

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday June 19, 2023, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

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

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

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 May 15, 2023, as prepared and distributed
Nord/Binn motion to approve. Passed unanimously.

Acknowledgement of Correspondence

None

Approval of May 2023 Financials

Howell/Frame motion to approve. Passed unanimously.

Approval of May 2023 Bills

Binn/Stanczak motion to approve. Passed unanimously.

Directors Report

Gajewski reviewed the submitted Director's report. Discussion was had on lead and copper sampling and the different criteria for sample sites. We have 29 sites approved by the WI DNR and we are required to take 20 samples this year, which have all been collected and submitted. Gajewski reported that changes to the Impact Fees were approved at the Council level and the new fees go into effect June 22. Gajewski gave an update on the Marianne Terrace and Pine Tree Lane project which is due to be paved this week. All except 4 of the curb boxes in the Edgewood Vistas subdivision have been relocated to the right of way, with the remaining 4 being homes that have been sold. Shodeen are working on getting these relocated as well.

Frame/Binn motion to approve the Director's Report. Passed unanimously.

Presentation of 2022 Lake Geneva Utility Commission Annual Financial Report and Management Letter by Brian Anderson, CPA – Wipfli LLP

Brian Anderson of Wipfli LLP appeared via Zoom and presented this year's audit findings to the Commission. This is the second year his company has done the audit. He explained the differences between the two years and reviewed the audit report in sections for the Commission. He reported that there are no concerns and thanked staff who he said were very helpful and cooperative in providing information in a timely manner.

Howell/Klein motion to approve the 2022 Lake Geneva Utility Commission Annual Financial Report and Management Letter. Passed unanimously.

Discussion/Action on proposed utility easement for Everstream GLC Holding Company LLC at 1003 Host Drive PIN – ZYUP00145C

Gajewski explained the need for the utility easement and said the City Attorney had reviewed it and his recommendations have been inserted.

Klein/Frame motion to approve the utility lease for Everstream GLC Holding Company LLC at 1003 Host Drive. Passed unanimously.

Discussion on Payment Request #3 for the Pine Tree Lane & Mariane Terrace Improvement Project prepared by Asphalt Contractors Inc.

No discussion.

Howell/Binn motion to approve. Passed unanimously.

Discussion/Action on estimate of probable construction costs for utility-related improvements along the WisDOT STH 50 project corridor

Gajewski gave a brief background and explained what the Utility is looking to do in conjunction with WisDOT's road project. MSA have drafted estimated constructions costs, but these include a large contingency because it is not known what the DOT will require in terms of backfill and pavement, especially for the deep sewer segment. The estimate is based on 2023 bidding numbers plus the contingency. Staff recommend that WisDOT give their initial review so we can include their requirements in our pricing estimate. Discussion was had on the volatility of the timeline with WisDOT. Klein reported that WisDOT will be hosting a meeting to notify everyone of their expected timeline in the next couple of weeks and it is expected that they will start work in 2026.

Discussion was had on funding and whether the city would need to contribute. Gajewski explained that the City would not be expected to contribute since this is a Utility project and Utility funds are separate from the City. The Utility can apply for Safe Drinking Water funds and/or Clean Water funding. The ARPA funds could also be used for this project. Discussion was had on the age of the mains that would be replaced and what the alternative to deep sewer would be. The alternative is a lift station. Discussion was had on whether the upsized sewer main would accommodate future growth. The Commission would like to see more numbers and information on how this project would be funded. They would also like to know what the alternatives are if funding is an issue. Howell/Binn motion to continue this item to next month's meeting for more details. Passed unanimously.

Discussion/Action on 2022 Compliance Maintenance Annual Report and Resolution 2023-01

Gajewski reported that the 2022 CMAR is complete and has been submitted. The Commission as the authorizing body of the Utility is required to approve the CMAR and the resolution. The report includes the Sanitary Sewer Overflow (SSO) that was caused by the force main break at Big Foot Lift Station in 2022 and also shows that we are not in compliance with our chloride levels which is an ongoing issue. Gajewski talked about the solutions being discussed regarding the force main and the source reduction measures that are in place for the chlorides.

Binn/Frame motion to approve the 2022 CMAR. Passed unanimously.

Adjourn

Klein took a moment to recognize the hard work of the Utility staff and to thank Gajewski for his diligence over the years that has led to a great audit report.

Frame/Binn motion to adjourn at 4:51pm. Passed unanimously.

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