



THIS MEETING WAS HELD BOTH VIRTUALLY AND IN PERSON

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

Roll Call – Lyon, Klein, Howell, Nord, Binn & Stanczak. Excused: Hedlund

Staff in Attendance – Busch & Gajewski

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 October 17, 2022, as prepared & distributed
Howell/Binn motion to approve the minutes as presented. Passed 6-0.

Acknowledgement of correspondence

None

Approval of the October 2022 Financials

Binn/Stanczak motion to approve. Passed 6-0.

Approval of the October 2022 Bills

Howell/Binn motion to approve. Passed 6-0.

Director's Report

Gajewski gave an overview of the submitted Director's report. He added that Randy Langer from Strand & Associates would be appearing via zoom for item #17 on the agenda.

Klein/Binn motion to approve the Director's report. Passed 6-0.

Election of Officers – Commission President & Commission Secretary

Lyon stated that this is an annual process.

Howell/Nord motion to nominate Lyon as president.

Nord/Howell motion to close the nominations and appoint Lyon as Utility Commission president.
Passed 6-0.

Binn/Klein motion to nominate Hedlund as secretary.

Howell/Binn motion to close the nominations.

Binn/Klein motion to elect Hedlund as Utility Commission secretary. Passed 6-0.

Discussion/Action on proposed revisions to the Billing Clerk & Office Manager job descriptions

Gajewski explained that during the McGrath wage and compensation study, these two positions had recommended title changes. The descriptions being presented include those title changes and other small housekeeping changes. Discussion followed. There are no changes to the scope of work for these positions.

Howell/Stanczak motion to approve the job descriptions as presented. Passed 6-0.

Discussion/Action on acceptance of water and sanitary sewer improvements – Stone Ridge Phase 2A

Gajewski reported that Kapur issued a letter of recommendation to accept these improvements and all the information is in the packet. Discussion followed. Gajewski is in agreement with the recommendation.

Klein/Binn motion to approve the acceptance of water and sanitary sewer improvements for Stone Ridge Phase 2A. Passed 6-0.

Discussion /Action on WisDOT STH 50 project and associated utility improvements

This project is in the planning stages and Gajewski gave the latest update to anticipated timelines. There are a lot of things to consider and plan for. No action is required at this time and Gajewski will continue to bring updates as he receives them.

Discussion/Action on the release of bid for the Hauled Waste Receiving Facility project

Randy Langer from Strand & Associates appeared via zoom and gave an update on the project. He advised that it is ready to go out for bid and there are contractors who are aware of the project that they believe will bid on it. Final costs will be determined at bid opening in January and then it can be decided whether using Clean Water Funds is the best way to go. Discussion followed.

Howell/Binn motion to direct Gajewski to start the bidding process. Passed 6-0.

Discussion/Action on the 2023 Wastewater Utility and Water Utility budgets

Gajewski went over the Wastewater budget and explained the small changes that have occurred since the preliminary version was presented.

Binn/Howell motion to approve the water and wastewater budgets for 2023. Passed 6-0.

Lyon/Stanczak motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding hiring a Wastewater Operator and include Gajewski in the closed session.

The Commission convened into closed session on a roll call vote at 4:35pm.

Howell/Klein motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

The Commission returned to open session on a roll call vote at 4:54pm.

Stanczak/Binn motion to proceed with an employment offer as discussed in closed session. Passed 6-0.

Adjourn

Lyon/Howell motion to adjourn at 4:55pm. Passed 6-0.

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