

**Regular Lake Geneva Utility Commission Meeting  
Thursday, November 12, 2015 - 4:00 PM  
Utility Commission Office - 361 W Main Street**

**Minutes**

**Call Meeting to Order by Pres. Brellenthin at 4:00P.M.**

**Roll Call - Members Present:**

Pres. Brellenthin, Dennis Lyon, Ann Esarco, Mayor Connors Ald. Jeff Wall, Ald. Rich Hedlund, and Director Dan Winkler. Guests in attendance were Chris Schultz of the Lake Geneva Regional News, Ald. Sarah Hill, City Administrator Blaine Oborn & Cindy Borkhuis.

**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**

Motion by Ald. Rich Hedlund to approve the minutes of the previous meeting as presented, 2<sup>nd</sup> by Dennis Lyon. Passed 6-0.

**Acknowledgement of Correspondence:**

**None**

**Agenda Items**

**Election of Officers:** Ann Esarco nominated Burly for president, Dennis Lyon 2<sup>nd</sup>. Mayor Connors nominated Dennis Lyon for president, 2<sup>nd</sup> Ald. Rich Hedlund. Secret Ballot Vote: Burly 3 – Dennis 3. Motion to continue by Ald. Rich Hedlund, 2<sup>nd</sup> Dennis Lyon. Passed 5-0.

Motion by Ald. Rich Hedlund to have Dan Winkler chair the meeting with departure of President Brellenthin, 2<sup>nd</sup> Dennis Lyon. Passed 5-0

**Memorandum of Understanding for Fire Department Use of Host Water Tower:**

Items 5 & 6 to be rewritten with Fire Department.

**Utility Employees Classification and Compensation Study Update:**

Further information needed. Salary and survey and title/grade. Title and grade with “current” = utility current pay and in format with the City.

**Consideration of Adoption of Items from City Administrator Oborn’s List of Concerns as Referred from the October Meeting as Follows:**

- 1) Discussion/Action on adopting the current City Employee Handbook (adjusted for the Utility): Motion by Mayor Connors to continue handbook discussion to December, 2<sup>nd</sup> Ald. Jeff Wall. Passed 5-0

- 2) Discussion/Action on adopting an annual budget for Water and Wastewater for 2016 and subsequent years: How will software accommodate budget lines and variances? Budget variances may not be useful until more historic data is incorporated. Training of Utility employees is upcoming. Motion by Mayor Connors to adopt an annual budget by year end, 2<sup>nd</sup> Ald. Rich Hedlund. Passed 5-0
- 3) Discussion/Action on rolling the Utility Audit into the City's Audit (guided by City's Professional Services Policy): Motion by Ald. Jeff Wall to roll the Utility audit into City audit for year 2016, 2<sup>nd</sup> by Ald. Rich Hedlund. Passed 5-0
- 4) Discussion/Action on elimination of Commissioner Stipend and December Dinner. Motion by Ald. Jeff Wall to remove stipend as of January 2016, 2<sup>nd</sup> Ald. Rich Hedlund. Passed 5-0. Motion by Mayor Connors to spend no Utility monies on December meeting/dinner, 2<sup>nd</sup> Ald. Jeff Wall. Passed 5-0
- 5) Discussion/Action on prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval: Motion by Mayor Connors to bring back a resolution prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval, except drinking fountains, etc., as a resolution for December meeting, 2<sup>nd</sup> by Ald. Jeff Wall. Passed 5-0
- 6) Discussion/Action on recommending an ordinance change regarding the composition of the Utility Commission: Utility Chapter 78 Dan to send out. Motion by Mayor Connors to continue discussion to next meeting to study further, 2<sup>nd</sup> Ald. Jeff Wall. Passed 5-0

**Utility Annual Budgeting Module - Training Proposal:** Motion by Dennis Lyon to approve proposal from Civic Systems to create budget for water & wastewater for \$1,800 plus travel expenses, 2<sup>nd</sup> Mayor Connors. Passed 5-0

**Discussion on Utility Commission Office Manager's Replacement:**

Advertise in League of Municipalities, City web-site, internally, water utility related associates. Salary would be offered with reference to current/new salary study as a guideline. It was decided not to publish a wage range but state depending upon qualifications. Postings will be with water utility experience preferred. Temporary help as needed by Ms. Winkler @ \$15/hr. and/or City employees as available. Motion by Mayor Connors to advertise the Office Manager position, 2<sup>nd</sup> by Dennis Lyon. Passed 5-0

**Director's Report:**

Financials Update

Water

EOM Cash Position	\$ 1,261,000
Project Commitments	\$ 5,000
Upcoming Projects	\$ -TBD-

Sewer

EOM Cash Position	\$2,556,000
Project Commitments	\$1,519,000
Upcoming Projects	\$ -TBD-

Motion by Dennis Lyon to approve the financials as presented, 2<sup>nd</sup> by Ald. Rich Hedlund. Passed 5-0

**Review and Payment of Bills:**

Motion by Dennis Lyon to approve the bills as presented, 2<sup>nd</sup> by Ald. Rich Hedlund.  
Passed 5-0

Next meeting is scheduled for December 17, 2015, at **3:30** P.M.

**Adjournment:**

Motion by Ald. Hedlund to adjourn the meeting, 2<sup>nd</sup> by Ald. Wall. Passed 5-0

Meeting adjourned at 5:05 P.M.



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Secretary  
CLB 11/19/15