

**Regular Lake Geneva Utility Commission Meeting  
Thursday, December 22, 2016 – 4:00 PM  
Conference Room 2A, City Hall – 626 Geneva Street**

**Minutes**

- 1. Call Meeting to Order by Pres. Lyon at 4:00 P.M.**
- 2. Roll Call - Members present:**  
President Dennis Lyon, Ann Esarco, Ald. Rich Hedlund, Ald. Cindy Flower, Brett Stanczak.  
  
**Public in attendance:**  
Chris Schultz, Lake Geneva Regional News  
**Staff in attendance:**  
Josh Gajewski, Utility Director  
Jo Busch, Office Manager  
Jeff Ecklund, Water Superintendent  
Scott Tesmer, Wastewater Superintendent
- 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 November 17, 2016 as presented,  
2<sup>nd</sup> by Ald. Flower.  
Passed 5-0
- 5. Acknowledgement of Correspondence:**  
None
- 6. Introduction and welcome Josh Gajewski**  
President Lyon introduced new Utility Director Josh Gajewski and welcomed him to the Utility Commission.
- 7. Discussion/Recommendation on Tower Maintenance Program**  
Water Superintendent Ecklund presented a summary of the findings from the last inspections on all three towers. The summary shows that the only tower that requires any near term maintenance is Host Tower. The inspection findings were that this tower needs interior painting. There is a cost saving to doing both the interior and exterior painting at the same time. The 2016 Capital Improvement Program had a provision of \$400K for maintenance on the Host Tower and this work is not unexpected. Dixon Engineering have submitted a proposal to oversee and inspect the Host Tower maintenance project and the commission agreed to approve this proposal in order to get things moving along so that the entire scope of the work can be started and completed in 2017. Water Superintendent Ecklund said that he will be able to give a better idea of the overall expected cost of the project at the next Commission meeting in January.  
Ald. Hedlund made a motion to approve the proposal/contract agreement for Water Storage Tank 1,500,000 Gallon Fluted Column #49-65-07-06 from Dixon Engineering in the amount of \$60,123.00.

2<sup>nd</sup> by Ms. Esarco  
Approved 5-0

**8. Update on Utility Commission Budget**

Ms. Esarco would like to see a more detailed breakdown of the financials every month. Pres. Lyon said that we are working on this and we recently had Civic Systems, our software support company, come in to talk over the capabilities of our software to produce budget reports. They are going to make a report available to us that we can use on a monthly basis to show our year to date actual vs budget numbers. There was also discussion regarding the upcoming sewer rate increase. Office Manager Busch reported that Schenk suggested that the sewer rates be broken out in the same manner as the water rates and she is currently working on that. Also, due to the billing calendar, the sewer rate increase wouldn't take effect until March.

**9. Update on Iron Filters**

Water Superintendent Ecklund detailed the problems that the Utility Commission has faced with the Iron Filters over the past five years. He explained that there needs to be some investigative work done to find out why we are continually having problems and possibly some re-design in the future. The current filters were built in 1952.

**10. Election of Officers**

This is an annual process for the two elected positions of President and Secretary. President Lyon opened the floor for nominations.

Ald. Hedlund nominated Dennis Lyon for President

2<sup>nd</sup> by Ms. Esarco

Nomination Passed 4-0

Ald. Hedlund nominated Ann Esarco for Secretary

2<sup>nd</sup> by Ald. Flower

Nomination Passed 4-0

President Lyon asked if there were any other nominations. No further nominations were made and President Lyon closed the nominations. A roll call vote for both positions was held.

Dennis Lyon for president passed 4-0

Roll Call: Hedlund, Flower, Esarco, Stanczak - Yes

Ann Esarco for secretary passed 4-0

Roll Call: Lyon, Hedlund, Flower, Stanczak - Yes

**11. Facilities Tour**

Pres. Lyon explained that we hold facility tours each year in the spring after the election so that new Alderman can become acquainted with our facility but, as we have new members to the Commission currently, we are always willing to show anyone around and explain the various processes involved in running the Utility.

**12. Directors Report**

Office Manager Busch reported that office staff are beginning work on the sewer rate increase, there was a water main break on Mobile Street after hours on December 15 and Schenk spent the day at the Utility on December 15 for the pre-audit inspection.

**13. Financials Update**

*November*

Water

EOM Cash           \$892,900

Sewer

EOM Cash       \$1,328,000

Motion by Ald. Hedlund to approve the financials as presented,  
2<sup>nd</sup> by Ms. Esarco  
Approved 5-0

**14. Approval of the November bills**

Motion by Ald. Hedlund to approve the November bills as presented,  
2<sup>nd</sup> by Mr. Stanczak  
Approved 5-0

**15. Adjourn**

Motion by Ald. Hedlund to adjourn  
2<sup>nd</sup> by Ald. Flower  
Approved 5-0

Meeting adjourned at 5:10pm

**Next meeting set for Thursday January 19, 2017 – 4pm at City Hall**



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Secretary