

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday April 21, 2025 4:00pm
Council Chambers, City Hall – 626 Geneva St

Call Meeting to Order – Lyon called the meeting to order at 4:02pm.

Roll Call – Lyon, Krause, Fesenmaier, De Angelis, Binn & Marquardt Absent: Smith

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 March 17, 2025 as prepared and distributed.
Binn/Lyon motion to approve. Passed 6-0.

Acknowledgement of Correspondence

Gajewski received an acknowledgement from the WDNR regarding our response to their issuance of non-compliance with regard to chlorides. He emailed it to the Utility Commission members ahead of the meeting. He also noted that he had received a response from the DOT formalizing their intent to work with us for the Highway 50 project.

Approval of March 2025 Financials

Fesenmaier/Marquardt motion to approve. Passed 6-0.

Approval of March 2025 Bills

An additional payment approval report containing two invoices was handed out at the meeting to be included in March bills.

Binn/DeAngelis motion to approve March bills. Passed 6-0.

Director's Report

Gajewski reviewed the submitted Director's report.

Discussion/Action on an appeal by Covenant Harbor for a denial of sewer credit issued by the Utility Director

Gajewski gave an explanation of the leak and why he denied a sewer credit. Our sewer credit policy allows a sewer credit once every 5 years and we issued a credit to Covenant Harbor for a leak in 2022.

Fesenmaier/Lyon motion to deny the sewer credit. Passed 6-0.

Discussion/Action on an appeal by Pine Tree Motel for a denial of sewer credit issued by the Utility Director

Gajewski explained that a leak at this location was found when we received a callout for low pressure in some of the buildings. Staff went to investigate and found the leak after discovering clear water running into a sewer manhole. As the water entered the sanitary sewer system, the bill did not meet the criteria of our current sewer credit policy and therefore Gajewski denied the sewer credit.

Fesenmaier/Marquardt motion to deny the sewer credit. Passed 6-0.

Discussion/Action on outsourcing of utility billing printing and mailing to ABT Inc.

Busch explained the reasons for looking into outsourcing the printing and mailing of bills. She expressed the desire to improve the billing service process for our customers as there are an increasing number of complaints about the postcard bills going missing or being hard to read. Bills would be printed on a full-size sheet of paper with a perforated tear off slip to return with payment. Multiple surrounding communities already utilize ABT's services. Discussion followed. Busch confirmed that payment options would not change, and e-bills will still be available through Payment Service Network. Gajewski added that we would have the ability to add inserts to bills for a small printing fee and this would be utilized for things such as cross connection notices and informing customers of chloride reduction incentives. De Angelis said he would be in favor of this change and that it will save a lot of time in house and provide a better customer experience. Marquardt/Binn motion to approve. Passed 6-0.

Discussion/Action on proposals for Sanitary Sewer Main CCTV work for 2025-27

Gajewski reported that proposals were being accepted until noon today. We received three proposals, and that information was provided in a handout at the meeting tonight. Great Lakes TV Seal were the lowest cost per linear foot and staff recommend accepting their proposal. Discussion followed. Great Lakes have done the CCTV work for us for the past three years. We budgeted \$45K for 2025.

Fesenmaier/ Binn motion to approve Great Lakes TV Seal for 2025, 2026 & 2027 for sewer main work. Passed 6-0.

Discussion/Action on a proposal from M.E. Simpson to perform a distribution system leak survey

Gajewski reported that ME Simpson conducted a leak survey for us last year that resulted in an 8% reduction in our non-revenue water. Unfortunately, we are still at 18% water loss overall for 2024 and the target threshold set by the Public Service Commission is 15%. When the budget was put together in the fall of last year, we were hoping to meet the 15% so we budgeted \$20K to do only half the system this year. The eventual goal is to do half the distribution system one year and the other half the next year on a rotational basis. Staff recommend that, as we don't meet the 15%, we do a whole system survey again this year and use funds from operational reserves to pay the difference in cost. If approved, staff will bring a budget amendment to the meeting next month.

Discussion was had on how water loss affects revenues and other costs such as energy use. Fesenmaier/Marquardt motion to accept the proposal from ME Simpson to perform a leak survey for the whole system. Passed 6-0.

Adjourn

Binn/Lyon motion to adjourn at 4:24pm. Passed 6-0.

/s/ J Busch

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