

Regular Lake Geneva Utility Commission Meeting
Wednesday, June 21, 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. Cindy Flower, Brett Stanczak, Mark Johnson, Ann Esarco.
Arrived Late: Mayor Kupsik arrived 4:32pm
Staff in attendance: Josh Gajewski, Utility Director; Jo Busch, Office Manager; Scott Tesmer, Wastewater Superintendent
- 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/Flower motion to approve the minutes of May 17, 2017 as presented. Passed 5-0.
- 5. Acknowledgement of Correspondence: None**
- 6. Financials Update**
Mr. Gajewski reported the financial information through the end of May. He advised that we met with our account manager at Town Bank and they are offering a Max Safe account in place of the previous CD. This account matches the interest rate available in the LGIP account.
Flower/Esarco motion to approve financials as presented and keep \$267,874 in a Max Safe account at Town Bank. Passed 5-0.
- 7. Approval of the May bills**
Mr. Gajewski gave a breakdown of the bills over \$5K.
Flower/Esarco motion to approve the May bills as presented. Passed 5-0.
- 8. Directors Report**
Mr. Gajewski reported that the Host Drive project is on course for a start date in August and there is a 55 day window for the project to be completed. Dixon Engineering will be managing the site during the project. US Cellular has removed all of their equipment from Host Tower to complete the expiry of their contract which they chose not to renew. The filter project is now complete and staff has begun painting the piping and tanks where coatings were scratched or peeled during the project. L. W. Allen are scheduled to upgrade the RAS controls later this week and we continue to address the other reported operational issues/breakdowns at the Wastewater plant. Mr. Gajewski reported that the Wastewater Operator position was reposted and interviews will be held during the last week of June. Department heads have been participating in a webinar series called Effective Supervisory Practices being held bi-weekly at City Hall. The Commission has been working with a Badger High School student to redesign the Utility Commission logo and the final version is now ready to be featured in the summer newsletter. Hydrant flushing has been successful and the AT&T upgrade project at Dodge Tower is nearing completion.
- 9. Discussion/Action on the 2016 Compliance Maintenance Annual report and resolution 2017-02**
Mr. Gajewski explained that this is an annual report required by the Department of Natural Resources. Mr. Johnson said he read it over and was very impressed. He noted that we received all A's with one

exception in groundwater. Mr. Tesmer said that we historically have had problems with groundwater and chlorides. He asked the Commission to note that there is a new section to the report regarding energy usage. Ald. Flower wondered what we can do about the chloride problem. Mr. Gajewski said we already offer a softener rebate but he believes this is really a PR item that we need to focus on as any brick and mortar solution is going to be very expensive.

Esarco/Stanczak motion to approve the 2016 Compliance Maintenance Annual Report and resolution 2017-02. Passed 6-0.

10. Discussion on Utility Billing software upgrade

Mr. Gajewski reported that we have had two different companies present their software to us in combined presentations with the Commission and the City. Ms. Busch said we are currently waiting for a specific date for the third presentation which will be in July. She detailed some of the differences between the two software packages we have seen so far and noted that one of them is an upgrade to our current software. Mr. Gajewski detailed the differences in the price proposals and what they each include. Discussion followed. Ald. Flower asked how the cost would be shared. Mr. Gajewski replied this still needs to be discussed and agreed on with the City. Ald. Flower feels there are a lot of things still to be worked out if we want this implemented by the end of the year. Mr. Lyon said we need to be careful that we don't rush the process as any new software implementation is a big upheaval. He warned that a trial period needs to be extensive to prevent larger problems down the line. Mayor Kupsik said he thinks this is more involved than just implementing new software. He feels that infrastructure and logistics also need to be considered. He cautions against rushing the process and said that although January 1st may be an ideal implementation date, we should take the time to make sure we do it right. He doesn't feel that we would have any pushback from the City on that. Ald. Flower agreed and said she thinks that the City would have the same concerns. She said if January 1st is not realistic then let's find another date that works and keep moving forward.

11. Discussion/Recommendation on the transition of Treasury functions and related office staffing

Mr. Gajewski has been working with Ms. Busch to review job duties and determine the effect on office operations when the treasury functions move to City Hall. There are five major areas to the bookkeeper position that would not move with the treasury functions. The biggest decision is whether we keep our physical staffing of the office the same and if we don't, how do we provide the same level of customer service with a reduced staff. Mr. Lyon said until a decision is made regarding software, these other decisions cannot really be made. He feels that we should not underestimate the impact a software change will have. Mr. Stanczak agrees and said making a staffing decision now would be premature. Mayor Kupsik said that Mr. Gajewski needs to keep working with the City Administrator on this so that we can keep moving forward. No action taken.

12. Discussion/Recommendation on awarding of the Wastewater Roofing

Mr. Gajewski reported that two bids were received but the contractors both made math errors in their bid calculations. When calculated correctly, both bids came in higher than our estimate. We have two options; we can either reject both bids and rebid the project or go forward with the lowest bidder which would be over our budgeted amount. Discussion followed.

Kupsik/Flower motion to reject both bids and to rebid the Wastewater Roofing Project.

Passed 6-0.

13. Update on 2016 Audit

Mr. Gajewski reported that we have received our audit summary from Schenk, the results are good and we should be having a presentation from them at the July meeting.

14. Discussion/Action on setting meeting dates for July 2017 and August 2017

Mr. Gajewski explained that due to schedule conflicts it is recommended to hold the July and August meetings on the fourth Wednesday of the month rather than the third. Everyone agreed. July's meeting will be held on Wednesday July 26 and August's meeting will be held on Wednesday August 23. No formal action taken.

15. Adjournment

Flower/Johnson motion to adjourn. Passed 6-0.

Meeting was adjourned at 5:27 P.M.

Next meeting set for Wednesday, July 26, 2017 – 4pm at City Hall, Room 2A

/s/ Jo Busch, Utility Office Manager

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