

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Wednesday May 20, 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 – President Lyon, Mayor Klein, Ald Flower, Ald Hedlund, Ann Esarco, Administrator Nord & Bill Binn

Staff in Attendance – Josh Gajewski & Jo Busch

Public in Attendance – John Engerman & Mike Hanley

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 April 15, 2020 as prepared and distributed
Esarco/Hedlund motion to approve. Passed unanimously.

Acknowledgement of Correspondence

Gajewski reported that we had received correspondence from Mike Hanley requesting the Utility Commission reconsider their requirement to loop the water main as part of the Big Sky Lake Geneva Development, which was circulated to the Commissioners in packets.

Approval of April Financials

Esarco/Hedlund motion to approve. Passed unanimously.

Approval of the April 2020 Bills

Hedlund/Esarco motion to approve. Passed unanimously.

Directors Report

Gajewski gave an overview of the submitted report. He advised that the drive-up window is now open after a period of closure due to the COVID-19 pandemic, but the office lobby remains closed. Shifts will be fully staffed starting May 26 and safety measures are still being followed. The Dodge Tower project has now received PSC Construction Authorization and the project continues to move ahead.

Discussion/Action on reconsideration request by Clear Sky LLC to modify the recommended water main extension and loop requirement for Big Sky Lake Geneva Development – 302 Townline Rd

Hedlund/Flower motion to suspend the rules and let Mr. Hanley participate in the discussion. Passed unanimously.

Hanley explained the impact of looping the water main to the overall cost of his project and he feels it is cost prohibitive. Gajewski detailed the reasons why looping the main is important. Discussion followed. There have been multiple submittals for this project to Building & Zoning each with different lengths of water main shown. There may be some confusion between the developers and their engineer, and the Utility. The DNR requests that all water mains are looped where feasible.

Hanley suggested a self-flushing hydrant as an alternative that would be the responsibility of the association to maintain and replace. There are no such hydrants currently installed within the City and the project currently includes the utilities being assumed by the Utility Commission once the development is complete. Engerman asked why the cost must be borne on the developer and Gajewski responded that required public improvements resulting from a new development, have historically always been borne by the developer. Water quality issues of a dead-end main were discussed as was the Utility's request to potentially upsize the main from 8" to 12" and potential locations of the new main within the property. Hanley maintains that they were not aware of the need to loop the main until the decision had been made by the Utility Commission and the GDP had been passed by the Plan Commission. Gajewski indicated he has email correspondence between the parties which disputes that, which the Commission requested to review.

Flower/Esarco motion to continue the request by Clear Sky LLC to modify the recommended water main extension and loop requirement for Big Sky Lake Geneva Development – 302 Townline Rd. Passed unanimously.

Discussion regarding 2020 Utility Budgets potential revenue shortfalls and reduction of expenditures

Gajewski went over the capital projects list and the revised prioritization. Revenue has been negatively impacted by the COVID-19 pandemic and we are adjusting and reprioritizing expenditures to reflect that. This is a fluid situation and Gajewski will continue to monitor revenues and report back.

Discussion/Action on approval of 2020 Identity Theft Prevention Program

Hedlund/Esarco motion to approve. Passed unanimously.

Discussion/Action regarding 2019 Consumer Confidence Report

Gajewski gave an overview of the 2019 CCR and the changes within it. A copy is available to residents upon request and it will be posted on our website and published in the Regional News.

Hedlund/Klein motion to approve. Passed unanimously.

Discussion/Action on equipment trade of 2005 F-250 pickup and 1992 Libby generator with the Lake Geneva DPW

Gajewski explained that the Commission had previously taken action to list the truck at auction but that the Public Works Department would like to do a trade for their generator which we could use at the Wastewater Utility.

Hedlund/Flower motion to approve the equipment trade of 2005 F-250 pickup and 1992 Libby generator with the Lake Geneva DPW. Passed unanimously.

Discussion/Action on absorbing customer convenience fees for utility payments through PSN beyond the declared health emergency

Gajewski explained that the PSC had allowed utilities to request to absorb convenience fees at the beginning of the COVID-19 pandemic even if it was not included in their rate schedule. The Commission had approved us to do that and we received subsequent approval from the PSC. This is currently in place on a temporary basis and Gajewski & Busch would like to continue it beyond the pandemic. Gajewski reviewed the submitted cost analysis and Busch explained the process of applying for a new merchant ID to lower the costs to the Commission. Discussion followed. It was felt that the Commission were not able to absorb this additional cost for the long term.

Esarco/Hedlund motion to discontinue the absorption of customer convenience fees for electronic payments after June 1st, 2020. Passed unanimously.

Discussion/Action on proposed water and sanitary sewer main extensions proposed for Summerhaven – Phase III

Gajewski explained where the water main is proposed to end on the final engineering PIP plans and how that falls short of the property line. He gave the reasons why the water main should be extended to the western property line. Discussion followed.

Flower/Hedlund motion to deny the current PIP engineering and require the extension of the water main to the western property line be included. Passed unanimously.

Adjourn

Hedlund/Binn motion to adjourn at 5:38pm. Passed unanimously.

/s/ Jo Busch, Office Manager

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