off peak pumping has resulted in energy cost savings and we continue to see improved chlorine residuals. The pre-construction meeting for the Main Street Water Main project is scheduled for Feb 15th and the hope is to narrow project scheduling at that time. A kickoff meeting with Civic Systems has been scheduled with a May/June anticipated date to go live. An auto attendant has been implemented for our office telephone system. We will continue to monitor this for any required changes and any feedback received. The Cemetery Road utility extension will be going to PWC for further review next week and the 2018 Capital Projects are being developed and will be presented for approval as they are ready.

Discussion/Recommendation on Symphony Bay Easement

Gajewski reported that an easement has been drafted for Symphony Bay and the Utility are listed as a grantee. Our utilities will be located in the right of way but Gajewski said he is not opposed to the easement as it allows extra working space for future maintenance. Discussion followed.

Flower/Stanczak motion to approve the drafted easement as recommended and revised by Attorney Draper. Passed 4-0.

Discussion/Recommendation on rehabilitation of Well #3

Gajewski reported that wells are required to be pulled and inspected on a regular basis per code NR 810.13. Well #3 was last inspected in 2005 and is overdue for the next inspection. He detailed the work that was performed in 2005. There have been some issues with Well #3 and it is currently offline. Gajewski is looking at having the well pulled, inspected and televised. Final cost would be determined once the well has been pulled and can be evaluated further. Water Well Solutions has

been the contractor used in the past and we have good performance history with this vendor. Discussion followed.

Flower/Stanczak motion to approve using Water Well Solutions to do the rehabilitation of Well #3 with a not to exceed of \$60K. Passed 4-0.

Discussion/Recommendation on Collection System Capacity Analysis

Gajewski explained that he put together an RFP to consolidate the scope to perform a comprehensive analysis of the hydraulic capacity of our collection system. Money for this was included in the 2018 budget. Discussion followed. The RFP asks for start date, cost, completion date and will request references.

Stanczak/Flower motion to approve circulation of the RFP. Passed 4-0.

Discussion/Recommendation on acceptance of Symphony Bay Phase 1 Utilities

Gajewski reported that portions of water and sewer utilities have already been installed and inspected at Symphony Bay and Kapur is recommending acceptance of these utilities.

Flower/Johnson motion to approve. Passed 4-0.

Adjourn

Flower/Stanczak motion to adjourn. Passed 4-0.

Meeting was adjourned at 5:01 p.m.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE
LAKE GENEVA UTILITY COMMISSION**