

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday April 17, 2019 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by Lyon at 4:05pm

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

Staff in attendance: Josh Gajewski & Jo Busch

Public in attendance: Eric Thompson & Greg Gunderson of MSA Professional Services, and two other members of the public

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 March 20, 2019 as prepared and distributed
Hedlund/Esarco motion to approve. Passed 6-0.

Acknowledgement of Correspondence

Gajewski stated that he had received correspondence from T-Mobile and it would be discussed during closed session.

Financials Update

Gajewski reviewed the financials through March 2019 and explained the slightly different presentation format.

Flower/Esarco motion to approve the March financials. Passed 6-0.

Approval of the March Bills

Hedlund/Flower motion to approve the March bills. Passed 6-0.

Directors Report

Gajewski reviewed the submitted Directors report including, the cross-connection program scheduled to start next week, interviews for a water operator on April 22nd, the possibility of a simplified rate case in December of 2019, the PSC report submittal, water main updates on Warren Street & Sage Street and the desire for staff training on our Sensus software.

Presentation of the Capacity Analysis and Master Planning Study (CAMP) by MSA Professional Services

Eric Thompson & Greg Gunderson of MSA Professional Services gave a presentation of the Capacity Analysis and Master Planning Study. Their presentation included an overview of the sanitary sewer system & the modeling, the issues that they found within the system, and how the current system is expected to perform with the addition of planned development in the City.

Review of current Utility Commission Purchasing Policy

Gajewski presented the current purchasing policy which is based on the City's policy and explained that the City is currently in the midst of revising theirs. It was decided that the best course of action would be to wait until the City's revised policy is finished and has been approved, and then adapt it to suit the Utility where needed. No action taken.

Discussion/Action regarding upcoming rehabilitation work for Well #4

Gajewski reported that Well 4 is due for rehabilitation. When looking back through the file he discovered that in 2007 Well 4 had been found to have the same problem that we have just fixed in Well 3. Discussion followed. It was felt that we should obtain multiple quotes for the upcoming rehabilitation work as drafted. No action taken.

Discussion/Action regarding Warren Street water main extension & Kapur Task Order #17

Gajewski explained the problems with the way we currently supply water to Warren Street between Dodge and North. He would like to run a new main with a hydrant at the end and have the four existing services attached to the new main. Kapur has quoted to perform the design work as well as manage the bidding and construction process. At this time Gajewski would like to proceed with just the survey and design portion of the task order.

Flower/Hartz motion to approve Warren Street water main extension and Kapur task order #17. Passed 6-0.

Hedlund/Flower motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically, T-Mobile license agreements and include all commissioners, utility staff and city staff.

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 5:47pm.

Flower/Hartz 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 5:55pm.

No action taken.

Adjourn

Hartz/Flower motion to adjourn at 5:55pm. Passed 6-0.

/s/ Jo Busch, Office Manager

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