

**Lake Geneva Utility Commission Minutes  
Lake Geneva Utility Commission Meeting  
Monday September 21, 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**-Mayor Klein called the meeting to order at 4:00pm.

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

**Staff in Attendance** – Gajewski & Busch

**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 August 17, 2020 as prepared and distributed Hedlund/Binn motion to approve. Passed 5-0.**

**Acknowledgement of Correspondence**

We received a response to our submitted CMAR from the DNR which was included in packets.

**Approval of August Financials**

Gajewski presented the August financials and advised that the third quarter bills will be mailed at the end of September.

Hedlund/Binn motion to approve. Passed 5-0.

**Approval of the August 2020 Bills**

Binn/Hedlund motion to approve the August 2020 bills as presented and allow Mayor Klein to sign on behalf of all the Commissioners. Passed 5-0.

**Directors Report**

Gajewski reviewed the submitted Directors Report and added that fall hydrant flushing will commence once the Dodge Tower is back online. The painting portion of the Dodge Tower project is due to finish next week. Meter Foreman Brandon McKaig has returned to work after his active duty with the WI National Guard and Derek Furger has completed his advanced wastewater DNR certification. The digester repairs at wastewater should be covered under our extended warranty.

**Discussion/Action on Pay Request #3 by Pittsburg Tank & Tower Co, Inc. for work completed on the Dodge Tower Raising and Recoating Project – Bid #1 in the amount of \$118,192.98**

Gajewski presented the pay request and gave an update on the project. He said he expects one more payment after this that will close out the raising portion of the project.

Binn/Klein motion to approve pay request #3 by Pittsburg Tank & Tower Co. Inc as submitted with a not to exceed amount of \$118,192.98. Passed on a roll call vote 5-0.

**Discussion/Action on 2020 Sanitary Sewer CCTV proposals**

Gajewski explained that to be proactive in the areas where the DOT and the City have planned future projects, he wants to CCTV additional areas this year. We have funding for this in our budget and from other deferred projects, and the work should occur late November/early December weather permitting. We have received three quotes for this work and Gajewski recommends going with Great Lakes TV Seal. Discussion followed.

Klein/Flower motion to approve the quote from Great Lakes TV Seal for items 1.1 through 1.5 and 2.1 through 2.5 as presented. Passed 5-0.

**Discussion/Action on expiration of Cintas uniform contract and changes to the Utility's uniform policy**

Gajewski gave an explanation of our current uniform practice and the changes to be made once the contract with Cintas expires. He also detailed how this would affect the 2020 budget and the savings expected in the future. Discussion followed.

Binn/Hedlund motion to approve the change to the uniform policy. Passed 5-0.

**Review of Preliminary 2021 Capital Project Requests**

Gajewski presented the list of 2021 Capital Projects that also included projects deferred in prior years. He answered questions on the order of importance and discussion followed. No action taken.

**Klein/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 engineering services.**

Motion passed on a roll call vote 5-0. The Commission convened into closed session at 4:33pm.

**Flower/Hedlund 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 4:59pm.

Flower/Klein motion to instruct staff to proceed as discussed in closed session. Passed 5-0.

**Adjourn**

Hedlund/Klein motion to adjourn at 5:00pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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