

**Lake Geneva Utility Commission Minutes**  
**Lake Geneva Utility Commission Meeting**  
**Wednesday December 18, 2019 4:00 PM**  
**Conference Room 2A, City Hall – 626 Geneva Street**

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

**Roll Call - Members present:** President Lyon, Ann Esarco, Mayor Hartz, Ald. Hedlund & Dave Nord. Ald. Flower arrived at 4:04pm.

**Staff in attendance:** Josh Gajewski & Jo Busch

**Public in attendance:** Dick Schneider of Baxter & Woodman

**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 20, 2019 as prepared and distributed**  
Esarco/Hartz motion to approve. Passed 5-0.

Ald. Flower arrived at 4:04pm.

**Acknowledgement of Correspondence**

Gajewski received an email from Administrator Nord regarding a personnel records retention policy that has been drafted and if passed by the City Council will go into effect on March 1, 2020. He also received a letter from the Public Service Commission (PSC) stating that we should publish a notice of intent to apply for a simplified rate case (SRC) in the local newspaper before we apply to the PSC for any future SRC's. Meter Foreman Brandon McKaig sent an email update to say that he is doing well on his deployment and his expected return to work would be September of 2020.

**Financials Update**

Gajewski reviewed the financials through November.  
Esarco/Hedlund motion to approve. Passed 6-0.

**Approval of the November Bills**

Esarco/Hedlund motion to approve. Passed 6-0.

**Directors Report**

Gajewski reviewed the submitted Directors report. Discussion was had regarding the reduction in the quantity of bio-solids being generated at the Wastewater plant. The 2016 installation of the additional aerobic digesters have had a direct effect on this reduction and it provides a cost saving to the Wastewater plant as there is less product to be land applied. Three operators have taken and passed 7 DNR classes between them. Our partnership with PSN is going well and we are hoping to reach 1000 customers signed up with the next billing cycle.

**Discussion/Action on participation with the Elkhorn Area High School in the Youth Apprenticeship Program through the Department of Workforce Development**

Gajewski reviewed his submitted memo and requested that a new position be created for an intern and that a wage scale be assigned. Discussion followed regarding the intern coming from Elkhorn High School rather than Badger High School and regarding an appropriate wage to assign. Funds would be reallocated from the seasonal staff budget to cover the cost.

Hartz/Esarco motion to participate in the Elkhorn Area High School Youth Apprenticeship Program and to direct staff to assign a title for the new position with a wage as outlined in resolution 19-R70 grade 0.5, and to allocate the 2019/2020 funds as described in the accompanying documents. Passed 6-0.

**Discussion/Action on approval of Engagement letter with Clifton Larsen Allen to provide 2019-year end auditing services**

Both FLR and the City Council have approved the engagement letter. Discussion was had regarding the allocation of the cost and the possibility of itemized billing from Clifton Larsen Allen.

Hedlund/Hartz motion to approve. Passed 6-0.

**Discussion/Action regarding amending the Utility Commission Handbook Section 502 – Paid Time Off**

Gajewski would like to keep the Utility Commission's handbook in harmony with the City's and this item has been discussed and approved by the Personnel Committee and the City Council. Any rollover PTO up to the maximum of 24 hours would be paid at current rate instead of previous year's rate.

Hedlund/Hartz motion to approve. Passed 6-0.

**Discussion/Action on disposal of surplus equipment and vehicles**

Gajewski reviewed the photographs of surplus items in the packet along with his recommendations for disposal. Discussion followed.

Flower/Hartz motion to direct staff to take action on the disposal of surplus equipment and vehicles. Passed 6-0.

**Update on the Wastewater Capacity Analysis & Master Planning Study (CAMP) being performed by MSA Professional Services, Inc.**

Gajewski provided an update on the Wastewater CAMP study. He pointed out the areas of concern, the areas that are currently at full capacity and the areas designated for development in the City's Comprehensive Plan. Staff from MSA are going to be putting together a scope for the South area of development and growth. Update only, no action taken.

Administrator Nord left the meeting at 5:00pm.

**Discussion/Action on bid results for Dodge Tower project**

The bid opening for this project was scheduled for December 18, 2019 but bids were not opened as it was discovered that the second legal notice was not published as requested by the Lake Geneva Regional News. The new bid opening date will be January 10, 2020 and it was agreed that our January Commission meeting should be rescheduled to Wednesday January 22, 2020 so that this item can be included on the agenda. No action taken.

**Lyon/Hedlund 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 or bargaining reasons require a closed session specifically regarding the proposal from Omega Homes for Dodge Tower Improvements and Development Agreement for The Vistas of Lake Geneva and to include Utility staff.**

Motion passed on a roll call vote 5-0. The Commission convened into closed session at 5:16pm.

**Flower/Hartz motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session**

Motion passed on a roll call vote 5-0. The Commission returned to open session at 5:31pm.

No action taken following closed session.

**Adjourn**

**Flower/Esarco** motion to adjourn at 5:32pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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