

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday January 16, 2023, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD BOTH VIRTUALLY AND IN PERSON

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

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

Staff in Attendance – Gajewski & Busch

Zoom Attendance: Joe DeYoung of MSA Professional Services & Randy Langer of Strand & Associates

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 December 19, 2022, as prepared & distributed
Hedlund/Binn motion to approve. Passed unanimously.

Acknowledgement of correspondence

Gajewski informed the Commission that he had received notice from T-Mobile/Sprint that they would not be renewing their lease at Host Drive which expires in 2025. Discussion was had regarding the expected financial impact.

Approval of the December 2022 Financials

Hedlund/Stanczak motion to approve. Passed unanimously.

Approval of the December 2022 Bills

Hedlund/Howell motion to approve. Passed unanimously.

Director's Report

Gajewski reviewed the submitted Director's report and gave an update on the meter replacement program and preparation for the upcoming audit.

Hedlund/Binn motion to approve the submitted Director's report. Passed unanimously.

Discussion/Action on the potential award of the Hauled Waste Receiving Facility Project

Gajewski said the bid opening for this project was on January 10th 2023 and only one bid was submitted which was significantly higher than the estimated cost. Discussion followed. Langer said he had tried to drum up interest in the project but the feedback from contractors was that there is an abundance of work right now and so the interest in bidding on projects is low. Gajewski is of the opinion that there is no advantage to re-bidding the project right now and the best course of action is to put it on hold. Discussion regarding the financial outlay to date followed. Gajewski said the engineering would still be valid if we bid again at a later date, but code compliance would need to be checked. The project has not been submitted to WI DNR for review and we have not submitted to use Clean Water Loan funds. Langer pointed out that the bidder had indicated that there would be no additional costs if we were using Clean Water funds.

Lyon/Binn motion to reject the bid and place the project on hold as recommended by Utility staff. Passed unanimously.

Discussion/Action on the potential award of the 2023 Mariane Terrace and Pine Tree Improvements project

Gajewski reported that there were five bids received for this project. There are some items that still need to be worked out with Public Works for cost allocation and the bid came in higher than budgeted for the water main replacement portion but the extra amount can be funded from either undesignated funds or the capital improvement fund. The project still needs to go through FLR, PWC and Council for approval but he recommends authorizing the expenditure and passing it along to those boards for their approval. DeYoung supported this and recommended to award the bid to the lowest bidder, Asphalt Contractors. He went over the project timeline and the two alternatives included in the bid. One of the alternatives is an incentive for completion of the project before Memorial Day so moving this along in a timely manner is appropriate.

Hedlund/Howell motion to authorize the project expenditure for the Marianne Terrace and Pine Tree Lane improvement project and award the project to the low bidder, Asphalt Contractors. Passed unanimously.

Discussion/Action on the final payment request for Reservoir #3 roof project

This invoice was not included in the bill list. Gajewski said it is the final payment for the work completed on this project and he recommends payment. After discussion with the contractor during the project, there is a small scope of work expected to be performed in the spring to continue the membrane down the sides of the reservoir but that will be separate from the work completed to date. Howell/Binn motion to approve the final pay request as presented. Passed unanimously.

Discussion/Action on a proposal for the replacement of VFD's for the wastewater treatment plant

Gajewski said that last year, we replaced three of our seven VFD's using the lowest of three quotes. The same company who supplied those, JMB, have quoted to replace the remaining four and have advised that the manufacturer will be raising their prices from February. The quote we have received is lower than the budgeted amount and Gajewski recommends that we go ahead and purchase them now.

Hedlund/Stanczak motion to approve the quote from JMB & Associates. Passed unanimously.

Lyon/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 and to include Utility staff.

The Commission convened into closed session on a roll call vote at 4:31pm.

Howell/Binn 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 reconvened into open session on a roll call vote at 4:45pm

Hedlund/Howell motion to direct staff to proceed as discussed in closed session. Passed unanimously.

Adjourn

Howell/Hedlund motion to adjourn at 4:46pm. Passed unanimously.

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