

**Regular Lake Geneva Utility Commission Meeting
Wednesday, July 26, 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. Cindy Flower, Brett Stanczak, Mayor Kupsik and Ann Esarco.
Staff in attendance: Josh Gajewski, Utility Director; Jo Busch, Office Manager; Blaine Oborn, City Administrator
Public in attendance: David Maccoux from Schenck SC
- 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 June 21, 2017 as prepared and distributed. Passed 5-0.
- 5. Acknowledgement of Correspondence**
Gajewski reported that he had been contacted by Deryck Freudeman of Utility Service Partners Inc. to see if the Commission would be interested in endorsing their business. They are a subsidiary of the National League of Cities and they provide service line warranties to homeowners. If the Commission would like to know more about this service they would be willing to do a presentation. There are three different policies, one for sewer lines, one for water lines and one for plumbing. Ald. Flower asked if other communities were doing this. Oborn said he is not a fan of endorsing specific contractors. Ald. Flower wondered if there would be a conflict if we endorsed a specific contractor. Mayor Kupsik said he would be worried about any liability if we did this. Discussion followed. The consensus of the Commission was not to pursue this.
- 6. Presentation of 2016 Financial Audit by David Maccoux, CPA of Schenck SC**
David Maccoux from Schenck SC presented the results of the 2016 Lake Geneva Utility Commission audit. He noted that both the 2016 water rate increase and the recent sewer increase were both very overdue. He recommends that sewer and water rates are analyzed each year so that rates can be increased in smaller increments in the future to keep up with O&M, capital projects and depreciation costs.
- 7. Financials Update**
Gajewski reported the financial information through the end of June.
Kupsik/Flower motion to approve the financials as presented. Passed 5-0.
- 8. Approval of the June Bills**
Kupsik/Esarco motion to approve the June bills. Passed 5-0.
- 9. Directors Report**
Gajewski reported that the Host Tower project pre-construction meetings are still being held on a weekly basis and we continue to prepare for taking the tower offline. He detailed the effects of the July 12th storm and commended our Wastewater Superintendent and his team in their efforts to minimize the impact of the surge in our sanitary sewer system. The Wastewater Operator interviews have been completed and are on this agenda for discussion. AT&T continues to work on their equipment upgrade on Dodge Tower and Dixon has performed an inspection of the work so far. Ald. Flower wondered if we

would be having a test run of taking the Host Tower offline. Gajewski said we are testing the system in smaller increments to preempt any problems that may occur when the tower is offline and there are some things needing to be addressed prior to the project.

10. Discussion/Action on Wastewater Roofing Re-bid Award

Gajewski said it was decided to re-bid this project as the first two bids we received each had errors in the price calculations. This time only one bid was received which came in higher than expected but is not out of line with market price. All of the roofs to be replaced are leaking and we do not know what shape they are in underneath. The bid is for a complete re-do of each roof and includes insulation. The final cost may be less than the bid total depending on the actual insulation requirements once the roof is torn off. He said even though the bid came in higher than expected, we have saved money in other projects that could be put toward this one or we could postpone some scheduled vehicle replacements. Discussion followed.

Kupsik/Flower motion to approve the Carlson Racine Roofing contract for Wastewater Roofing Re-bid for \$128,073.52 with follow up of any conditions required to maintain the warranty. Passed 5-0.

11. Discussion/Action/Recommendation on Water Main Replacements on the 900-1000 blocks of Main Street & 600 block of Walworth Street

Kupsik said there have been discussions of reconstructing the 900-1000 blocks of Main Street due to sub grade failures. Gajewski said the Commission is working closely with the Street Department and any time there is a complete reconstruction of the road we should be looking at the possibility of replacing mains if there is a need. Discussion followed. Gajewski said Kapur would design the water main for us and it is his recommendation that we design both the 900 and 1000 blocks of Main Street at the same time. The 600 block of Walworth will be coming up in the near future. Flower wondered how we will fund this if we go ahead. Gajewski said this was obviously not part of the 2017 budget and it may be a case of borrowing now with a debt service payment due in 2018 to pay back the cost. Oborn said it may make more sense to borrow and take the opportunity to do these projects as they come up rather than delaying until we have the money on hand. Flower wants to make sure that the Commission and the Street Department are working together on projects like this and feels that there should be room for the Utility to lead some of these discussions if necessary. Lyon said he is confident that the communication is there and said weekly staff meetings are held that include both Commission and Street Department employees.

Flower/Kupsik motion to approve the engineering costs of up to \$23,000 for the design of the water main replacement on the 900-1000 blocks of Main Street. Passed 5-0.

12. Review of the Current Terms for Commissioners

Gajewski reported that as part of the recent ordinance revision the terms for citizens who sit on the Commission will now be three years instead of five. Members of the City Council that sit on the Commission always serve one year terms. Busch has put together a list of the current commissioners and when their terms expire according to the minutes of the City Council meetings of when they were appointed. The City Administrator will take the place of the first citizen member whose term expires which will be in October of 2018 or sooner if one of the citizens were to resign. This item is on the agenda for informational purposes only. No action taken.

13. Closed Session

Kupsik/Flower motion to go into closed session pursuant to Wis. Stat.1985 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for, specifically the Utility Director and Wastewater Operator positions and to include Blaine Oborn, Josh Gajewski and Jo Busch in the closed session.

Roll Call: Lyon, Stanczak, Kupsik, Flower and Esarco voting “yes”. Passed 5-0.

Commission entered into closed session at 5:40p.m.

14. Open Session

Kupsik/Stanczak motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session.

Roll Call: Lyon, Stanczak, Kupsik, Flower and Esarco voting “yes”. Passed 5-0.

Commission returned to open session at 5:55p.m.

Flower/Stanczak motion to approve the secondary employment for the Utility Director as discussed in closed session. Passed 5-0.

Flower/Stanczak motion to go forward with the Wastewater Operator position as discussed in closed session. Passed 5-0.

15. Adjournment

Flower/Stanczak motion to adjourn. Passed 5-0.

Meeting was adjourned at 5:57 P.M.

Next meeting set for Wednesday, August 23, 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