

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday July 15, 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 4:03pm

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

Staff in Attendance – Gajewski & Busch

Also in attendance: Krisztina Dommer of Lauterbach & Amen, LLP

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 June 17, 2024, as prepared and distributed
Howell/Binn motion to approve. Passed 5-0.

Acknowledgement of Correspondence

None

Approval of June 2024 Financials

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

Approval of June 2024 Bills

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

Director's Report

Gajewski reviewed the submitted Directors Report. Discussion was had regarding DNR approval timelines with regard to the Big Foot Lift Station project. Discussion was also had on PFAS and the historical use of sailboat plaza before it was a park. Gajewski stated that the closest well in proximity to sailboat plaza had a no detect sample result in the initial round of PFAS testing.

Presentation of 2023 Lake Geneva Utility Commission Annual Financial Report and Management Letter by Lauterbach & Amen, LLP

Krisztina Dommer of Lauterbach & Amen, LLP, presented the Utility Commission's 2023 Annual Financial Report & Management Letter. She explained that the funds in the reports are included in the City's financial statements as well. The Utility's presentation only includes the water utility and sewer utility funds. Dommer said the audit process was smooth and they gave an unmodified audit opinion, which is what we should be hoping for.

Discussion/Action on a proposal from Lexipol to draft policy and procedural manuals for the Utility

Gajewski explained that the city has recently updated and consolidated their policy and procedures manuals. The Utility Commission has historically had its own set of policies and procedures and so Gajewski feels now would be the time to update ours as well. The quoted amount from Lexipol includes the initial work compiling the manuals, and also an annual review and update of any required federal/legal changes. This work was not included in the 2024 budget, which is why it is

being brought to the Commission now and the cost can be covered from general funds. Discussion was had on whether our current policies are in digital format or not and also on who the policies would apply to. The estimated time to start the project is two weeks. Howell/Binn motion to proceed with drafting the policy and procedures manual with Lexipol as proposed. Passed 5-0.

Adjourn

Binn/Howell motion to adjourn at 4:22pm. Passed 5-0.

/s/ J Busch

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