

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday November 28, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:15pm

Roll Call - Members present: Dennis Lyon, Ann Esarco, Tom Hartz, Rich Hedlund, Mark Johnson. David Nord arrived 4:22pm.

Staff in attendance: Josh Gajewski, Jo Busch, Dan Draper, Ald. John Halverson

Members of the public in attendance: Dick Malmin

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 17 2018 as prepared and distributed
Esarco/Johnson motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski reported that we have received a letter from AT&T regarding their lease for the Dodge Street Tower and also a letter from Josh Basso both of which will be discussed during closed session.

Financials Update

Gajewski reviewed the financials through October 2018.
Hedlund/Hartz motion to approve the October financials. Passed 5-0.

Approval of the October Bills

Hedlund/Johnson motion to approve the October bills. Passed 5-0.

Directors Report

Gajewski summarized the Directors Report submitted to the Commission including updates to the refurbishment of Well #3, and responses to the Operator vacancy. For wastewater, the CAMP project is near its end and we should have the findings of the capacity study soon. The Finance Director has been working with staff to prepare for the annual audit and the operational budget drafts are included for approval on this agenda.

David Nord arrived 4:22pm.

Annual Election of Officers

Hedlund/Hartz motion to nominate Dennis Lyon as president. Passed 6-0.
Hedlund/Hartz motion to close nominations and appoint Dennis Lyon as president. Passed 6-0.

Hedlund/Lyon motion to nominate Ann Esarco as secretary. Passed 6-0.
Hedlund/Lyon motion to close nominations and appoint Ann Esarco as secretary. Passed 6-0.

Discussion/Action on 2019 Water Utility Budget

Gajewski presented the 2019 Water Utility budget and highlighted the changes and/or reallocations that he would like to make. He also detailed each of the requested capital & maintenance project

costs. Discussion was had regarding estimated water loss and comparisons to industry standard. The 2019 budget includes the 3% rate increase authorized by the Public Service Commission in September to be effective from December 4, 2018.

Esarco/Johnson motion to approve the 2019 Water Utility Budget with the changes as stated. Passed 6-0.

Discussion/Action on the 2019 Wastewater Utility Budget and Resolution 2018-02

Gajewski presented the 2019 Wastewater Utility Budget and detailed the revisions he would like to include. He reviewed the capital & maintenance project costs. Gajewski detailed the increase on the flow portion of the wastewater rates which is the last of three increases that were previously approved and is included in this budget.

Hedlund/Esarco motion to approve the 2019 Wastewater Utility Budget and Resolution 2018-02 with changes as stated. Passed 6-0.

Discussion/Action to approve authorization and acceptance of new utility easement and release of current easement on Parcel ZA424800004, LaSalle Ct.

Gajewski explained that earlier this year there was an issue of the location of an existing water main and the proposed building site of a new home. The developer and the homeowner paid for the relocation of the water main. A new easement needs to be recorded for the new location of the water main and once that has been done, the existing easement will need to be released.

Hedlund/Hartz motion to approve authorization and acceptance of new utility easement and release of current easement on Parcel ZA424800004, LaSalle Court pending review by the City Attorney. Passed 6-0.

Hedlund/Esarco motion to go into closed session, including the City Attorney and staff, pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session specifically regarding:

- a) Proposal for amendments to the Dodge Tower lease with AT&T;
- b) Proposal for the acquisition of a Utility Easement across portions of Lot 5 (Parcel ZCOT 00005) and Lot 6 (Parcel ZCOT 00006) of the Cottages of Lake Geneva Hills Condominium;

And further, 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, specifically for annual performance review of Utility Director Josh Gajewski.

Motion carried on a roll call vote 6-0. The commission convened into closed session at 5:00pm.

Nord/Johnson motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session.

Motion carried on a roll call vote 6-0. The commission convened into open session at 5:43pm.

Hartz/Hedlund motion to accept the lease draft from AT&T as presented and authorize President Lyon to execute a clean copy. Passed 6-0.

Hedlund/Hartz motion to instruct staff to proceed with negotiations as discussed in closed session with revisiting by the attorney and authorize President Lyon to sign an agreement if one can be reached. Passed 6-0.

Lyon/Johnson motion to approve as discussed in closed session the increase for 2019 for the Director's compensation. Passed 6-0.

Adjourn

Hedlund/Hartz motion to adjourn.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE
LAKE GENEVA UTILITY COMMISSION**