

Regular Lake Geneva Utility Commission Meeting
Wednesday, May 17, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Minutes

1. Call Meeting to Order by Pres. Lyon at 4:02 P.M.

2. Roll Call - Members present:

President Dennis Lyon, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak, Ann Esarco.

Arrived Late: Mark Johnson arrived 4:08pm, Mayor Kupsik arrived 4:25pm

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

Esarco/Hedlund motion to approve the minutes of April 19, 2017 as presented. Passed 5-0.

5. Acknowledgement of Correspondence: None

6. Financials Update

Mr. Gajewski reported the financial information through the end of April.

Mr. Johnson arrived 4:08pm

Esarco/Stanczak motion to approve financials as presented. Passed 6-0.

7. Approval of the April bills

Hedlund/Flower motion to approve the April bills as presented. Passed 6-0.

8. Directors Report

Mr. Gajewski provided updates on the Water Tower painting project and the Iron Filter Project both of which are on schedule. The Transfer Switch project at the water plant is complete. The Roof project will be out to bid in June and hopefully will be brought to the June meeting to be awarded. There are some ongoing operational issues at Wastewater and these are all being addressed. The Wastewater Operator position is now being advertised and we are hoping to have some good candidates. Mr. Gajewski was happy to report that we are seeing more traffic on our website and the redesign is ongoing. We are continuing to track this but have not done a marketing campaign at this time. Lastly we have started flushing hydrants and this will continue for the next couple of weeks. Ms. Flower asked if Mr. Gajewski could explain more about the problem that we are seeing at the Big Foot Lift Station. He explained that the breaker keeps tripping and we have been unable to determine the series of events that are causing the problem. LW Allen is working with us to figure this out.

9. Update on RAS controls at Wastewater plant

Mr. Gajewski reported that LW Allen had quoted \$19,786 for the required repairs which consist of replacing the controls and telemetry with a new interface. Mr. Lyon and Mr. Gajewski approved the work as this equipment is integral to the operations of the Wastewater Treatment Facility. Although the work was not budgeted for, the Wastewater department is operating under budget, so the cost can be absorbed in the savings to date.

Mayor Kupsik arrived 4:25pm

10. Discussion/Recommendation Identity Theft Program

Mr. Gajewski presented the 2017 Identity Theft Prevention Program. Historically, the Commission has approved this on an annual basis. Mr. Oborn said the City should consider adopting something similar. Hedlund/Flower motion to approve the Lake Geneva Utility Commission Identity Theft Program dated May 10, 2017. Passed unanimously.

11. Discussion/Recommendation/Update on transfer of Treasury functions to City Hall

Mr. Gajewski advised the Commission that the City Council has adopted an ordinance to move the treasury functions from the Commission to City Hall. Ms. Busch, Mr. Gajewski, Mr. Oborn and Ms. Slater have met to discuss how this transition will take place and whether any software upgrades would be required. More discussion at the Commission level is desired and Mr. Gajewski is looking for the Commission to provide input on anything they would like us to examine. Staffing levels in the office are just one of the problems that we will face if we lose an office person. Mr. Lyon is concerned that customer service is going to be affected with just two office staff. He speculated that if we have a new software system that is networked with the City, wouldn't it be possible for the treasury functions to fall under the City but be physically located at the Commission office? Mr. Oborn said he doubts this would be possible as he would want the control and all invoices and documents to be kept at City Hall. The idea is to run this in the same way as they do for the Library and for the Police and Fire departments. He does agree that the software upgrade would make the system more robust and allow the Commission to run their own reports and see the input on their accounts. For the City it would be advantageous to be able to access customer account information to confirm residency for beach passes, etc. In terms of cost allocation Mr. Oborn said they would increase the cost allocation to the Commission by the same amount as the position is currently costing and then reduce the amount for the public works functions that are performed by the Office Manager as these will be absorbed back into the City. Mr. Lyon said that staff should put together some more specifics to bring back to the next Commission meeting. Ms. Flower asked where the City would be putting their new employee. Mr. Oborn said that they are currently seeking proposals for redesign of the office space at City Hall. No action taken.

12. Discussion/Recommendation on annual tour of Water and Wastewater Facilities for new Alderpersons

Mr. Gajewski is very happy to organize a tour for the new alderpersons and any current members of the council or the commission. In the past a City wide tour has been organized but Mr. Gajewski would prefer not to do this so there are no time constraints. Mr. Hedlund encouraged anyone who hasn't toured the water and wastewater plants to do so as it's very interesting. Mayor Kupsik suggested that Mr. Gajewski set a time and date and then let everyone know. No action taken.

13. Discussion/Update on 2016 Consumer Confidence Report

Mr. Gajewski gave an overview of the 2016 Consumer Confidence Report and how the information is compiled. The report will be available on the Commission website, in our office, at City Hall, at the library, at VISIT Lake Geneva and will also be published in the Lake Geneva Regional News.

14. Discussion/Action on authorizing the signing of the release of land rights documents for the WisDOT Project 3190-00-20/70 on STH120

Mr. Gajewski explained that the DOT is redoing the interchange at Highway 120 and Highway 12 and they are looking to obtain temporary construction easements. Some of the areas already have either City or Utility easements on them. The documents they wish us to sign are not deeds for long term access, they are just authorizing the granting of our easements rights to the WisDOT for the time period during construction of this particular project. Mr. Gajewski has forwarded these documents to the City Attorney for review.

The other part to this is that the WisDOT will not reimburse for any adjustments that need to be made to our utilities. Ms. Flower asked if there are any improvements that we need to do to our system in that area before this work is completed. Mr. Gajewski said that all of our services are outside of the road limits apart from two manholes and nothing needs upgrading at this time.

Flower/Hedlund motion to approve the signing of the release of land rights documents for the WisDOT Project 2190-00-20/70 on STH120 subject to attorney review.

Passed unanimously.

15. Adjournment

Hedlund/Johnson motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:13 P.M.

Next meeting set for Wednesday, June 21, 2017 – 4pm at City Hall

/s/ Jo Busch, Utility Office Manager

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