

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday June 20, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:00pm

Roll Call - Members present: President Lyon, Mayor Hartz, Ald. Hedlund, Ald. Flower, Ann Esarco, Brett Stanczak & Mark Johnson. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn and Karen Hall. **Also present:** Dave Maccoux of Schenk S.C.

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 May 16, 2018 as prepared and distributed
Hedlund/Johnson motion to approve. Passed 6-0.

Acknowledgement of Correspondence – None

Presentation of 2017 Financial Audit by Dave Maccoux – Schenk S.C.

Maccoux presented the results of the 2017 Lake Geneva Utility Commission audit. He reported that the audit went very well and staff at the Utility were very prepared. Discussion was had regarding rate increases and capital replacement planning in the future.

Hedlund/Esarco motion to approve the Lake Geneva Utility Commission City of Lake Geneva annual financial report from Schenk ending December 31, 2017. Passed unanimously.

Ald. Flower & Blaine Oborn arrived during the presentation at 4:10pm

Financials Update

Gajewski reviewed the financial information for May. He noted that staff ran monthly bills during the new software training in June instead of in May so revenues will reflect these bills next month. Flower/Stanczak motion to approve the May financials. Passed unanimously.

Approval of the May Bills

Slight change in format noted due to the software upgrade.
Hedlund/Stanczak motion to approve the May bills. Passed unanimously.

Directors Report

Gajewski reviewed the submitted Directors report including that the Host Tower work is finally finished and the well 3 rehab work will begin on Monday June 25. The software upgrade has begun and we are currently live for Utility Billing. The Utility Commission bookkeeper Marilyn Kolb retired and her last working day was Friday June 15, 2018. Gajewski noted that she had worked for the Commission for over 20 years and the Commission thanks her for her service and wishes her all the best in her retirement. This now leaves just two people for customer service in the front office with a new delegation of responsibilities.

Discussion/Action on payment to City Hall per audit entry 20 in the amount of \$53,205.96

Gajewski and Oborn reviewed the categories that make up this payment. The original allocation amount was lowered during the audit process. This payment is not shown on the bill list but has been entered already as audit entries. The Commission will need to write a check for the approved amount.

Esarco/Johnson motion to approve the City allocation payment for 2017 as recommended in the 2017 audit entry number 20 in the amount of \$53,205.96. Passed unanimously.

Discussion/Action on authorizing pre-payment of bills

Gajewski explained that we have traditionally paid routine bills such as electric and gas as prepaids and then they have been approved by the Commission once a month. As treasury functions transition to the City, a list has been made of the vendors who provide routine services so the Commission can authorize pre-payments in keeping with the schedule of payments made by the City. These bills will still appear on the monthly approval list but may have already been paid.

Esarco/Stanczak motion to approve the prepayment of bills included on the vendor list. Passed unanimously.

Discussion/Action on 2017 Compliance Maintenance Annual Report and Resolution 2018-01

Gajewski explained this is an annual requirement for our discharge permit from the DNR. Historically we have performed well with the exception of the groundwater category due to chloride levels. This problem continues but we are not in violation of the permit. We are required to have Commission review and approval of the report and the subsequent resolution. Discussion was had regarding chlorides, what contributes to the problem and methods of reduction.

Esarco/Stanczak motion to approve the 2017 CMAR and Resolution 2018-01. Approved unanimously.

Discussion/Action on AT&T requested modifications to their equipment at Dodge Tower

Gajewski reviewed the proposal from AT&T and detailed the modifications they would like to make. He would request a deposit up front to cover the cost of the inspections and engineering and Dixon will be reviewing the structural analysis that AT&T submitted.

Hedlund/Esarco motion to approve AT&T's requested modifications to their equipment at the Dodge Tower with AT&T to pay all charges for pre-engineering and post completion surveys to Dixon Engineering. Passed unanimously.

Hedlund/Stanczak 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 bargaining reasons require a closed session specifically regarding the requested amendments to the Host Tower lease with AT&T and include all City employees, elected officials and Utility employees.

Motion carried on a roll call vote 7-0. The Commission convened into closed session at 5:08pm.

Flower/Stanczak 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 7-0. The Commission returned to open session at 5:32pm.

Flower/Hedlund motion to direct staff to continue as discussed in closed session with regard to the Host Tower lease with AT&T. Passed unanimously.

Adjourn

Hedlund/Flower motion to adjourn. Passed unanimously.

Meeting was adjourned at 5:33 p.m.

/s/ Jo Busch, Office Manager

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