

**Regular Lake Geneva Utility Commission Meeting
Thursday, November 17, 2016 – 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street**

Minutes

1. Call Meeting to Order by Pres. Lyon at 4:03 P.M.

2. Roll Call - Members present:

President Dennis Lyon, Mayor Kupsik, Ann Esarco, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak.

Mark Johnson arrived at 4:22

Public in attendance:

Chris Schultz, Lake Geneva Regional News
Blaine Oborn, City Administrator
Jo Busch, Office Manager
Jeff Ecklund, Water Superintendent
Scott Tesmer, Wastewater Superintendent
Ken Bauman, Lead Wastewater Operator
Jim Ore, Dixon Engineering
Terry O'Neill
Dick Malmin

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 October 20, 2016 and October 26, 2016 as presented.

2nd by Mayor Kupsik.

Passed 6-0 (Mark Johnson not present yet)

5. Acknowledgement of Correspondence:

None

6. Discussion/Recommendation on Host Tower Maintenance

Water Superintendent Jeff Ecklund advised that the Water Towers are inspected every five years as required by the DNR. They also have to be drawn down and dry inspected every 10 years. Dixon Engineering, who were recommended by the City's engineering firm Kapur, did our most recent inspection and there are some areas of concern. Jim Ore from Dixon Engineering explained that there is a metal ring at the top of the tower that is part of the structure and holds everything in place. This ring is losing metal and needs to be rebuilt/reinforced. He presented photographs to show the extent of the damage. Also, the epoxy coating on the interior of the tower is flaking and needs to be recoated, and the outside of the tower is showing rust and needs to be repainted. In addition to this we have a problem with antenna wiring covering the top of the tower in a messy and unorganized way which makes access to the inside of the tower difficult and also contributes to the need for

maintenance. The cellular companies subcontract their work and these companies do not submit plans for the work they are doing on the towers and there is no oversight. There needs to be more controls in place including antennae drawing reviews. Dixon Engineering can help with this by being a contact person for all antennae work on the towers and inspecting any work once it's done. They recommend that a hand rail be fitted at the top of the tank so that antenna wiring can be run around the handrail in an organized way. In order to repaint the tower, all antennae wiring will need to be removed in its entirety and this is a six month process. Currently the condition of the tower is such that we could over coat the paint on the exterior. If we wait and it gets to a point where it cannot be over coated, it would cost an extra \$200K to sandblast and paint. The life expectancy for sandblasting and painting would be 20 years and if we overcoat it now, it would have a life expectancy of 12 years. When this work is done the tower would need to be offline for at least sixty days so planning is crucial, it cannot be done during the high summer season and a six month lead time is a minimum. Some discussion occurred about the maintenance requirement on Dodge Tower. Host Tower is the priority for painting but the antennae situation is equally bad if not worse on Dodge Tower.

Motion by Mayor Kupsik to have Dixon Engineering prepare a proposal for maintenance on both the Dodge and Host Towers and advise on the integrity of Host Tower if we wait for one year and provide alternate prices for painting the inside first then the outside at a later date and for staff to prepare a five year plan for overall system maintenance and for Dixon Engineering to provide a twenty five year plan for all three towers.

2nd by Ald. Flower

Passed 7-0

7. Discussion/Recommendation on AT&T Host Tower lease renewal

Pres. Lyon reported that he had been contacted by a company called Md7 who claim they are representing AT&T for lease renewals. The AT&T lease is up for renewal in January 2017 and they would like to renegotiate their pricing. Md7 sent a proposal which has been sent over to the City Attorney for review. City Administrator Oborn has found in the past that there are third party companies that contact municipalities without authorization and then go back to the cellular companies with their renegotiated pricing looking for commission. He would like to make sure that Md7 are actually an authorized representative for AT&T. Ald. Flower wondered if this was something we should have Dixon Engineering look at but Ald. Hedlund thought that the cost for that would be too high. Everyone agreed that these leases need to be reexamined and that we are really still in a fact finding stage. No further discussion.

8. Discussion/Recommendation on cost allocation between the Utility Commission and the City

City Administrator Oborn ran through his cost analysis for administrative services provided for the Commission. Building inspection is related to the cost of collecting impact fees. Employee benefits are related to the cost of WRS, health benefits and related items and also the City handle all liability and property insurances for the Commission. The time that each person spends on those particular items is estimated and then totaled and a portion is allocated to the Utility Commission. This comes to approximately \$75K. The City are also going to bill the Utility for public works services such as mowing, tree trimming, plowing, street striping etc. The billing across departments is necessary because the Commission and the City have separate accounting systems. The cost allocation has already been approved by the City Council and is included in the 2017 City Budget.

9. Discussion/Recommendation on Staff Performance Evaluations

President Lyon reported that the Utility Commission has already approved following the City’s new policy of performance evaluation pay increases which will take effect January 1st 2017.

10. Update on Interviews for Utility Director Position

This is still in the background check phase and Office Manager Busch is hoping to have an update soon.

11. Directors Report

Office Manager Busch reported that the Directors Report was really more just the financial information until such a time as a new Director is in place.

12. Financials Update

Ms. Esarco would like to see the financial information reported in a more detailed manner. Ald. Flower agreed and said she would like to see expenditures presented against a budget. Office Manager Busch will speak to the Commission’s software support company Civic Systems, and find out what the current capabilities are. The expectation is that the new Director will focus on budget and financial reporting as a priority.

October

Water

EOM Cash \$915,556

Sewer

EOM Cash \$1,316,000

Motion by Mayor Kupsik to approve the financials as presented.

2nd by Mr. Hedlund

Approved 7-0

13. Approval of the October bills

Motion by Mayor Kupsik to approve the October bills

2nd by Ald. Hedlund

Approved 7-0

14. Adjourn

Motion by Pres. Lyon to adjourn

2nd by Ald. Flower

Approved 7-0

Meeting adjourned at 5:23pm

Next meeting set for Thursday December 22, 2016 – 4PM at City Hall

Secretary