

**Lake Geneva Utility Commission Minutes**  
**Regular Lake Geneva Utility Commission Meeting**  
**Wednesday February 20, 2019 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

**Call Meeting to Order-** by Gajewski at 4:03pm

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

**Staff in attendance:** Josh Gajewski & Jo Busch

**Election of Chairperson**

Hedlund/Nord motion to elect Esarco as chairperson. Passed 4-0.

**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 January 16, 2019 as prepared and distributed**

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

**Acknowledgement of Correspondence**

Gajewski detailed a letter from the Public Service Commission which discusses the recovery of credit card fees associated with bill payment, and the possibility of absorbing those fees for the customer but then recovering them within a Utility's rates. A Utility can only request this during a rate case, so it might be something to consider in the future when we submit our next rate case.

Hartz arrived 4:08pm.

**Financials Update**

Gajewski reviewed the financials through January 2019.

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

**Approval of the January Bills**

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

**Directors Report**

Gajewski reviewed the submitted Director's Report. Well 3 is close to being back online and we have had two safe Bac'T's. The Cross Connection Program Agreement is in the final stages and has had attorney review. Recruitment for a water operator continues. The CAMP project final information should be on next month's agenda and repair work on the clarifier is continuing with a completion date expected of 2-22-19. Our chloride reduction plan has been submitted to the DNR and we are waiting for the outcome of their review. Office staff are working with the auditors this week and the Commission has gone live with Payment Service Network for all electronic payments and services.

**Discussion/Action regarding the final payment request from Willkomm Excavating & Grading, Inc. for the Main Street project**

Gajewski presented the request for final payment on the Main Street project. There have been multiple complaints regarding the landscaping repairs and we are expecting to put this right in the spring. He recommends withholding 5% of the final payment to cover the cost of the anticipated landscaping repairs. Discussion followed.

Hedlund/Johnson motion to approve the final payment to Wilkomm Excavating and Grading for the Main Street Water Main project withholding 5% of the balance of \$21,299.72. Passed 5-0.

**Discussion/Action regarding the Utility Commission Wage Scale**

Gajewski explained the structure of base pay plus licensing incentives that currently applies and presented the grades and pay scales that were adopted after the 2015 Springsted study. He would like to revise the way this is handled by incorporating licensing incentives into an employee's regular pay rate and revising the max pay rate for the affected job positions. Under the revision, all licensing incentives would be paid at \$0.25 per hour with a maximum of nine (9) possible certifications available currently. As each certification is gained, the pay rate for that employee would be adjusted to reflect the additional \$0.25. Gajewski feels this change will help us be competitive during the hiring process. Discussion followed. Hedlund asked whether the entire pay scale has been moved for 2019 to stay in line with the City's changes. Gajewski to follow up and bring that back to the Commission next month if applicable.

Flower arrived 4:40pm.

Esarco/Hartz motion to adjust the Utility Commission wage scale to reflect the revision dated 2-20-2019 and to incorporate and disclose the certification sub class pay to be effective 1-1-2019. Passed 6-0.

**Esarco/Johnson motion to go into closed session pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in pertaining to a potential claim for a basement backup on Lake Geneva Blvd.**

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 4:44pm.

**Hedlund/Esarco 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 6-0. The Commission convened into open session at 5:04pm.

Flower/Hedlund motion to direct staff to proceed as discussed in closed session. Passed 6-0.

**Adjourn**

Hedlund/Esarco motion to adjourn at 5:05pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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