

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday October 16, 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, Nord & Binn Excused – Howell, Frame & Stanczak

Staff in Attendance – 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.

Bill Henry from Kehoe Henry & Associates wanted to let the Commission know that he is present and representing Pioneer Estates (item 10) so if they have any questions during discussion, he could answer them.

Approve Utility Commission Minutes from September 18, 2023, as prepared and distributed.
Binn/Klein motion to approve. Approved 4-0.

Acknowledgement of Correspondence

Gajewski received correspondence regarding the bill being referred to as LRB4336 which calls for the possible mandatory extension of services for “Urban Towns”. The co-sponsorship window for this has closed and he has not received any other communication about it since then. He has also received EPA dates for the continued sampling for PFAS. There are also industry communications regarding the 3M/Dupont class action lawsuit regarding PFAS which we would be a part of if it proceeds.

Approval of September 2023 Financials
Binn/Nord motion to approve. Passed 4-0.

Approval of September 2023 Bills
Binn/Klein motion to approve. Passed 4-0.

Director’s Report

Gajewski went over his submitted Director’s report. Flushing went very well and is now completed. Center St tower has been drained and inspected and will need to be repainted both on the wet interior and the exterior next year. Staff has been corresponding with DNR regarding the fall application of biosolids on Utility owned land. Office staff are collecting third quarter billing payments and working on the 2024 budget.

Klein/Binn motion to approve. Passed 4-0.

Discussion/Action on a proposal for a change in the firm to conduct Utility auditing services

Gajewski reminded the Commission that we have used the same firm for the past two years for auditing services with the option to use them for a third year. The City are planning to move to Lauterbach and Amen for 2023 auditing services next year. Gajewski has been involved in the discussions and has no issue moving to use Lauterbach and Amen for 2023 and then for the two years after that.

Binn/Klein motion to accept Lauterbach and Amen as the auditor for Utility services. Passed 4-0.

Discussion/Action on proposed plans by Pioneer Estates of Lake Geneva to add two water and sewer services on parcel MB 700002

Gajewski gave the history of this project and said that Pioneer has received rezoning approval to move forward. He has received two different sets of plans and meetings have been held with subsequent plan revisions being made. Staff is in favor of the plans as they now stand with the installation of two new water and sewer services being installed. He would request that the Utility are notified 48 hours in advance of the installation or as soon as possible if any emergency work is required.

Binn/Nord motion to approve the plans submitted by Pioneer for an additional two water & sewer laterals with the recommendation that the Utility are given 48 hours' notice of the installation. Passed 4-0.

Discussion/Action on proposed amendments to the Utility Uniform, Clothing & Dress Policy

No discussion.

Klein/Binn motion to approve the amendment. Passed 4-0.

Discussion/Action on proposals for exterior door replacements at the Wastewater Treatment Plant

Gajewski gave an overview of the scope of this work and the alternates requested and said there are two submitted quotes. Staff recommend approval of the quote from Foremost Doors to install the metal clad doors.

Klein/Binn motion to approve the quote for the metal clad entry door replacement at the WWTP as submitted by Foremost Doors. Passed 4-0.

Discussion/Action on estimate of probable construction costs for the Big Foot lift station force main replacement

Gajewski reminded the Commission that we have had multiple main breaks and repairs in this location. The lift station is just south of South St and sits in the lagoon area just south of Maytag Rd. Ideally it would be relocated but it could also be replaced in the same location. The estimate in the packet does not include any engineering services and is just a placeholder for the 2024 budget. Gajewski detailed all the components that go into this project and what would be the ideal situation. Discussion followed. Concerns were raised about how this may affect a future bike path on South St and Gajewski responded to those concerns. No action taken at this time. Staff to proceed with obtaining an engineering proposal and fact finding.

Discussion/Action on draft 2024 Utility Operations and Maintenance Budgets

Discussion was had on revenues for both utilities and the changes shown to it, including the pre-payment of impact fees in 2023. Gajewski said he feels very confident in the budgets as presented so far. He detailed some of the significant changes including interest earned that is higher than received in previous years. Revenues are forecasted using usage patterns and there is no proposed rate increase for 2024. Expenditures are seeing a higher than previously felt increase in energy expenses, and Alliant and WE Energies are both looking for rate increases again in 2024 so this could be another significant change. We have also seen continued increases in product and delivery costs for the chemicals that we use on the water side. We do still have some expenses to be finalized in terms of some capital project costs and insurance costs. Discussion was had on when the Utility would be looking at the next full rate case with the Public Service Commission. We no longer qualify for a simple rate case since it has been over 5 years since our last full rate case. Both Utility budgets will be brought back in November for final approval. No action taken.

Adjourn

Klein/Binn motion to adjourn at 4:46pm. Passed 4-0.

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