

Regular Lake Geneva Utility Commission Meeting
Wednesday, August 24, 2016 – 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:

Dennis Lyon, Ann Esarco, Ald. Cindy Flower, Ald. Rich Hedlund. Public in attendance: Mr. Chris Schultz, Lake Geneva Regional News, City Administrator Blaine Oborn and City Attorney Dan Draper.

Mayor Kupsik arrived at 4:06.

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

Motion by Mr. Hedlund to approve the minutes as presented.

2nd by Ms. Flower.

Passed 4-0

Mayor Kupsik arrived.

5. Acknowledgement of Correspondence:

Mr. Winkler advised that he had received an email from Mr. Kocourek which stated that Mr. Kocourek was resigning from the Commission. Email was dated 8/24/16. Mr. Kocourek's resignation was acknowledged.

6. Upgrade of Meter Reading System.

The Utility's meter reading system is approaching eight years old and the software is no longer readily supported. In addition to this, the servers are reaching the end of their useful life and staff is regularly having problems reading meters and running leak reports. An upgraded system would provide a fully supported remote data storage with software upgrades included. The overall cost over a five year period would be lower than the current support costs. Mr. Winkler to explore the possibility of discount if the commission pays all five years as one payment.

Motion by Ms. Flower to upgrade the meter reading system through HD Supply with a not to exceed amount of \$63,019.

2nd by Mr. Hedlund

Passed 5-0

7. Discussion – Interview Committee for Water Superintendent Position

Five applications have been received to date including the current acting Water Superintendent. Interviews to be held during the morning of September 9 with September 8 as the backup date. Applications to be forwarded to City Administrator for soft background check before interview. Volunteers for the interview committee include Ms. Flower, Mr. Hedlund and Mr. Lyon.

8. Director’s Report – WDNR Sanitary Survey Results and Recommendation

The Utility Commission received no significant deficiencies during its three year DNR inspection. Some concern was expressed regarding our pumping capacity and the DNR is requiring a pumping capacity engineering study be conducted by a professional engineer with results by December 31, 2016.

Motion by Ms. Flower to utilize Kapur services up to \$2,500 for professional engineering study requested by DNR.

2nd by Mr. Hedlund.

Passed 5-0

9. Financials Update

Director Winkler provided financial information.

Water

EOM Cash	\$ 1,009,000
Project Commitments	\$ 217,000
Upcoming Projects	\$ TBD

Sewer

EOM Cash	\$1,089,000
Project Commitments	\$ 15,000
Upcoming Projects	\$ TBD

Motion by Ms. Flower to approve the financials as presented,

2nd by Mr. Hedlund

Passed 5-0

10. Approval of the bills

Review and Payment of Bills:

Motion by Mr. Hedlund to approve the July bills as presented.

2nd by Mr. Lyon.

Passed 5-0

11. Adjourn

Next meeting set for September 15, 2016 – 4PM at City Hall

Motion by Mr. Hedlund to adjourn.

2nd by Ms. Flower.

Passed 5-0

Meeting adjourned at 4:52 p.m.

Secretary