

**SPECIAL JOINT WORKSHOP OF THE  
CITY COUNCIL & UTILITY COMMISSION  
THURSDAY, NOVEMBER 17, 2016 – 5:30 PM  
COUNCIL CHAMBERS, CITY HALL**

**City Council meeting called to order by Mayor Kupsik at 5:56pm**

**Utility Commission meeting called to order by President Lyon at 5:56pm.**

**Roll Call of members of City Council**

Present: Mayor Kupsik, Alderman Skates, Kordus, Flower, Gelting, Horne, Hedlund. Absent: Alderman Chappell.  
Also Present: City Administrator Oborn, City Attorney Draper, Street Superintendent Neil Waswo

**Ald. Howell arrived 6:40pm**

**Ald. Kordus left at 6:45pm**

**Roll Call of members of Utility Commission**

Present: President Dennis Lyon, Mark Johnson, Brett Stanzcak, Mayor Kupsik, Ald. Rich Hedlund, Ald. Cindy Flower  
Absent: Ann Esarco  
Also Present: Office Manager Jo Busch, Water Superintendent Jeff Ecklund, Wastewater Superintendent Scott Tesmer,  
Lead Wastewater Operator Ken Bauman

**Members of the public in attendance**

Chris Schultz, Lake Geneva Regional News  
Terry O'Neill  
Dick Malmin

**Election of Joint Committee Chairperson**

Kordus/Horne nominated Mayor Kupsik to be the Joint Committee Chairperson. Motion carried by City Council 7 to 0.  
Motion carried unanimously by Utility Commission.

**Pledge of Allegiance**

Kordus/Hedlund motion to suspend the rules and make a pledge of allegiance to the flag.  
Motion carried by City Council 7 to 0.

**Comments from the public, limited to 5 minutes per person for any items on the agenda except for public hearing items.** None.

**Discussion/Recommendation on issues facing the Utility Commission**

President Lyon reported that there are three main issues that the Utility currently faces. The first is the hiring of a new Director of which they are currently in the process, the second is Water Tower maintenance which was discussed at the Utility Commission meeting and the third is preparing a 2017 Budget and an updated Capital Improvement Plan. City Administrator Oborn mentioned that there is also a pending sewer rate increase to be implemented in stages as a 20% increase in each of the next three years (2017, 2018, 2019), and there are outstanding special assessments that need to be reviewed and enforced, ideally once a Utility Director is in place.

Ken Bauman reported that the Wastewater department is working on a Capital Improvement Plan for the Wastewater Treatment Plant that was built in 1985.

Ald. Skates said that as the City develops he wants to make sure that we have the capacity to cope with the increase in population. Pres. Lyon responded that the DNR requested a capacity study in 2016 and this has been completed, reviewed by Kapur and submitted to the DNR but The Utility has yet to receive a response from the DNR.

Ald. Flower said that she thought that chlorides were also an issue for the Commission. Wastewater Superintendent Tesmer responded that chlorides are an issue and that comes back to groundwater discharge. We do report on chlorides for the DNR and we do run a rebate program and that has satisfied the DNR to date. Office Manager Busch said that in

order to receive the \$100 rebate a city resident would need to upgrade their current water softener to an on demand version or install a new unit that is metered on demand.

The absence of a 2017 budget was discussed and the Utility are actively working to address this. They are also working on an updated five year Capital Improvement Plan at both the Water and Wastewater plants.

### **Discussion/Recommendation on Chapter 78, Utilities, of the Lake Geneva Municipal Code and possible changes and coordination of work and responsibilities between the City and the Utility Commission**

City Administrator Oborn reported that the Utilities ordinance needs to be changed and he went over the various sections that need to be updated. These changes would be made by the City Council as they are the governing body as outlined in the statute. It has been agreed that the Commission will remain a Commission and it was acknowledged that the Utility have made changes to closer align with the City.

The following items were discussed as recommended ordinance changes:

- 1) Placing the City Administrator on the Commission and eliminating either an alderman or a citizen
- 2) Eliminating the requirement to meet at City Hall
- 3) Placing the Utility Commission expenditures under City Finance
- 4) Placing Utility Commission construction under City Public Works
- 5) Restricting extension of Water and Sewer outside of City Limits without approval from the City Council

President Lyon does not have any immediate objections but wants this to move along and for a decision to be made so that the Commission and the Council can move forward with direction.

### **Adjourn City Council**

Kupsik/Horne motion to adjourn the City Council. Motion carried 7 to 0 to adjourn at 7:22pm

City Administrator Oborn stated that he would like to go over the co-ordination and responsibilities between the City and the Utility Commission. He outlined the inter department billing that the City Council have already approved and which is included in the City's 2017 Budget. He feels that the justification is that the Utility has customers outside of the City limits so it doesn't make sense for the General Fund to pay for all the services that the City provide to the Utility. On the other hand the Utility also do work for the City and they should bill the City for those services going forward. There are some shared services which need to be addressed such as the Bocce Court, Drinking Fountain Maintenance and Water & Sewer Special Assessments. Water Superintendent Ecklund said that there needs to be clarification on who is responsible for maintaining the water fountains. City Administrator Oborn stated that the drinking fountain's come under parks and that the Utility could place meters on these. If they do, it may be that the City will be better able to determine which fountains are unnecessary and remove them. Street Superintendent Waswo stated that there is a lot of work involved in maintaining these fountains and the street department works closely with the Utility to deal with the issues and the expense that come along with the fountains. City Administrator Oborn said that this new way of accounting is not meant to discourage working together, it is meant to encourage billing each other for the services we provide across departments. Office Manager Busch said that of the twenty City accounts the Utility has, they only currently bill for eleven. Going forward the Utility will update those accounts to be metered and billed.

Street Superintendent Waswo wanted to take the opportunity to inform the Council that the Street Department and the Utility have a great working relationship and communication between the two departments is the best it's ever been. It's also not as one sided in terms of providing services as it might appear. The Utility staff often helps out the Street Department for things such as blocked storm drains causing flooding, snow plowing etc.

### **Adjourn Utility Commission**

Lyon/Flower motion to adjourn the Utility Commission. Motion carried 6 to 0 to adjourn at 7:41pm.

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/s/ Jo Busch, Office Manager

**THESE ARE NOT OFFICIAL MINUTES UNTIL APPROVED BY THE COMMON COUNCIL AND UTILITY COMMISSION.**