

**Regular Lake Geneva Utility Commission Meeting
Thursday, October 20, 2016 – 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, Mayor Kupsik, Ann Esarco, Ald. Rich Hedlund, Brett Stanczak.

Ald. Flower arrived at 4:02.

Public in attendance:

Chris Schultz, Lake Geneva Regional News

Blaine Oborn, City Administrator

Jo Busch, Office Manager

Terry O'Neill.

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 Ald. Hedlund to approve the minutes of August 24, 2016 and September 9, 2016 as presented.

2nd by Mayor Kupsik.

Passed 6-0

5. Acknowledgement of Correspondence:

None

6. Discussion/Action on filling vacant Utility Director Position.

City Administrator, Mr. Oborn, recommended blending this position with a Superintendent position and discussion followed. President Lyon stated that the Utility was a multi-million dollar operation and that it was vital to have good competent management in place as required by both the DNR and the PSC. He stated that the new Director would be responsible for implementing and managing a more conventional budgeting system as well as focusing on Capital Improvement projects for the future. Ald. Flower stated that she wants to have future conversations on how the council and the utility can work together and that she is still in favor of a joint workshop. It was noted that the job has already been advertised and that we have received six applications.

Motion by Ald. Hedlund to go ahead with interviewing applicants with the intent to hire a Utility Director.

2nd by Mayor Kupsik

Passed 6-0

7. Discussion/Action on filling the vacant Water Operator position

The Utility Commission has a Water Operator position open due to the internal promotion of Jeff Ecklund to Water Superintendent.

Motion by Ald. Hedlund to approve the advertising and filling of a Water Operator position.
2nd by Ms. Esarco
Passed 6-0

8. Discussion/Action on replacing the Influent Wet Well Pump at the Wastewater Treatment Plant

Wastewater Superintendent, Scott Tesmer, submitted a memo outlining the need to replace influent pump number 1 which is currently inactive. It is thought that this pump dates back to 1985 and has been repaired multiple times. Superintendent Tesmer recommends replacing the pump with the new design, of which we already have two and have had zero problems with them. Two quotes of a similar price have been received. Ald. Hedlund noted that the quotes did not include an installation cost and asked if the Wastewater Operators would be installing it themselves. Office Manager, Jo Busch, said that she thought the Wastewater team would be installing it themselves. It was recommended by the Commission that both the Water and Wastewater Superintendents should be at the commission meetings to answer questions like this in the future.

Motion by Ald. Hedlund to approve the purchase of a wet well pump from Xylem for an amount not to exceed \$13,280.20.

2nd by Mayor Kupsik.

Passed 6-0

9. Update on 2016 Utility Commission Audit

President Lyon reminded the commission that it had agreed to the City Administrator's request to use the City's auditor Schenck, for their 2016 audit. Schenck have agreed to match the price the Commission paid for their 2015 audit with Pat Romenesko. City Administrator Oborn stated that there is stability in having the same auditor and that it would end the delays seen when various auditors need to communicate with each other. City Administrator Oborn mentioned that the Commission had approved a sewer rate increase for 2017 and that he would have no objection if the Commission wanted to utilize Pat Romenesko's expertise to help with the sewer rate increase.

10. Director's Report

President Lyon stated that in the interest of creating a clearer understanding of the processes at the Utility, he would like to make some changes to the monthly reporting. He said that, in the future, the Utility are looking at reporting items such as faulty meters, measure of water pumped vs water billed, overall water pumpage and other similar data points. This would be in addition to expenses and revenues. City Administrator Mr. Oborn stated that cash is helpful but is only one of multiple things that should be reviewed. Ald. Flower said it would be good to have a better understanding of the infrastructure and to be informed of main breaks, well failures etc. Mayor Kupsik said that he feels it would be a good idea for the Utility to establish an equipment replacement fund.

11. Financials Update

As the September meeting was cancelled, there are two months of financials to approve, August & September.

President Lyon presented the financials:

August

Water

EOM Cash \$ 831,000
Project Commitments \$ 52,000
Upcoming Projects \$ TBD

Sewer

EOM Cash \$1,168,000
Project Commitments \$ 15,000
Upcoming Projects \$ TBD

September

Water

EOM Cash \$ 648,000
Project Commitments \$ 52,000
Upcoming Projects \$ TBD

Sewer

EOM Cash \$1,140,000
Project Commitments \$ 15,000
Upcoming Projects \$ TBD

Motion by Mayor Kupsik to approve the financials as presented.

2nd by Ald. Hedlund

Passed 6-0

12. Approval of the bills

Review and Payment of Bills:

Motion by Ald. Hedlund to approve the August & September bills as presented.

2nd by Mayor Kupsik

Passed 6-0

13. Adjourn

Next meeting set for Thursday November 17, 2016 – 4PM at City Hall

Motion by Mr. Hedlund to adjourn.

2nd by Ms. Flower.

Passed 6-0

Meeting adjourned at 5:14 p.m.

Secretary