Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday December 18, 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 4pm

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 November 20, 2023, as prepared and distributed.
Howell/Frame motion to approve. Passed unanimously.

Acknowledgement of Correspondence
Thank you from the Bauman Family for card & flower condolences.

Approval of November 2023 Financials
Howell/Stanczak motion to approve. Passed unanimously.

Approval of November 2023 Bills
Binn/Klein motion to approve. Passed unanimously.

Director's Report
Gajewski reviewed the submitted Director's report.
Frame/Stanczak motion to approve the Director's report. Passed unanimously.

Discussion/Action on proposed cellular equipment modifications by AT&T at the Host Tower
Gajewski said that this has been back and forth for review and revision during the first part of the year and was actually signed off by Dixon Engineering back in June. The carrier has not been in touch since then, but they are now ready to begin the work.
Howell/Frame motion to approve. Passed unanimously.

Discussion/Action on professional services agreement with Clean Water Engineering
Gajewski said this is a two-year agreement. Clean Water Engineering have done our cross-connection inspections for the past four years. The only difference with this new contract is a slight increase in the per inspection cost. Discussion was had on satisfaction of service and the challenges of starting out during Covid.
Howell/Frame motion to approve the Professional Services Agreement with Clean Water Engineering. Passed unanimously.

Discussion/Action on acceptance of water and sanitary sewer improvements – Symphony Bay Phase 4
The utility improvements along Soprano, Debussy & Beethoven were installed in 2021 and were all inspected by Kapur & Associates. The final walk through has been completed and the Developer is requesting that the utility improvements be accepted by the Utility Commission. If accepted, they

would be booked as assets in 2023. Discussion regarding any problems encountered and what procedures should be followed before acceptance of the utilities. Gajewski is comfortable accepting them based on Kapur's recommendations.
Frame/Binn motion to approve the acceptance of water and sewer improvements of Symphony Bay phase 4. Passed unanimously.

Discussion/Action on request for participation in tuition reimbursement program for Jo Busch – Utilities Coordinator
Gajewski reported that Busch had approached him about participating in a program she had found for anyone involved in Local Government. The program is run through the UW Madison Division of Extension in conjunction with Wisconsin Counties Association and Leadership Wisconsin inc. It's a series of online classes and in person seminars held in Steven's Point. The timing of finding this opportunity was such that the budget had already been approved, hence why it is listed on the agenda today. He recommends approval.
Howell/Nord motion to approve. Passed unanimously.

Discussion/Action on the proposed scope of work to be performed on Well #5
Gajewski gave the history of the findings when the well was pulled, cleaned and inspected. He detailed the recommended scope of work and discussion was had regarding the timeline. Gajewski reported that a chemical treatment was being recommended and Water Well Solutions have already applied for, and received, DNR approval for this. Discussion was had on pumping capacity. The budgeted amount of $60K for this project is less than the expected cost of $72K but this has been accounted for in tonight's budget amendment. Discussion was had on the timeline for the work,
Frame/Binn motion to approve the proposed scope of work for well #5. Passed unanimously.

Discussion/Action on utility improvements along the WisDOT STH project corridor
Gajewski gave an update on this project. The soil boring results show sandstone at around 20 feet deep and therefore the deep gravity sewer installation would require a 60-foot-wide trench. The practicalities combined with the cost of this make it an unsuitable option and alternatives need to be found. The DOT are looking to do environmental studies for their portion of the project in Spring of 2024. Discussion was had regarding timelines and when Gajewski could present alternate options to the Commission.
Frame/Howell motion to direct staff to investigate the alternatives to the deep gravity sewer option. Passed unanimously.

Discussion/Action on Resolution 2023-002 Amending the 2023 Water & Wastewater Utility Budgets
Gajewski explained that the Utility has not previously made budget amendments, but it is good housekeeping. The amendments shown use the Public Service Commission's requirements for accounts that have a difference of 15% and more than $10K. Nord confirmed that this is something the city do as well, and he would recommend it.
Frame/Howell motion to approve the amendments to the 2023 Water & Wastewater budgets.

Howell/Frame 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, specifically regarding the purchase and/or sale of property, and to include City staff.

The Commission convened into closed session on a roll call vote at 4:38pm.

Klein/Nord 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 4:52pm.

No action taken.

Adjourn
Binn/Stanczak motion to adjourn at 4:53pm. Passed unanimously.

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