



Lake Geneva Utility Commission

Municipal Water and Wastewater Services

361 W Main Street
PO Box 187
Lake Geneva, WI 53147
262-248-2311 - www.lgutilitycommission.com

Dennis Lyon-President
Josh Gajewski-Utility Director
Jeff Ecklund-Water Superintendent
Ken Bauman-Wastewater Superintendent

Utility Commission Agenda Monday, August 17, 2026 - 4:00 PM Lake Geneva City Hall; Council Chambers

Members:

President Dennis Lyon, Mayor Todd Krause, Alderperson Mary Jo Fesenmaier, Alderperson Brian Smith,
City Administrator Dave De Angelis, Bill Binn, James Marquardt

1. Call to Order
2. Roll Call
3. Comments from the public as allowed by Wis. Stats. §19.84(2), limited to items on this agenda, except for public hearing items. Comments will be limited to 5 minutes
4. Approval of the minutes from July 20, 2026
5. Acknowledgement of Correspondence
6. Approval of July 2026 Financials
7. Approval of July 2026 Bills
8. Director's report
9. Discussion/Action regarding amending the Professional Services Agreement with MSA Professional Services for the 2026 Sewer Lining Project
10. Discussion/Action regarding awarding the 2026 Lead Service Line Replacement Project
11. Discussion/Action regarding amending the Professional Services Agreement with MSA Professional Services for 2026 Lead Service Line Replacement Project
12. Discussion/Action regarding a request to WisDOT for non-participating utility improvements within project 3170-09-00/70
13. Discussion/Action regarding funding options for the STH 50 Utility Improvements
14. Adjournment

A quorum of the Council may be present; however, no official Council action will be taken.
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance so that the appropriate accommodations can be made.

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday July 20, 2026, 4:00pm
Council Chambers, City Hall – 626 Geneva St

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

Roll Call – Lyon, Krause, De Angelis, Smith, Fesenmaier, Binn & Marquardt

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 June 15, 2026, as prepared and distributed

Binn/DeAngelis motion to approve. Passed unanimously on a voice vote.

Acknowledgement of Correspondence

None

Approval of June 2026 Financials

Binn/Fesenmaier motion to approve. Passed unanimously on a voice vote.

Approval of June 2026 Bills

Smith/DeAngelis motion to approve. Passed unanimously on a voice vote.

Director's Report

Gajewski gave an overview of the submitted Director's report. Discussion was had regarding the response by Utility staff to the recent storm emergency and thanks were given to staff for their willingness to review emergency response policies and make amendments where needed.

Discussion/Action regarding Pay Application #3 submitted by Ultimate Backroads LLC for the Sheridan Springs/CTH H Utility Improvements Project

Gajewski gave an update on where the project stands. MSA and Utility staff are recommending approval of the pay app and Gajewski let the Commission know that there may be one more pay app request before the final payment. DeAngelis/Smith motion to approve Pay Application #3 as submitted. Passed unanimously on a voice vote.

Discussion/Action regarding issuing a Notice of Award for the 2026 Sewer Lining Project and authorization to execute the project contract details

Terri Meyerhofer from MSA Professional Services appeared via Zoom in case of questions. Gajewski reviewed the project and listed the areas involved. The lowest bidder was Visu-Sewer at \$164,234 and we budgeted \$150K for this project as part of the larger budget for capital projects. Gajewski said a budget amendment may be needed later depending on the final cost of those other capital projects in 2026. Staff recommend that the Commission award the sewer lining project to Visu-Sewer and approve that the rest of the project documents be authorized along the way. Krause/Fesenmaier motion to approve. Passed unanimously on a voice vote.

Discussion/Action regarding the 2026 Lead Service Line Replacement project scope and authorization for bidding

Gajewski said 16 services have been identified to have the Utility side of the lead service line replaced and staff are working with property owners to have their side replaced as well where possible. If approved today, the bid opening would be at the beginning of August and then brought back to the Commission on the August agenda for awarding of the project. It is possible a budget amendment would be needed if the bid comes in high. Originally there were only 10 service lines slated for replacement but after review it was changed to 16 to allow flexibility when working with

homeowners and to work ahead of the 2027 road projects. Staff would like to do all 16 Utility owned service lines if possible.

Fesenmaier/Binn motion to authorize the bidding for lead service line replacements. Passed unanimously on a voice vote.

Presentation/Action on the 2025 Lake Geneva Utility Commission Annual Financial Report and Management Letter prepared by Lauterbach & Amen LLP

Krisztina Dommer from Lauterbach & Amen LLP, appeared via Zoom and presented the 2025 utility audit summary via a power point presentation.

Fesenmaier/Smith motion to accept the Utility Commission Financial Report & Management Letter for 2025. Passed unanimously on a voice vote.

Discussion/Action on a request by Anna Balucka to establish a new suburban sanitary sewer service at W2573 W South Street, Lake Geneva WI

Gajewski reported that the homeowner made this request back in 2020 and was denied at that time. She is now making the request again. She does not wish to annex into the city; her property currently falls under the Town of Linn. She already receives water from us and would like to also receive sewer service. There is no Intergovernmental Agreement that requires us to provide service and as this would be a suburban service, if the Commission would like to provide it, it would have to go to City Council for approval as well. Staff recommend denial of the proposed request.

