

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday May 20, 2024 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

Call Meeting to Order – Krause called the meeting to order at 4:01pm

Roll Call – Krause, Fesenmaier, Howell, Nord, Stanczak & Binn Excused: Lyon

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.

None

Approve Utility Commission Minutes from April 15, 2024, as prepared and distributed.

Howell/Binn motion to approve. Passed 6-0.

Acknowledgement of Correspondence

None

Approval of April 2024 Financials

Binn/Stanczak motion to approve. Passed 6-0.

Approval of April 2024 Bills

Howell/Binn motion to approve. Passed 6-0.

Director's Report

Gajewski gave an overview of the submitted Director's report including leaks in the distribution system that have been found by our leak survey crew. All except two have been repaired and those last two are being repaired this week.

Discussion/Action on the release of 2.5% retainage held for utility work completed on the Pine Tree Lane and Mariane Terrace Improvement Project

No discussion

Fesenmaier/Binn motion to approve releasing the retainage. Passed 6-0.

Discussion/Action on proceeding to the bidding phase of the Big Foot Lift Station Force Main Replacement Project

No discussion

Howell / Fesenmaier motion to approve proceeding to the bidding phase. Passed 6-0.

Discussion / Action on the scope of services for the design and bidding of utility improvements along STH 50.

Gajewski explained that this project has been in the works for over a year now. We requested and received a scope of services from MSA for design and bidding the utility improvements portion of this project. We do not yet know to what extent we can coordinate our work with the DOT's work. There was a public information meeting held in March and the WI DOT were still trying to coordinate the sequencing of the project. Discussion was had on whether we need more time for discovery or if we feel confident to move ahead. Joe DeYoung from MSA Services said that they are proposing two projects. One to be bid out through the municipality and one to be bid out through

WI DOT. The WI DOT are saying that right now they are planning a part of their project that will close the road completely and it will be much more effective for us to do the utility work while the road is closed. We need 60% plans to present to the WI DOT if we wish to work with them instead of ahead of them. Discussion was had on the importance of moving ahead now but understanding that changes may still happen. WI DOT will be looking to secure easements & environmental documents and we will need to be included in this if we want to work alongside them. Discussion was had regarding the timing of work to be done in The Manor.

Howell/Binn motion to move forward with this project. Passed 6-0.

Discussion/Action on the award of crack filling and chip sealing work for the seepage cell access roads

Gajewski explained that the crack filling work is included in the 2024 budget but it has been recommended that chip sealing also be performed due to the condition of the roads. The extra money will come from the Capital Projects fund and staff recommend proceeding with Fahrners Asphalt as quoted.

Howell/Stanczak motion to approve. Passed 6-0.

Discussion on the 2023 Consumer Confidence Report

Gajewski explained that this annual report is required by the EPA and contains all the sampling data collected in the prior year. It will be available at City Hall, in the Lake Geneva library and in the Utility office as well as being published in the Lake Geneva Regional News.

No action taken, discussion only.

Howell/Binn 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 requested amendments to the Host Tower lease with AT&T.

The commission convened into closed session on a roll call vote at 4:20pm.

Howell/Binn motion to return to open session pursuant to Wis. Stat. 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 4:40pm.

Howell/Stanczak motion to decline the proposed amendments to the Host Tower lease with AT&T. Passed 6-0.

Adjourn

Binn/Stanczak motion to adjourn at 4:42pm. Passed 6-0.

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