

## SECRETARY'S MINUTES

NAME-----Lake Geneva Utility Commission  
MINUTES-----Regular Meeting  
PLACE-----Lake Geneva Utility Commission  
DATE-----September 17, 2015  
TIME-----4:00 P.M.

Regular monthly meeting of the Lake Geneva Utility Commission held at the Lake Geneva Utility Commission, 361 W. Main Street, Lake Geneva, WI.

Regular monthly meeting was called to order by Pres. Brellenthin at 4:00 P.M.

Members present: Pres. Brellenthin, Dennis Lyon, Ann Esarco, Mike Kocourek, Ald. Jeff Wall & Ald. Rich Hedlund. Guests in attendance were Chris Schultz of the Lake Geneva Regional News and City Administrator Blaine Oborn.

Motion by Ald. Hedlund to approve the minutes of the previous meeting as presented, seconded by Ald. Wall. Passed 6-0.

### **Communications:**

None.

### **Water & Sewer Agenda Items:**

1. Proposal from Kapur to Provide Design Services-Dodge Booster Station  
The engineering proposal for design plans and submittal for the DNR for the Dodge Street watermain booster pump replacement is \$8,243 This will allow for easier servicing and replacement of parts as necessary in the future. Motion by Mayor Connors to approve \$8,243 for engineering service design for Dodge Street watermain booster pump replacement, 2<sup>nd</sup> by Dennis Lyon. Passed 7-0.
2. Sludge Storage Tanks Bids  
Reviewed bids for sludge storage tank bids. Staab Construction lowest bid and has a good reputation for quality work. Completion expected by May 2016. Pay estimates are to withhold 10% up to the first 50% on than that amount to completion. Motion by Ald. Rich Hedlund to award contract to Staab Construction for sludge storage tank not to exceed \$1,483,000, 2<sup>nd</sup> by Dennis Lyon. Passed 7-0. .
3. Discussion-City Administrator Recommendation on Reorganization including Utility Commission  
Mayor Connors mentioned there was a meeting with Mr. Brellenthin and Mr. Oborn has been conducted to help find a middle ground with City Administration. Mr. Oborn stated autonomy of the Commission can be great but some difficulties do exist. He feels teh Utility should not be subsidizing the City's general fund. Some reluctance by some may allow for a hybrid. Employee side doesn't have the same personnel manual as the current City manual. There may be some things implemented to increase transparency without reorganization and still meet the goal of a Statutory commission

made up by a majority of citizens. Mayor stated no foreseen reduction in staff. Mr. Oborn stated true, that he is looking at efficiencies. Citizens are served well by the Commission, but wants to “tear down Silos” and be one with the City. Burly questioned “Silos”? Blain stated different accounting system, charges between City and Commission, possible efficiencies, transparency, and accountability. Dennis Lyon said the only efficiencies he sees would be from staff reductions, and asked if reorganization savings come from reduction in the workforce? Mr. Oborn stated yes reorganization can work without staff reductions. Dennis Lyon asked, isn’t that reducing the work force? Mayor stated utility staff is not charged out of the general fund. Mr. Oborn said to allocate cost isn’t as easy as it could be. Dan said efficiency would be difficult on the City side as our operating systems are dissimilar. Dan talked to staff and Blaine talked to staff, only real savings out there would be in labor. Mr. Oborn said the City should reimburse Utility for doing their functions. This will take time to consider and then to implement. Blaine stated that the City does a lot of services for the Utilities too. Workers Comp, health insurance, retirement system. Burly asked Blaine, weren’t you (Blaine) going to come up with a proposal? Mr. Oborn was asked to put together a list of the types of things he would like to see the Utility Commission implement. Blaine responded, yes it would take about one month. He would be back next month with his ideas to share with the Commission. Discussion ended.

4. Discussion/Recommendation on Worker’s Compensation Report.

City Administrator Oborn presented information on workers compensation. He explained the city wide premium was \$162,000. If it was at 100 Mod it would be \$131,000. Should be trying to drive down the mod for 2015 but won’t see it in the rates for a couple of years. We need to be pro-active: work with insurance; Director Winkler will attend WC101 for training. The last training was in 2008 Training and education seems to improve Mod/experience rate. Training by R & R and Hartland is no cost to the city or utility. Ald. Jeff Wall said his experience was annual training, resulting in savings.

5. Motion to go into Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility for individual employee worker’s compensation usage. City Administrator and Director to stay in meeting.

Roll Call Vote: Dennis Lyon YES; Ann Esarco YES; Mike Kocourek YES; Mayor Connors YES; Ald. Jeff Wall YES; Ald. Rich Hedlund YES; Burly YES.

6. 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 Vote: Dennis Lyon YES; Ann Esarco YES; Mike Kocourek YES; Mayor Connors YES; Ald. Jeff Wall YES; Ald. Rich Hedlund YES; Burly YES.

No action taken.

**Director's Report:**

1. Financials Update

Water

EOM Cash Position       \$ 1,166,000  
Project Commitments     \$     31,000  
Upcoming Projects       \$     -TBD-

Sewer

EOM Cash Position     \$2,502,000  
Project Commitments   \$36,000 + \$1,483,000  
Upcoming Projects     \$     -TBD-

Motion by Mike Kocourek to approve the financials as presented, 2<sup>nd</sup> by Ald. Hedlund. Passed 7-0.

**Review and Payment of Bills:**

Motion by Dennis Lyon to approve the bills as presented, 2<sup>nd</sup> by Mike Kocourek. Passed 7-0.

Next meeting is scheduled for October 15, 2015, at 4:00 P.M.

**Adjourn:**

Motion by Burly to adjourn the meeting, 2<sup>nd</sup> by Ald. Hedlund. Passed 7-0.

Meeting adjourned at 4:52 P.M.



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Secretary

CLB 09/18/15