

**Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Wednesday April 15, 2020 4:00 PM
Council Chambers, City Hall – 626 Geneva Street**

THIS MEETING WAS HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.

Call Meeting to Order- Lyon called the meeting to order at 4:00pm

Roll Call – Lyon, Esarco, Hartz, Flower, Hedlund, Nord & Binn

Staff in Attendance - Gajewski

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.

Gajewski read aloud an email received from Nate Dame in relation to item 9 on the agenda for a suburban water service application.

Approve Utility Commission Minutes from March 25, 2020 as prepared and distributed
Eсарco/Hartz motion to approve. Passed unanimously.

Acknowledgement of Correspondence
None

Approval of Financials

Gajewski presented the March financials. Discussion regarding the 2020 budget compared to current revenue and expenses followed.

Eсарco/Binn motion to approve. Passed unanimously.

Approval of the March 2020 Bills

Hartz/Hedlund motion to approve with President Lyon to sign on behalf of all the Commissioners. Passed unanimously.

Directors Report

Gajewski gave an overview of the submitted report including our response to the COVID-19 pandemic, an update on the Dodge Tower project and approval from the PSC to temporarily absorb convenience fees for electronic payments. Discussion followed.

Discussion/Action on suburban water service application, Parcel IPV 00003F – Town of Linn

Gajewski gave an overview of the request to connect to our water system from an applicant whose parcel is in the Town of Linn. Discussion regarding the history of providing service to properties that pay tax to other municipalities and the problems this causes followed.

Flower/Hedlund motion to deny the application of suburban water service to parcel IPV 00003F. Passed unanimously.

Discussion/Action on absorbing customer convenience fees for utility payments through PSN beyond April 2020

Gajewski explained that we are currently absorbing the convenience fees for our customers on a temporary basis as allowed by the Public Service Commission in response to COVID-19. He went over the costs presented in the packet and the cost comparison for each type of payment transaction.

If we wish to absorb the fees on a permanent basis, we would need to apply for a new merchant ID through PSN and then apply to the Public Service Commission to take that into consideration in our next full rate case, the earliest of which would be 2021. Discussion followed.

Esarco/Hartz motion to continue this item to the next Utility Commission meeting. Passed unanimously.

Discussion/Action on Southeast Sewer Service Area Assessment and Technical Memorandum

Gajewski explained the factors taken into consideration for this analysis and the recommendations being made. This is a proactive look at our system capabilities due to the potential development of areas along Hwy 120 and concern about how these additions would affect our overall collection system. Discussion followed. Gajewski reviewed each of the recommendations and the costs associated with them. There is not a definitive timeline for this project. Discussion was had regarding which developments would be within the City limits and which properties would be annexed. This would affect decisions that the Utility needs to make regarding improvements to the collection system to provide the required additional capacity.

No action taken.

Adjourn

Hartz/Hedlund motion to adjourn at 5:30pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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