

**Regular Lake Geneva Utility Commission Meeting  
Wednesday, February 15, 2017 – 4:00 PM  
Conference Room 2A, City Hall – 626 Geneva Street**

**Minutes**

**1. Call Meeting to Order by Pres. Lyon at 4:03 P.M.**

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

President Dennis Lyon, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Mark Johnson  
Mayor Kupsik arrived at 4:12 P.M.

**Absent:** Ann Esarco

**Public in attendance:**

Chris Schultz, Lake Geneva Regional News

**Staff in attendance:**

Josh Gajewski, Utility Director  
Jo Busch, Office Manager  
Blaine Oborn, City Administrator  
Dan Draper, City Attorney

**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 Ald. Hedlund to approve the minutes of January 19, 2017 as presented, 2<sup>nd</sup> by Mr. Johnson.  
Passed 5-0.

**5. Acknowledgement of Correspondence:** None

**6. Directors Report**

Mr. Gajewski reported that we have a meeting set with the carriers of our Water Tower to start the process of removing equipment in order to paint the Host Drive Water Tower. He also reported that the Wastewater Treatment Plant has seen elevated levels of nitrogen in their lab results. They are examining their key contribution areas to see if they can identify what is causing the rise. They are also looking at changing the days of the week that we take samples and also splitting samples while we investigate. We are still in compliance with our WPDES permit.

**7. Discussion/Action to approve the revised 2017 Wastewater Budget**

Mayor Kupsik arrived.

At their January meeting, the commission requested that the Wastewater budget be revised to show an increase on the sewer flow rates of 27.5%. Mr. Gajewski presented the revised wastewater budget.

Ald. Hedlund made a motion to approve the revised 2017 Wastewater budget.

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

Passed 6-0

**8. Discussion/Recommendation on approving Resolution 2017-01 related to Sewer Rate Increase**

The resolution has been drafted to formally outline the rate increase as desired by the Commission and it is intended to be published as public notice of the increase.

Ald. Hedlund made a motion to approve.

Mr. Oborn recommends that all the sewer rates be included in the resolution.

Ald. Hedlund withdrew his motion.

Attorney Draper advised that the Commission is required to publish their rates annually but he didn't think it was necessary to include all the sewer rates in the resolution. Mr. Oborn feels that it is better to include all the rates as then the resolution will serve as evidence that the Commission has approved all sewer rates.

Ald. Flower made a motion to approve Resolution 2017-01 with documented sewer rates.

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

6-0

**9. Discussion/Recommendation on proposed Ordinance Revisions and drafting of correspondence to the City Council**

The ordinance has been revised to include the changes requested by the City Council and Mr. Gajewski is taking the opportunity to make some grammatical fixes and to provide more clarification in areas that require it. The ordinance would need to go to the City Council for reading and approval.

Ald. Hedlund motion to approve ordinance 17-xx with the addition of the recommendations of the Utility Director and with the cooperation of the City Administrator and the City Attorney for language.

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

Passed 6-0

**10. Discussion/Recommendation on changes to Employee Compensation Policy acted upon by City Council**

Mr. Gajewski reported that the City Council approved a change in the Employee Compensation Policy which gives employees who are above the mid-level of their pay scale but below the max level, 75% of the approved increase rate instead of the current 50%. They also approved a one-time \$250 payment to employees whose 2016 wage was above mid-level but below max level if the employee had worked for the City for two years or longer. If the Commission were to approve the one-time payment, the Utility have five employees who would receive it. Ald. Hedlund feels that Utility employees are also City employees and should be treated as such. To keep the unity going he believes the Utility should approve the same and going forward anything that happens to benefit City employees should also benefit Utility employees. Ald. Flower is not in favor of giving an extra payment to employees above mid-level and thinks that pay increases should be based on merit and performance alone. She does not like that the compensation policy gives more money to people just because they get paid less and feels that this is counter-productive to a performance based annual review system. Mayor Kupsik said this is a one-time payment.

Ald. Hedlund made a motion to follow the City's lead on the Compensation Policy.

2<sup>nd</sup> by Mayor Kupsik  
Passed 6-0

**11. Discussion/Recommendation on proceeding with the Plant A filter maintenance**

Mr. Gajewski presented three quotes from three different companies for the filter maintenance work required on the Iron filters. Discussion followed. Mr. Gajewski recommends accepting the quote from Water Well Solutions.

Mayor Kupsik made a motion to approve the Suez Water Well Solutions proposal not to exceed \$160,000 for all three tanks.

2<sup>nd</sup> by Mr. Johnson  
Passed 6-0

**12. Discussion/Recommendation on proceeding with Host Drive Tower Painting Project**

Mr. Gajewski presented Dixon Engineering's proposal. The tower will be painted with the same design as it currently has. He would like the Commission to approve the Proposal for Dixon to put this project out for bidding so that we can keep to our timeline of completion by October.

Ald. Hedlund made a motion to instruct the Utility Director to proceed with the Host Drive project with Dixon Engineering.

2<sup>nd</sup> by Mayor Kupsik  
Passed 6-0

**13. Discussion/Recommendation on Water Tower Lease Policy**

Mr. Lyon has requested that the Utility Director collect information from other communities to see how our Tower lease charges compare to others. He would like to see more consistency across the escalating percentages and have a standard lease. Discussion regarding our ability to amend our current leases followed. Mr. Lyon would like to revisit this when we have the information to compare to.

**14. Approval of the Financials**

Mr. Gajewski presented the financial information for January, 2017.

Ald. Hedlund made a motion to approve the financials as presented.

2<sup>nd</sup> by Mayor Kupsik  
Passed 6-0

**15. Approval of the January Bills**

Mayor Kupsik made a motion to approve the bills as presented.

2<sup>nd</sup> by Ald. Hedlund  
Passed 6-0

**16. Adjourn**

Ald. Flower made a motion to adjourn.

2<sup>nd</sup> by Ald. Hedlund  
Passed 6-0

Meeting adjourned at 5:30pm

**Next meeting set for Wednesday, March 22, 2017 – 4pm at City Hall**

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Secretary

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