

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday December 19, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:05pm

Roll Call - Members present: Dennis Lyon, Ann Esarco, Tom Hartz, Cindy Flower, Rich Hedlund, Mark Johnson & David Nord.

Staff in attendance: Josh Gajewski & Jo Busch

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 November 28, 2018 as prepared and distributed
Esarco/Flower motion to approve. Passed unanimously.

Acknowledgement of Correspondence

None

Financials Update

Gajewski reviewed the financials through November 2018.

Flower/Johnson motion to approve the November financials. Passed unanimously.

Approval of the November Bills

Hedlund/Flower motion to approve the November bills. Passed unanimously.

Directors Report

Gajewski gave an overview of the submitted Directors report including an update on the refurbishment of Well #3 and our current advertisement for a water operator. He also talked about the clarifier at Wastewater that needs to be refurbished and the transition to a new credit card processing company that will be able to offer e-billing to customers.

Discussion/Action on additions to Pre-Approved Vendor List

One addition is being made to the list which is Diggers Hotline.

Hartz/Esarco motion to approve adding Diggers Hotline to the Pre-Approved Vendor List. Passed unanimously.

Discussion/Action on purchase of a new Bobcat for Wastewater Treatment Facility

Gajewski reported that we have three quotes and a trade in value for our current Bobcat. His recommendation would be to go with the cheapest quote from Bobcat Plus in Butler.

Hedlund/Johnson motion to approve purchasing a Bobcat V723 from Bobcat Plus of Butler, WI for an amount not to exceed \$45,518.13 including the trade in. Passed unanimously.

Discussion/Action on final payout to Willkomm Excavating & Grading, Inc for Main Street project

Gajewski reported that we have had a final payout request on this project which has also been presented to PWC and to FLR. There are some concerns regarding the restoration work and Gajewski believes that Willkomm will have to come back to repair some of this in the spring. There is a one year warranty on workmanship and we are currently holding retainage but this payment

request is to pay the final payment in full. Discussion was had regarding the wording in the contract and it was recommended that the City Attorney look at the contract again before a decision is made. Hartz/Hedlund motion to table this item until the next Utility Commission meeting. Passed unanimously.

Discussion/Action on new employee health insurance plan & employee contributions to premium

Gajewski explained this is just a formality to officially recognize that the Utility Commission employees are participating in the same health insurance plan as the City and will pay the same premium share.

Hedlund/Flower motion to follow the City's health insurance plan and employee contributions. Passed unanimously.

Discussion/Action on amendment to section 503 Holidays, of the Utility Commission Handbook

Gajewski explained that the recent change to section 601 Overtime of the handbook now conflicts with the section covering holidays. We need to amend section 503 to correct this.

Hartz/Hedlund motion to amend section 503 Holidays to reflect the language of section 601 Overtime, holidays will be paid as overtime at one and a half times the employee's regular pay. Passed unanimously.

Lyon/Hedlund motion to go into closed session, including staff 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 Wastewater Superintendent.

Motion carried on a roll call vote 7-0. The commission convened into closed session at 4:52pm.

Flower/Hedlund 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 7-0. The commission convened into open session at 5:34pm.

No action taken.

Adjourn

Hedlund/Hartz motion to adjourn at 5:35pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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