

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday February 20, 2023, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

Call Meeting to Order – Klein called the meeting to order at 4:00pm

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

Staff in Attendance – Gajewski & Busch

Appointment of Meeting Chairperson

Howell/Nord motion to appoint Klein as chairperson. Passed 5-0.

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 January 16 & February 8, 2023 as prepared and distributed

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

Acknowledgement of Correspondence

None

Approval of January 2023 Financials

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

Approval of January 2023 Bills

Howell/Stanczak motion to approve. Passed 5-0.

Directors Report

Gajewski gave an overview of the submitted Directors Report. He advised that the large meter testing program was finding large meters that are not accurately recording lower flows. This is most likely a factor in our high water-loss numbers. There are also instances where meters are oversized for the actual demand from the building, and we are working to get those meters replaced with ones of a more appropriate size. As the wastewater team go through CCTV footage of the sewer mains, we will be notifying customers in situations where we find that their sewer laterals contain blockages of roots, etc. in order to proactively avoid sewer backups. The public information meeting for Wrigley & Cook and Mariane Terrace & Pine Tree Lane is scheduled for Wednesday February 21. Klein mentioned that it was Ash Wednesday that day and we should avoid scheduling meetings of this type on holidays.

Discussion/Action on the Utilities Impact Fee Technical Memorandum prepared by Ruekert-Mielke

Gajewski gave an overview of the memorandum and the information used as part of the process of drafting it. Water mains of 8” or less have always been seen as developer cost but anything over that size would have an upsize cost to the utility. Gajewski said it would be prudent to review impact fees regularly to keep up to date on what is going on within the distribution system and to be aware of future needs. The next step is to combine the technical memorandum with the financial data and

submit it to FLR in March for review. Both water and sewer will have recommended increases in the impact fees. Discussion was had on how that calculation is made and what limits there are. The Utility does not have the authority to set the fees, only the City Council can do that, but any change does need to be justifiable. This is draft four of the report and staff recommend that this draft be approved to move forward.

Howell/Binn motion to approve this draft as presented to move forward. Passed 5-0.

Discussion/Action on Amendment 1 to the Professional Services Agreement with MSA Professional Services for construction related services for the Mariane Terrace and Pine Tree Lane Improvement Project

The amendment to the agreement is for the addition of construction related services such as field inspections and processing pay requests. The original PSA was for design and bidding but did not include construction related services as we weren't sure if the project would definitely go ahead. At this point the project has been bid and awarded so staff recommend approval of the amendment.

Nord/Binn motion to approve amendment #1 to the Professional Services Agreement. Passed 5-0.

Discussion/Action on a Professional Services Agreement with MSA Professional Services for preliminary evaluation of utility-related improvements along the WisDOT STH 50 project corridor

Gajewski said that design plans need to be submitted to the DOT by the end of this year so it's in our best interests to get this moving. This agreement would allow MSA to review sizing of the water and sewer mains along the Highway 50 corridor and update the overall system model, as well as provide a digital copy of our fire flow table. He recommends approval.

Howell/Binn motion to approve the Professional Services Agreement. Passed 5-0.

Discussion/Action on the proposed utility improvements for Symphony Bay Phase 7 and issuance of an Owner Letter of Approval

Gajewski said phase 7 is the last phase of this project. The plat, GDP & PIP were all approved by the Plan Commission and Council. If the Utility Commission approve this tonight he would issue an owner letter of approval to Symphony Bay which can then be submitted to the DNR. Staff have been involved in reviewing the plans for this phase and all requested revisions have been made. Staff recommend approval.

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

Discussion /Action on the proposed Verizon Wireless improvements at Host Tower

Gajewski said this is for upgrades to transition to 5G. There have been three sets of plans back and forth between Verizon, Dixon Engineering and the Utility but now the structural analysis, mount analysis and upgrade plans have all been reviewed and approved by Dixon. Staff recommend approval.

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

Adjourn

Klein/Binn motion to adjourn at 4:34pm. Passed 5-0.

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