

Minutes

Call Meeting to Order by Mr. Lyon at 3:35 P.M.

Roll Call - Members Present:

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, and City Administrator Blaine Oborn. Commissioner Kocourek was late.

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.

Approval of the Minutes of the Previous Meeting

Motion by Ald. Rich Hedlund to approve the minutes of the previous meeting as presented, 2nd by Ald. Jeff Wall. Passed 5-0.

Acknowledgement of Correspondence:

DPW Winkler shared the recent approved information from the PSC on our water rate case. Schedule 5 is to be reviewed by Mr. Romanesko for approval.

Agenda Items

a. Election of Officers: Mayor Connors nominated Dennis Lyon for president, 2nd Ald. Wall. It was moved by Ald. Hedlund to close the nominations and cast a unanimous ballot for Commissioner Lyon. The vote was unanimous. Ald. Wall nominated Commissioner Esarco for secretary, 2nd Ald. Wall. It was moved by President Lyon to close the nominations and cast a unanimous ballot for Commissioner Esarco. The vote was unanimous.

b. South Lakeshore Drive Waer Main Replacement-Kapur Proposal: DPW Winkler explained the project need and that it would be done in coordination with the repaving of South Lakeshore Drive. It was moved by Mayor Connors to approve the Kapur proposal in the amount not to exceed \$42,576.00 The motion was seconded by Ald. Wall. The motion passed 5-0.

c. Consideration and approval of the 2016-2020 Water and Wastewater CIP: Director Winkler explained the format and identified the large project priorities for 2016. Water are the South Lakeshore Drive water main replacement and Host Water Tower interior painting. Sewer is the Sludge Storage Tanks project. Winkler explained the rate increase will help fund these items. He also noted such things as vehicle replacements were adjusted back make sure project costs are covered. It was moved by Ald. Hedlund to approve the program and seconded by Ald. Wall. The motion passed 5-0.

d. Consideration of Adoption of Items from City Administrator Oborn's List of Concerns as Referred from the October Meeting as Follows:

I. **Discussion and Adoption of the Utility Commission Employee Handbook** – Director Winkler presented the new handbook emulating the City's and tailored forth the utility.

He provided a copy of the index and indicated which sections changed and explained what the changes were. The Commission went through the list. There was discussion regarding whether to go with the handbook as proposed or merging it with the City's. President Lyon was concerned that a merged document would create problems with who was approving what every time a change is suggested. Areas discussed included training and certifications, payroll and possibly eliminating paper paychecks, uniforms, work hours, retirement language shifting from 15 years to 20 years, mission statement, organizational chart, etc. it was moved by Mayor Connors to approve the handbook as presented and seconded by Ald. Hedlund. The discussion was to ask Administrator Oborn to check the document over and give it a final review. The motion passed 6-0.

- II. **Discussion and adoption of a 2016 annual operating budget for Water and Wastewater** – Director Winkler presented operating budgets for water and wastewater, explaining that he utilized expenditures for 2013 and 2014 and the first 9 months of 2015 to develop the budget line items. He explained it is an operating to make us more aware of what we spend our monies on. Ald. Hedlund noted that the operations show a big loss in 2015. Director Winkler noted that the depreciation for the year isn't entered as yet, skewing the true numbers. President Lyon said depreciation is a non-cash expense. It was moved by Ald. Hedlund to approve the annual water and wastewater operating budgets for 2016, and seconded by Ald. Wall. The motion passed 6-0.
- III. **Discussion and action on a resolution prohibiting expenditures or use of Utility resources outside of Water and Wastewater operations without Council approval** - Director Winkler presented the requested resolution for consideration. He said he provided it to the City Attorney for comments, and the response was that it limited what the utility could do to assist the City. The consensus was that the language may be too restrictive. It was moved by Mayor Connors to continue this item to give the Commission a chance to revise the language, 2nd by Ald. Hedlund. The motion passed 6-0
- IV. **Discussion/Action on recommending an ordinance change regarding the composition of the Utility Commission:** Motion by Mayor Connors to continue discussion to next meeting to study further, 2nd Ald. Hedlund. The Mayor mentioned there were so many areas of the ordinance to be reviewed that he had not had a chances to put it all together. He asked if anyone wished to assist him and Administrator Oborn volunteered. The motion passed 6-0.

e. Discussion on formation of an interview committee and schedule for replacing the utility's office manager: Director Winkler reported the ads are out there until January 4th and that we have 29 applications so far. Volunteers to be on the interview committee are Winkler, Oborn, President Lyon, and Secretary Esarco. The interviews will take place in mid-January.

f. Acceptance of the Utility Employee Classification and Compensation Study: Director Winkler provided the Springsted report. It was moved by Ald. Hedlund to approve the report and position grade assignments as presented. The motion was seconded by Ald. Wall and passed 6-0.

g. 2016 pay increases for Utility employees: There was much discussion regarding the position grades and 2016 wage increases. It was moved by Mayor Connors to redline the Director, increase the wastewater lead operator to \$25.50/hour and the water meter foreman to \$24.75/hour, and give 2% raises to the remaining staff. The motion was seconded by Ald. Wall and approved 6-0.

Director's Report:

Projects Update- A progress chart was provided on the sludge tanks project. Director Winkler reported we are ahead of schedule and under budget thus far.

Financials Update

Water

EOM Cash Position	\$ 1,158,000
Project Commitments	\$ 0,000
Upcoming Projects	\$ -TBD-

Sewer

EOM Cash Position	\$2,544,000
Project Commitments	\$1,248,000
Upcoming Projects	\$ -TBD-

Motion by Mayor Connors to approve the financials as presented, 2nd by Commissioner Kocourek. Passed 6-0.

Review and Payment of Bills:

Motion by Ald. Wall to approve the bills as presented, 2nd by Commissioner Kocourek. Passed 6-0.

Next meeting is scheduled for 21, 2015, at **4:00** P.M. The next agenda should include a discussion on the wastewater increase, direct deposit of paychecks, the expenditures resolution, the ordinance change on Commission composition, and hopefully the results of the interviews.

Adjournment:

Motion by Ald. Wall to adjourn the meeting, 2nd by Ald. Hedlund. Passed 6-0.

Meeting adjourned at 5:55 P.M.



Secretary
DSW 12/18/15