

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday August 19, 2024 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, Howell, Fesenmaier, De Angelis, Binn & Marquardt. Absent: Krause

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 July 15, 2024, as prepared and distributed
Binn/Lyon motion to approve. Passed 6-0.

Acknowledgement of Correspondence

Correspondence from MSA Professional Services regarding the Big Foot Lift Station project is included in the packets under item 9.

Approval of July 2024 Financials

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

Approval of July 2024 Bills

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

Director's Report

Gajewski reviewed the submitted Director's report. Discussion was had on Symphony Bay impact fee costs and the phases that were prepaid. Discussion was also had on the inventory of services line materials as required by the DNR lead & copper rule.

Binn/Howell motion to approve the Directors report. Passed 6-0

Discussion/Action on the potential award of the Big Foot Lift Station Force Main Replacement Project

Terri Meyerhofer from MSA Professional Services appeared via Zoom. Gajewski explained that the bid opening was moved from its original date to today due to some timing feedback from contractors. Two bids were received. The recommendation is to award the project to the lowest bidder PTS Contractors Inc without including the bid alternate. Meyerhofer explained that the bid alternate was created to allow a different type of pipe material to be used in case contractors had a preference.

Howell/Binn motion to accept the base bid from PTS Contractors Inc as recommended by staff.
Passed 6-0.

Discussion/Action on the proposed scope of services for surveying and engineering to replace the culverts along Well 5 access road

Gajewski said that the four culverts make up a bridge that we use for access to well 5. The well 5 property is surrounded by Hillmoor, and this access road was once used for access to the Hillmoor golf course. The access road has been deteriorating for some time and now heavy rainstorms in July

have led to culvert failure. The problem was discussed with Public Works since they are heavily involved in maintaining the Hillmoor property. Mark Ellena is the engineer that has been used for the replacement of the disc golf course bridges. We requested a scope of services from him to get through the permitting phase from all the various state agencies that need to be involved. He recommended that we work with an engineer to perform a topographic survey and a wetland survey so that he can incorporate those in his watershed modeling required to prove that the culverts are/are not adequately sized. Both proposals go hand in hand to getting this work done.

Binn/Howell motion to approve the proposals from Ellena Engineering Consultants & Kapur & Associates, for surveying and engineering services necessary to replace culverts along the Well 5 access road. Passed 5-1. Fesenmaier voted no.

Discussion/Action on a proposal from Verizon Connect for vehicle and equipment tracking subscription services

Gajewski explained that the contract is a 12-month commitment to fit GPS tracking on all of our service vehicles plus the bobcat telehandler at wastewater. This is the same system that Public Works have used, and they have been very happy with it. Discussion was had about the expected ongoing costs. Verizon Connect would provide the equipment and install it and then provide 12 months of operations. The price was quoted as part of the state cooperative bid.

Binn/Marquardt motion to approve the proposal from Verizon Connect for vehicle and asset tracking subscriptions. Passed 6-0.

Lyon/Howell 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 bargaining reasons require a closed session specifically regarding a requested ground lease with VB 500 II LLC on PIN NLY3200008

The commission convened into closed session on a roll call vote at 4:28pm

Howell/Marquardt 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 reconvened into open session at 5:05pm.

Howell/Lyon motion to proceed as discussed in closed session. Passed 6-0.

Adjourn

Howell/Marquardt motion to adjourn at 5:06pm. Passed 6-0.

/s/ J Busch

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