

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday July 18, 2018 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:03pm

Roll Call - Members present: President Lyon, Mayor Hartz, Ald. Hedlund, Ald. Flower, Ann Esarco & Mark Johnson. **Staff in attendance:** Josh Gajewski & Jo Busch. **Excused:** Brett Stanczak

Ald. Flower arrived late at 4:27pm

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 June 20, 2018 as prepared and distributed
Hedlund/Johnson motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski reported that he received new communication from Md7 regarding the AT&T lease for Host Tower. This will be discussed in closed session on this agenda. He also reported that he received the new Wastewater Discharge permit from the DNR which is valid until 2023 and that we have a new DNR Basin Engineer. We have also been advised by the DNR that the proposed water and sewer main extension at Summerhaven has been approved, as has the water main extension for 1150 Wells Street.

Financials Update

Gajewski reported that the software upgrade combined with treasury functions being relocated to City Hall have resulted in a lack of financial data being available to present at this meeting. This information should be available soon. Lyon requested that the data be sent out to commissioners ahead of the August meeting so they can review it in advance and then have any questions addressed at the August meeting.

Approval of the June Bills

Gajewski explained that with the new software system, there were actually three different batches of bills for June with two of the batches being prepaids. He asked if the Commission would like to see the reports in batches or as one list at future meetings. It was agreed that one list would be preferred. Hedlund/Johnson motion to approve the June bills. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Directors report. The work on well #3 is on this agenda for discussion. Other updates include the CAMP project continuing to move forward, the lab remodel at Wastewater being well underway, large rainfall in June affecting the influent flows with these now returning to normal, software upgrade update and the Cemetery Road Utility extension being referred by the Public Works Committee to Council for review on July 23.

Discussion/Recommendation on payment request #2 from Willkomm Excavating & Grading Inc in the amount of \$35,690.64 for the Main Street Water Main Project

Gajewski recommends that this payment be approved. We are still holding retainage and although there is some discussion on landscaping issues and damage to traffic signal wiring, there will still be one final payment to be made. Discussion was had on performance and payment bonds and whether

or not the sub-contractors have been paid but this information will be going through the City Administrator and City Attorney before any retainage is paid out.

Hedlund/Johnson motion to approve payment #2 to Willkomm Excavating & Grading Inc for the Main Street Water Main Project in the amount of \$35,690.64. Passed 5-0.

Discussion/Recommendation on approval of an additional \$12,250 for the rehabilitation of Well #3 being performed by Water Well Solutions

Gajewski explained that during the process of injecting the CO₂, it was found that both the concrete pedestal and well casing had cracks in them that weren't immediately visible on the surface. As those were investigated the concrete was found to be in very poor condition and easily able to be chipped away with hand tools. In order to continue with the chemical and CO₂ injection, and to keep the integrity of the well, the repairs were required.

Hedlund/Esarco motion to approve additional funding on the well #3 rehabilitation in an amount not to exceed \$12,250. Passed 5-0.

Ald. Flower arrived.

Discussion/Recommendation on filing a Simplified Water Rate Case with the Public Service Commission

Gajewski explained that we are eligible to apply for a simplified rate case as we meet all the criteria for 2018. The rate increase is set by the PSC each year and this year it would be 3%. We are able to choose the implementation date and his suggestion would be to coincide it with the next sewer rate increase which will go into effect in December. The 3% water increase would be on the water fixed rate, water flow rate and public fire protection rate. The increased revenue is required for capital projects to maintain the aging system.

Esarco/Hartz motion to apply for a Simplified Rate Case for Water Class AB to be effective as of 12/1/2018 at the rate factor 3%. Passed 6-0.

Hedlund/Esarco motion to go into closed session 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 bargaining reasons require a closed session specifically regarding the requested amendments to the Host Tower lease with AT&T and include Josh Gajewski, Utility Director & Jo Busch, Office Manager.

Motion carried on a roll call vote 6-0. The Commission convened into closed session at 4:49pm.

Hedlund/Esarco 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 returned to open session at 5:13pm.

Hedlund/Hartz motion to direct staff to continue to negotiate with AT&T as discussed in closed session. Passed 6-0.

Adjourn

Johnson/Hedlund motion to adjourn. Passed 6-0.

Meeting was adjourned at 5:15 p.m.

/s/ Jo Busch, Office Manager

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