Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday February 17, 2025 4:00pm
Room 2A, City Hall – 626 Geneva St

**THIS MEETING WAS HELD IN PERSON**

Call Meeting to Order – Lyon called the meeting to order at 4:02pm

Roll Call – Lyon, Krause, Fesenmaier, Binn & Marquardt. DeAngelis arrived at 4:08pm

Absent: Stoodley 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 January 20, 2025 as prepared and distributed**
Busch noted that the date on the agenda incorrectly said January 20, 2024 and it should be January 20, 2025.
Binn/Marquardt motion to approve the minutes from January 20, 2025. Passed 6-0.

**Acknowledgement of Correspondence**
None

**Approval of December 2024 Financials**
Lyon reminded the Commission that the December financials had not been approved at January's meeting. Gajewski said that he participated in a three-way telephone call with the City Comptroller and a representative from Civic Systems. The Civic rep went over the fund cash at a transactional level and determined that the negative fund balance is accurate. This is due to the large payment we made in 2024 for the Big Foot Lift Station project and the fact that water and wastewater have pooled cash in the bank, so we did not need to move cash from the LGIP to cover the large payment. Essentially the wastewater fund owes money to the water fund. This will balance out once we collect the revenue from April's billing. Discussion was had on the way in which the Utility accounts are handled between the Utility and City Hall. Gajewski said the duplicate GL entries were also discussed with Civic and the Comptroller, and the Finance Department will adjust their processes now that it appears the software is tracking credits and debits correctly.
Binn/DeAngelis motion to approve the December 2024 Financials. Passed 6-0.

**Approval of January 2025 Financials**
DeAngelis/Binn motion to approve. Passed 6-0

**Approval of January 2025 Bills**
Binn/Marquardt motion to approve. Passed 6-0.

**Director's Report**
Gajewski reviewed the submitted Directors report.

**Discussion/Action on the replacement of VFD 1A at the water treatment plant**
Gajewski reported that the replacement is for a Variable Frequency Drive (VFD) that exploded at the water treatment plant. Luckily it occurred during working hours and staff were able to respond

immediately and prevent damage to any other equipment. This is a like for like replacement so does not require DNR permitting.
Marquardt/Binn motion to approve the quote from LW Allen for the purchase of a replacement VFD. Passed 6-0.

**Discussion/Action on a proposal from Dixon Engineering for professional services for the Center Street Tower Painting Project**
Gajewski explained that the tower needs both interior and exterior painting. Due to the existing coating, we don't know yet if it will be a high pressure clean and overpaint or a case of blasting down to the metal and re-painting. The first step is to contact the lease holders and make arrangements to move their equipment off the tower. Discussion was had on the need for a temporary or permanent monopole and the how the land is dedicated. Gajewski said it would be nice to reduce the amount of equipment on this tower as it is right at capacity.
DeAngelis/Binn motion to approve the professional services agreement with Dixon Engineering for the Center Street Tower Painting Project. Passed 6-0.

**Discussion/Action on the replacement of scum pump #2 at the wastewater treatment plant**
Gajewski explained that scum pumps are used to transport scum from the clarifiers to the head of the plant. Scum pump #1 has already been replaced and now it is time to replace pump #2.
Marquardt/Fesenmaier motion to approve the quote from Mulcahy Shaw for the replacement scum pump. Passed 6-0.

**Discussion/Action on the replacement of the wastewater utility's televising camera**
Gajewski explained that the current push camera has a maximum reach of 150ft. The display is temperamental, and it uses a full-size SD card which is becoming less compatible with other equipment for reading. The replacement camera is on a crawler and is digital.
Fesenmaier/Binn motion to approve the purchase of a replacement televising camera from RNOW, Inc. Passed 6-0.

**Discussion/Action on the replacement of the Utility Commission copier**
Busch stated that the current office copier is over 8 years old and multiple parts have been replaced over the past 12 months. Service costs have increased significantly due to the age of the current machine. She requested quotes from three different companies to determine the cost effectiveness of either purchasing a new copier or leasing one. After reviewing the quotes, staff recommend purchasing a new copier from Martin Group.
Fesenmaier/Marquardt motion to approve the purchase of a new copier from Martin Group as quoted. Passed 6-0.

**Adjourn**
Lyon/Binn motion to adjourn at 4:35pm. Passed 6-0.

**/s/** J Busch

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