Fesenmaier/DeAngelis motion to deny the request. Passed unanimously on a voice vote.

Discussion/Action on the acceptance of water and sanitary sewer improvements within Phase 2B – Stone Ridge subdivision

Gajewski said the infrastructure was placed in 2020 and some items needed to be addressed which is why it has taken so long to be on an agenda for acceptance. The utility improvements being accepted would not include the sanitary sewer laterals which remain the property of the homeowners.

DeAngelis/Binn motion to approve. Passed unanimously on a voice vote.

Discussion/Action regarding lease renewal terms proposed by AT&T for the Host Drive Tower

Gajewski reviewed the terms being offered by a representative for AT&T. He pointed out that this lease has been modified three times already and the changes being proposed would be a significant loss of revenue over the life of the current lease. Jan 2031 is the next opt out date for AT&T. There is a closed session noticed on the agenda if the Commission would like to discuss negotiating the terms of the lease, otherwise staff recommend denying this request. Discussion was had to clarify current terms and lease end date.

DeAngelis/Krause motion per the Utility Director, to deny the request for new terms. Passed unanimously on a voice vote.

Discussion/Action regarding lease renewal terms proposed by AT&T for the Dodge Street Tower

Gajewski stated that the same representative is looking to negotiate the terms on this lease as previously discussed for Host Drive. Gajewski went over the current lease and expiration date as well as the lump sum payment being offered. The next rolling renewal date is April of 2031. If the Commission wishes to renegotiate, we could go into closed session otherwise staff recommend denial of the proposed lease changes.

Krause/Smith motion to deny. Approved unanimously on a voice vote.

Motion to adjourn to Closed Session pursuant to Wisconsin Statutes 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 regarding: negotiating terms with AT&T for the Host Drive Tower and Dodge Street Tower leases

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 did not convene into closed session and therefore did not require a return to open session.

Adjourn

Fesenmaier/Marquardt motion to adjourn at 4:39pm. Passed unanimously on a voice vote.

/s/ J Busch

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

7 / 2026

FUND 61 - WASTEWATER UTILITY

					YTD % of Budget 58%	Prior YTD 2025	Prior YTD 5 Year Avg.
REVENUES	Current Period	YTD	2026 Budget	YTD vs Budget			
INTEREST EARNED	0	151,630	266,000	-114,370	57.0%	203,202	122,573
CUSTOMER SALES	20,950	1,039,647	2,184,637	-1,144,990	47.6%	1,073,887	1,012,362
OTHER REVENUE	2,265	9,433	581,695	-572,262	1.6%	12,147	9,273
CAPITAL CONTRIBUTIONS	28,348	80,978	48,117	32,861	168.3%	52,817	149,096
TOTAL REVENUES	51,563	1,281,689	3,080,449	-1,798,760	41.6%	1,342,053	1,293,303
EXPENSES							
TOTAL OUTSIDE SERVICES	31,456	194,877	370,350	-175,473	52.6%	165,249	162,909
TOTAL OPERATING EXPENSES	3,842	20,672	51,100	-30,428	40.5%	18,220	19,499
TOTAL INSURANCE	0	0	35,500	-35,500	0.0%	0	12,394
TOTAL SALARY & BENEFITS	61,923	406,964	751,438	-344,474	54.2%	408,658	355,645
TOTAL LAB SUPPLIES	892	26,152	28,000	-1,848	93.4%	17,266	15,362
TOTAL MISCELLANEOUS EXPENSE	24	143	575	-432	24.9%	101	90
TOTAL MAINTENANCE	11,232	114,572	656,250	-541,678	17.5%	71,614	78,629
TOTAL OPERATION & MAINTENANCE EXPENSES	109,368	763,380	1,893,213	-1,129,833	40.3%	681,107	644,528
REVENUES OVER O&M EXPENSES	-57,805	518,309	1,187,236	-668,927		660,945	648,774
TOTAL CAPITAL OUTLAY	183,939	384,487	992,119	-607,632	38.8%	72,620	126,403
REVENUES OVER TOTAL EXPENSES	-241,744	133,823	195,118	-61,295		588,325	522,371
TOTAL CASH TRANSFERS	0	151,598	-117,117	268,715	-129.4%	190,859	801,626
NET CHANGE IN CASH BALANCE	-241,744	-17,775	312,235	-330,009		397,466	-279,255

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Wastewater Utility Fund Cash	202,439	177,398	379,838
LGIP #10 - Capital Project Fund	4,076,031	0	4,076,031
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	2,265,017	0	2,265,017
LGIP #13 - Equipment Replacement Fund	1,891,713	0	1,891,713
LGIP #14 - Wastewater Operating Reserves Fund	170,024	0	170,024
TOTAL WASTEWATER CASH AND INVESTMENT	8,605,225	177,398	8,782,623

