

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday November 15, 2017 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:03pm

Roll Call - Members present: President Lyon, Mayor Kupsik, Ald. Flower, Ald. Hedlund, Brett Stanczak, Mark Johnson. **Absent:** Ann Esarco. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn.

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes. None

Approve Utility Commission Minutes from October 18, 2017 as prepared and distributed
Hedlund/Kupsik motion to approve. Passed 6 - 0.

Acknowledgement of Correspondence.

Gajewski reported that he has received a letter from the DNR regarding soil contamination from the old gas station in Sail Boat Plaza. He will be contacting the DNR to follow up.

Financials Update

Gajewski reviewed the financial information through October.
Flower/Kupsik motion to approve. Passed 6 - 0.

Approval of the October Bills

Hedlund/Kupsik motion to approve. Passed 6 - 0.

Directors Report

Gajewski gave an overview of Utility operations including Host Drive Tower Painting Project payment requests and cell carrier reinstallations; Wastewater Roofing Project payment requests; the completion of the Collection System Relining Project with the exception of a segment on Wrigley Drive; Utility Water and Wastewater Budgets; surveying for the Main Street Water Main Project and the reorganization of Utility treasury functions.

Election of Officers

This is an annual process to fill the two elected positions of Secretary and President. Discussion was had regarding moving the election to the spring to occur after alderman elections but the Commission decided not to change the timing as an alderperson would never be appointed to either of these positions.

Kupsik/Hedlund nomination of Lyon for President. Nomination passed 6-0.

Flower/Kupsik nomination of Esarco for Secretary. Nomination passed 6-0.

Hedlund/Kupsik motion to close nominations and appoint Lyon as President.

Roll Call: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes

Hedlund /Kupsik motion to close nominations and appoint Esarco as Secretary

Roll Call: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes

Discussion/Action on Disposal of Retired Water Meters

Gajewski explained that the Commission has been approached by a company wishing to purchase our current stock of retired water meters. Historically we have had to use man hours to disassemble

the meters and sell the salvageable parts. There is a cost savings in both man hours and storage to sell them as a lot.

Kupsik/Hedlund motion to approve the sale of current retired water meters to Mermax Metals. Passed 6-0.

Discussion/Action on Implementing a Storage and Rental Policy for Utility Owned Properties

Gajewski reported that there have been conversations amongst departments regarding storage fees for housing equipment on Utility property. There are multiple entities including the Historical Society and the Water Safety Patrol currently storing equipment and he is looking for direction from the Commission. Discussion was had on whether the items being stored were inconveniencing Utility staff and whether the owners of the items were aware they were there. No action taken.

Discussion/Action on 2018 Water Budget

Gajewski detailed the Water Budget and the requested expenses included in it.

Hedlund/Kupsik motion to approve the 2018 Water Budget as presented. Passed 6-0.

Discussion/Action on 2018 Wastewater Budget and Resolution 17-03

Gajewski detailed the Wastewater Budget which includes a rate increase for category A & B customers on sewer usage only as well as an increase on the per 1000 gallon rate for all received holding tank and septic tank wastes. The rate increase would go into effect on December 5, 2017. This is the second of a three part rate increase that was previously approved. A comparison of sewer rates amongst surrounding communities was given and Gajewski explained that this increase is another step toward equity between usage contributions and financial contributions.

Kupsik/Hedlund motion to approve the 2018 Wastewater Budget and resolution 17-03. Passed 6-0.

Closed Session

Kupsik/Hedlund motion to go into closed session pursuant to Wis. Stat 19.85 (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 Utility Director Josh Gajewski and include Oborn, Gajewski & Busch.

Roll Call: Kupsik, Hedlund, Flower, Stanzcak, Johnson, Lyon – Yes. Passed 6-0.

The Commission entered closed session at 6:02pm.

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: Kupsik, Hedlund, Flower, Stanzcak, Johnson, Lyon – Yes. Passed 6-0.

The Commission returned to open session at 6:13pm.

Hedlund/Flower motion to instruct staff to proceed as discussed in closed session. Passed 6-0.

Adjourn

Hedlund/ Kupsik motion to adjourn. Passed 6 - 0.

Meeting was adjourned at 6:14 p.m.

/s/ Jo Busch, Office Manager