

**Lake Geneva Utility Commission Minutes  
Lake Geneva Utility Commission Meeting  
Monday August 17, 2020 4:00 PM  
Council Chambers, City Hall – 626 Geneva Street**

**THIS MEETING WAS HELD IN COUNCIL CHAMBERS WITH AN IN-PERSON ATTENDANCE LIMIT OF NO MORE THAN 13 PEOPLE ON A FIRST COME FIRST SERVED BASIS AS WELL AS BEING HELD VIRTUALLY TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC.**

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

**Roll Call** – Lyon, Esarco, Klein, Flower, Hedlund, Nord & Binn.

**Staff in Attendance** – Gajewski & Busch

**Members of the Public in attendance** – Dave Maccoux of Clifton, Larsen Allen LLP

**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 July 15, 2020 as prepared and distributed**  
Hedlund/Binn motion to approve. Passed unanimously.

**Acknowledgement of Correspondence**

None

**Approval of July Financials**

Gajewski presented the July financials.

Hedlund/Esarco motion to approve. Passed unanimously.

**Approval of the July 2020 Bills**

Esarco/Klein motion to approve the bills. Passed unanimously.

**Directors Report**

Gajewski reviewed the submitted Directors report.

**Discussion/Action on Wisconsin Public Service Commission Docket 5-UI-120: Investigation on the Commission's Own Motion to Ensure Safe, Reliable and Affordable Access to Utility Services During Declared Public Health Emergency for COVID-19; and subsequent Order (PSC REF#386373), Supplemental Order – First (PSC REF#390567), and Supplemental Order – Second (PSC REF#392763); as they relate to future operations of the Lake Geneva Utility Commission – Water Utility (continued from the July Utility Commission Meeting)**

Gajewski gave a recap of the discussion at last month's meeting and went over the information that had been requested at that time. The number of delinquent accounts in 2020 does not vastly differ from those in 2019. Discussion followed. In line with the PSC's order, we have not been applying late fees or disconnecting services for non-payment. With the update to the ruling from the PSC Gajewski is recommending that we begin to apply late fees to the sewer portion of bills beginning in September and commence disconnections from September 1<sup>st</sup>, 2020. Late fees on the water portion of the bills would begin after the tax roll process is complete in November as our software is not

capable of eliminating the required date range from the calculations as required by the PSC for water.

Hedlund/Binn motion to approve the recommendations of the Utility Director with regard to resuming late fees and disconnections.

Passed 6-1. Flower voted No.

**Presentation of 2019 Financial Audit by Dave Maccoux – Clifton Larson Allen LLP**

Maccoux presented the 2019 financial audit of both the water utility and the sanitary sewer utility and went over the management communications as presented in the packet.

Binn/Lyon motion to approve the 2019 Financial Audit. Passed unanimously.

**Discussion/Action on suburban sewer service application from Anna Balucka at Town of Linn tax parcel IPV 00001 – W2573 South St.**

Gajewski presented the request and the reasons behind it. Discussion followed.

Esarco/Hedlund motion to deny the request for suburban sewer service from Town of Linn resident Anna Balucka at tax parcel IPV00001. Passed unanimously.

**Discussion/Action on the acceptance of the municipal water supply facility improvements associated with the development at 1150 – 1156 Wells Street**

Gajewski explained the improvements that have been made as part of the redevelopment of this property which are now complete. He is recommending acceptance of the improvements.

Klein/Hedlund motion to accept the improvements associated with the development at 1150-1156 Wells St as outlined. Passed unanimously.

**Discussion/Action on Pay Request #2 by Pittsburg Tank & Tower Co., Inc. for work completed on the Dodge Tower Raising and Coating Project – Bid #1 in an amount not to exceed \$120,128.26.**

This project is ongoing and Gajewski said that one more pay request is expected after this.

Engineering has reviewed and recommended approval of this payment.

Hedlund/Lyon motion to approve pay request #2 by Pittsburg Tank & Tower for work completed on the Dodge Tower Raising & Coating Project in an amount not to exceed \$120,128.26. Passed unanimously.

**Discussion/Action on proposal from LW Allen for the replacement of SCADA equipment for the wastewater treatment plant.**

Gajewski gave an overview of the equipment at the wastewater plant that was damaged in the storm. He went over the breakdown of the proposal and the costs involved and explained why this is important for continuity of operations. Discussion followed.

Esarco/Flower motion to approve the LW Allen proposal with a not to exceed amount of \$89,377. Passed unanimously.

**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 for environmental services provided by SCS Engineers.**

Motion passed unanimously on a roll call vote. The Commission convened into closed session at 4:58pm.

**Hedlund/Binn 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 6-1 with Flower voting no. The Commission returned to open session at 5:11pm.

Hedlund/Lyon motion to direct staff to contract with SCS Engineers for services as discussed in closed session. Passed 6-1. Flower voted no.

**Adjourn**

Hedlund/Binn motion to adjourn at 5:14pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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