

**Regular Lake Geneva Utility Commission Meeting
Wednesday, September 20, 2017 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Minutes

Call Meeting to Order by Pres. Lyon at 4:02 P.M.

Roll Call - Members present: President Dennis Lyon, Ald. Cindy Flower, Ald. Rich Hedlund, Ann Esarco
Staff in attendance: Josh Gajewski, Utility Director; Jo Busch, Office Manager; Blaine Oborn, City Administrator

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.

Approve Minutes of the Previous Meeting

Hedlund/Esarco motion to approve the minutes of August 23, 2017 as prepared and distributed. Passed 4-0.

Acknowledgement of Correspondence

None.

Financials Update

Gajewski reported the financial information through the end of August.
Hedlund/Esarco motion to approve the financials as presented. Passed 4-0.

Approval of the August Bills

Hedlund/Flower motion to approve the August bills. Passed 5-0.

Directors Report

Gajewski gave an update on the Host Tower painting project which is running to schedule so far. The wastewater roofing project is due to start next week. We continue to see equipment failures as a result of the flooding in July. Oborn said we are still working on an insurance claim from that event and the Commission and the City would submit one claim together. Gajewski reported that our new Wastewater Operator has started and we are pleased to have him. He also reported on the DNR response to our CMAR report and gave an update on where we are with our 2018 Budget.

Discussion/Action/Recommendation on a Cost of Living Adjustment to the current Pay Grade Scale, as passed by City Council

Hedlund/Flower motion to approve a 2% Cost of Living Adjustment for all Utility Employees effective January 1st 2018. Passed 4-0.

Discussion/Action/Recommendation on the proposed Verizon modifications to the Host Tower

Gajewski outlined the modifications that Verizon would like to make and that a structural analysis has already been done which Dixon Engineering will review. Discussion followed. Verizon will be incurring all the costs involved in the modifications.

Flower/Hedlund motion to approve the Verizon modifications to the Host Tower. Passed 4-0.

Update on 900/1000 block of Main Street Water Main Project

Gajewski provided an update on the water main project including that the Commission has notified homeowners with lead or copper services that this is a good opportunity for them to update their service lines.

Discussion/Action/Recommendation on extending Water & Sewer services on Cemetery Road

Gajewski reported that the new owner of four parcels on Cemetery Road has approached the Utility on the possibility of extending water and sewer services to these lots as he wishes to build homes on them. Discussion followed. Gajewski said an engineering study would be required and if it is feasible to extend services, the cost of the study could be included in the special assessments for the project if they are done. Esarco/Hedlund motion to direct staff to investigate extending services on Cemetery Road. Passed 4-0.

Closed Session

Hedlund/Flower 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 or bargaining reasons require a closed session with regard to 1100 STH 50 - Tax Key Parcel ZYUP00159 and to include City Administrator Oborn, Utility Director Gajewski and Office Manager Busch.

Roll Call Vote: Lyon, Flower, Hedlund, Esarco voting “yes”. Passed 4-0.

The Commission entered into closed session at 5:00pm

Open Session

Hedlund/Flower motion to return to open session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in closed session.

Roll Call Vote: Lyon, Flower, Hedlund, Esarco voting “yes”. Passed 4-0.

The Commission returned to open session at 5:20pm.

Hedlund/Flower motion to instruct staff to proceed as discussed in closed session. Passed 4-0.

Adjournment

Hedlund/Flower motion to adjourn. Passed 4-0.

Meeting was adjourned at 5:21 P.M.

Next meeting set for Wednesday, October 18, 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