

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Wednesday February 19, 2020 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- Gajewski called the meeting to order at 4:01pm.

Roll Call – Mayor Hartz, Ann Esarco, Administrator Nord, Bill Binn. Ald. Flower arrived at 4:03pm **Members Excused:** Ald. Hedlund & Pres. Lyon
Staff in attendance: Josh Gajewski & Jo Busch **Public in attendance:** None

Appointment of Chairperson

Esarco/Nord motion to appoint Hartz as chairperson and close the nominations. Passed 4-0.

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

Ald. Flower arrived 4:03pm.

Approve Utility Commission Minutes from January 22, 2020 as prepared and distributed

Esarco/Hartz motion to approve. Passed 5-0.

Acknowledgement of Correspondence

Gajewski received notice from the Department of Natural Resources (DNR) that they are working on a new funding source for the replacement of lead service lines and will send more information as it becomes available.

Financials Update

Gajewski presented the January financials. Esarco requested that a beginning balance be added for cash and investments.

Esarco/Flower motion to approve the financials as presented. Passed 5-0.

Approval of the January 2020 Bills

Esarco/Flower motion to approve. Passed 5-0.

Directors Report

Gajewski reviewed the submitted Director's report. The Dodge Tower Raising Project is taking priority and the project scope has been submitted to the Public Service Commission (PSC), the Federal Aviation Administration (FAA) and the DNR. Wastewater staff are focusing on chlorides and identifying areas within the system that are high contributors. The intern from Elkhorn High School is due to start in March. Office staff have been working with the Finance Director to prepare for the audit. We have reached our target of 1000 customer accounts signed up for payment services through Payment Service Network (PSN). We are currently disconnecting services for non-payment.

Discussion/Action on amendment of Section 102 of the Lake Geneva Utility Commission Employee Handbook

Gajewski explained that the City ordinance determining who sits on the Utility Commission was revised in 2017. This amendment to our handbook reflects that change and is formatted to reference the code so that any future changes would not require a handbook change.

Hartz/Flower motion to approve the revisions to the Utility Commission handbook as drafted. Passed 5-0.

Discussion/Action on Scope of Services – Southeast Sewer Service Area Assessment provided by MSA Professional Services

Gajewski explained that the information gathered would enable us to determine how much of this area we would be able to service, whether we have the current capacity to service it and what infrastructure changes or additions would be required. It would also look for the best location to place a regional lift station. Gajewski wants to ensure that when/if development happens in this area, we know in advance what the demands on our system will be and what additions would need to be made to the system. Flower applauded Gajewski for his forward thinking which was unanimously supported by the Commissioners present.

Flower/Binn motion to approve the Scope of Services for the Southeast Sewer Service Area Assessment provided by MSA Professional Services in an amount not to exceed \$8,875.00.

Passed 5-0.

Discussion/Action on Water Tower Improvement Agreement and Developers Agreement with Omega Homes-Vistas LLC

Gajewski reported that we have not received the draft of the agreement from the Developer's Attorney.

Flower/Esarco motion to continue this item until the next available Utility Commission meeting.

Passed 5-0.

Discussion/Action on the rental of portable tower equipment for the Dodge Tower Project

Gajewski explained the need for the portable tower equipment during the Dodge Tower Project to maintain pressure in the zone without the need for pressure relief valves which would pump water into the street. He explained the differences in the two proposals and why he recommended we accept the quote from Water Well Solutions.

Flower/Binn motion to accept the quote from Water Well Solutions for portable equipment with a not to exceed amount of \$28,000.

Passed 5-0.

Discussion/Action on the rental of portable generator equipment for the Dodge Tower Project

Gajewski explained the reasons behind the rental of a portable generator during the project in order to maintain service to our customers in the event of a power outage and the difference in the equipment quoted.

Hartz/Flower motion to approve the rental of portable generator equipment as quoted by Wolter Power Systems in an amount not to exceed \$6,500.

Passed 5-0.

Discussion/Action on Amendment #1 to the Dodge Tower Raising Scope of Services provided by MSA Professional Services

Gajewski detailed the amendment to the scope of services and the areas of the project that this applies to.

Flower/Esarco motion to suspend the rules to discuss agenda items 15 & 16 together. Passed 5-0.

Gajewski explained the differences in the services that MSA and Dixon will provide during the project. There are some optional items listed in the MSA scope of services that can be discussed and decided upon at a later date. Discussion was had regarding the project as a whole and its total cost compared to the cost of the services being quoted. It was agreed that this is a unique project.

Hartz/Flower motion to approve Amendment #1 of the professional services agreement Dodge Tower Raising Project as prepared by MSA Professional Services in an amount not to exceed \$38,500.

Passed 5-0.

Discussion/Action on Professional Services Agreement 49-65-07-01 provided by Dixon Engineering

Gajewski clarified who would be at each of the meetings listed in the quote and the parts of the project that Dixon will inspect.

Flower/Binn motion to approve Professional Services Agreement 49-65-07-01 provided by Dixon Engineering in an amount not to exceed \$49,670.00 Passed 5-0.

Adjourn

Esarco/Flower motion to adjourn at 5:25pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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