

Regular Lake Geneva Utility Commission Meeting
Wednesday, March 22, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Minutes

1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.

2. Roll Call - Members present:

President Dennis Lyon, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Mark Johnson
Mayor Kupsik arrived at 4:05 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

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

Flower/Hedlund motion to approve the minutes of February 15, 2017 as presented.

Passed 5-0

Mayor Kupsik arrived 4:05 P.M.

5. Acknowledgement of Correspondence:

Mr. Gajewski reported that the Commission had received a letter from Md7 who are a third party company representing AT&T with regard to the AT&T lease at Dodge Tower. The current AT&T lease expires in January 2021. This item will be on the next Commission agenda.

6. Financials Update

Mr. Gajewski reported that our finances are in good shape for the first two months of the year.

Hedlund/Flower motion to approve the financials as presented.

Passed 6-0

7. Approval of the February bills

Hedlund/Flower motion to approve the February bills as presented.

Passed 6-0

8. Directors Report

Mr. Gajewski reported that the bid opening for the Water Tower project will be held at the Commission building on March 23, 2017 and a pre-construction meeting with the cell carrier lease holders has already taken place. Nineteen people attended the meeting and it seems that the cell carriers will be working together to use temporary towers. The test results from Wastewater have returned to normal levels and we are still investigating the spike in nitrogen levels seen at the beginning of 2017. We were never in violation of our permit from the DNR. It may be that we need to review our process of accepting waste from outside haulers. The Badger High School Environmental Science teacher had requested to bring her class to the Water & Wastewater plants for a tour. Approximately twenty students and their teacher toured Wastewater

on Tuesday March 14 and then the Water Treatment plant on Tuesday March 21. Mr. Gajewski feels that it is a good way to provide community education. The Commission has also been working with the Art Department at Badger High School to revamp their logo. Mr. Gajewski has produced a newsletter called The Commission Connection in an effort to promote good customer relations and educate the public on the work that the Water and Wastewater plants do. This will be available from our office and on our website and will be produced on a quarterly basis.

9. Discussion/Recommendation on roof replacements at the Wastewater Treatment Plant

Mr. Gajewski reported that the Wastewater plant has four individual roofs that leak consistently and require replacement. This project will be over \$25,000 which means it will need to be bid according to State statute. Discussion followed. The Commission agreed that each roof should be bid as a separate item within one project.

Hedlund/Flower motion to authorize Kapur to prepare the necessary documents and release the project for bid.

Passed 6-0

10. Discussion/Recommendation on continuation of slip lining project

In 2015 the Commission started a slip lining project with Visu-Sewer. The original proposal price was based on a certain linear footage but it was decided to split the project into two phases, with the second phase being delayed until after the digester project was completed at the Wastewater Treatment Plant. Mr. Gajewski would like to proceed with the second phase in 2017. Visu-Sewer has said they will honor the original linear footage proposal price and the cost has already been included in the 2017 budget. Discussion followed. Mr. Oborn asked if these mains had already been televised to see if they were good candidates for slip lining. Mr. Gajewski said the 2015 proposal was based on the 2014 televising. Visu-Sewer will also televise and clean before any liner is applied.

Flower/Hedlund motion to approve continuation of slip lining project using Visu-Sewer with a not to exceed amount of \$76,700.

Passed 6-0

11. Discussion/Recommendation on AT&T proposal to upgrade equipment at both the Dodge Water Tower and Host Water Tower

Mr. Gajewski reported that AT&T has submitted proposals to upgrade their equipment at both the Host and Dodge Towers. They have provided pre-payment for an engineer to review both the plans and the structural analysis, and for Dixon Engineering to inspect the work once it has been completed. Kapur have reviewed and approved the plans and submitted their report.

Hedlund/Flower motion to approve A&T's proposal to upgrade equipment at both the Dodge and Host Water Towers

Passed 6-0

12. Discussion/Recommendation on closure of Town bank savings account and transfer of funds to LGIP#13

Mr. Gajewski would like to consolidate funds and the LGIP account has a slightly higher interest rate.

Hedlund/Stanczak motion to approve.

Passed 6-0

13. Discussion/Recommendation on Utility Superintendent classification

Mr. Gajewski reported that currently there is disparity between the Wastewater and the Water Superintendent positions. The wastewater treatment plant has only three employees so the superintendent is included in the on call rotation, however the water department has more staff to share the rotation and therefore the Superintendent is not included in the on call rotation. The Street Superintendent position is an

hourly position and Mr. Gajewski is wondering if the Water and Wastewater Superintendents should be hourly also. Mr. Oborn said that hourly positions only go up to a grade fourteen and he wondered what grade the Superintendent positions were. Mr. Gajewski reported that they are both a grade fifteen. Discussion followed. Mayor Kupsik feels that if the Superintendent is working the weekend, then he should work shorter hours in the week. Mr. Hedlund said that both these positions were raised to a grade fifteen with the Springsted study in recognition of the requirements of the position. He asked if this was really a compensation issue and if so, should we be discussing agenda items 14 and 15 before making any decisions? Discussion followed.

Hedlund/Kupsik motion to suspend the rules to move to agenda items 14 & 15 and then move back to agenda item 13.

Passed 6-0

After discussing agenda items 14 & 15, the Commission feels that more information is required before the reclassification of the Superintendent positions can be discussed. Mr. Hedlund said there are just too many variables and he is not comfortable making any decisions without more information. Mr. Lyon said more hard facts are needed to continue the discussion.

Flower/Hedlund motion to continue the discussion on the Utility Superintendent Classification and for the Utility Director to provide more information.

Passed 6-0

14. Discussion/Recommendation on the addition of an Assistant Wastewater Superintendent position

Mr. Gajewski reported that a fourth wastewater employee was included in the budget for 2017. He would like to be proactive in succession planning in order to see a smooth transition in the future. Ms. Flower asked if this would be a permanent position. Mr. Gajewski said that it would be a position that could be reviewed in the future.

Flower/Hedlund motion for preliminary approval to direct staff to look into the creation of an Assistant Wastewater Superintendent position and to develop a job description.

Passed 6-0

15. Discussion /Recommendation on addition of a fourth Wastewater employee

Mr. Gajewski reported that the DNR regulation on collection systems will most likely be changing over the next couple of years and a Sanitary Sewer Collection System certification is being introduced. He budgeted for a fourth employee for nine months of 2017. It could take several months for the employment process as we look for the right person to fill this position. Mr. Hedlund said if we are creating a new position, should we be changing the organizational chart? Mr. Oborn said that we can approve the addition and then come back to approve a change in the organizational chart. Mr. Lyon said the fact is that we already know that we will be losing an employee to retirement in the next couple of years and subsequently a significant source of knowledge about the system. We should be looking at adding the resource now and then re-evaluating when the staff drops back down to three. Ms. Flower said she has heard from staff in the past that a fourth employee is needed and she would be in favor of agreeing to that now but wants to know what Mr. Gajewski's opinion on long term needs are once he has had more time with the Commission to make a judgement. Mr. Oborn doesn't feel that the timing is ideal to add a new employee with the raise in sewer rates but he understands the need for succession planning and agrees that we should be looking at that.

Flower/Hedlund motion to approve the addition of a fourth Wastewater employee.

Passed 6-0

16. Closed Session

Motion to go into Closed Session 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 the Water Superintendent and Wastewater Superintendent position.

The Commission made the decision not to go into closed session as more information is needed from the Utility Director.

17. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

No Closed Session was held.

18. Adjournment

Hedlund/Kupsik motion to adjourn.

Passed 6-0

Meeting was adjourned at 5:30 P.M.

Next meeting set for Wednesday, April 19, 2017 – 4pm at City Hall

/s/ Jo Busch, Utility Office Manager

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