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

7 / 2026

FUND 62 - WATER UTILITY

					YTD % of Budget 58%	Prior YTD 2025	Prior YTD 5 Year Avg.
REVENUES	Current Period	YTD	2026 Budget	YTD vs Budget			
INTEREST EARNED	0	95,123	167,000	-71,877	57.0%	127,872	74,382
CUSTOMER SALES	-29,785	903,053	1,905,672	-1,002,619	47.4%	894,995	878,926
OTHER REVENUE	6,297	266,156	1,329,722	-1,063,566	20.0%	259,700	267,717
CAPITAL CONTRIBUTIONS	18,560	54,253	31,878	22,375	170.2%	35,268	132,347
TOTAL REVENUES	-4,928	1,318,585	3,434,272	-2,115,687	38.4%	1,317,835	1,353,372
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	8,839	42,219	80,400	-38,181	52.5%	38,088	34,958
TOTAL SOURCE OF SUPPLY - MAINTENANCE	1,761	9,537	15,100	-5,563	63.2%	5,353	12,778
TOTAL PUMPING EXPENSE - OPERATION	8,022	49,422	84,700	-35,278	58.3%	40,840	38,760
TOTAL PUMPING EXPENSE - MAINTENANCE	297	6,296	112,600	-106,305	5.6%	8,779	18,575
TOTAL WATER TREATMENT - OPERATION	10,450	52,039	106,050	-54,011	49.1%	52,329	51,685
TOTAL WATER TREATMENT - MAINTENANCE	9,449	114,233	165,300	-51,067	69.1%	47,379	46,672
TOTAL TRANS. & DISTRIBUTION - OPERATION	4,672	46,668	108,200	-61,532	43.1%	39,111	31,737
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	13,193	105,905	321,450	-215,545	32.9%	159,199	130,221
TOTAL CUSTOMER ACCOUNTS	8,153	54,388	88,750	-34,362	61.3%	48,320	41,943
TOTAL ADMIN & GENERAL OPERATIONS	39,828	286,676	603,658	-316,982	47.5%	333,093	279,129
TOTAL OTHER EXPENSES	0	156,000	333,700	-177,700	46.7%	175,000	173,500
TOTAL OPERATION & MAINTENANCE EXPENSES	104,663	923,384	2,019,908	-1,096,524	45.7%	947,491	859,957
REVENUES OVER O&M EXPENSES	-109,591	395,201	1,414,364	-1,019,163		370,344	493,415
TOTAL CAPITAL OUTLAY	151,608	482,681	1,311,485	-828,804	36.8%	138,520	128,957
REVENUES OVER TOTAL EXPENSES	-261,199	-87,480	102,879	-190,359		231,824	364,458
TOTAL CASH TRANSFERS	0	95,066	-102,878	197,944	-92.4%	124,114	491,972
NET CHANGE IN CASH BALANCE	-261,199	-182,546	205,757	-388,303		107,710	-127,514

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Water Utility Fund Cash	600,417	170,806	771,223
LGIP #1 - Capital Project Fund	2,639,346	0	2,639,346
LGIP #2 - Impact Fee Fund	1,382,084	0	1,382,084
LGIP #3 - Equipment Replacement Fund	924,806	0	924,806
LGIP #4 - Water Operating Reserves Fund	323,247	0	323,247
TOTAL WATER FUND CASH AND INVESTMENT	5,869,900	170,806	6,040,706

Report Criteria:

Detail report.

Invoices with totals above \$5000.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
61				
MSA PROFESSIONAL SERVICES INC				
030939	07/15/2026	HWY 50 DESIGN	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	1,355.05
030940	07/15/2026	HWY H CRS	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	19,377.19
Total MSA PROFESSIONAL SERVICES INC:				20,732.24
SABEL MECHANICAL LLC				
260685	07/16/2026	GRIT PUMP - HEADWORKS	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	8,311.79
260686	07/16/2026	EFFLUENT PUMP #1 MAINTENA	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	28,817.43
Total SABEL MECHANICAL LLC:				37,129.22
ULTIMATE BACKROADS LLC				
07815014 PAY	06/24/2026	HWY H PAY APP #3	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	138,694.87
Total ULTIMATE BACKROADS LLC:				138,694.87
ALLIANT ENERGY/WPL				
280954000026	08/03/2026	HASKINS ST SEWER PLANT	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	18,649.66
Total ALLIANT ENERGY/WPL:				18,649.66
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	COPY PAPER, PACKING TAPE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	16.21
89C4-JUN 202	07/01/2026	CORRECTION TAPE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	6.71
89C4-JUN 202	07/01/2026	GATE ON ALLENDALE	61-00-00-65500 MAINT OF OTHER PLANT	73.73
89C4-JUN 202	07/01/2026	TRUCK #54 WINCH ROPE	61-00-00-93700 MAINT-VEHICLES & EQUIP	39.99
89C4-JUN 202	07/01/2026	OIL FOR PUMP MAINTENANCE	61-00-00-93800 MAINT-LIFT STATIONS	48.50
Total AMAZON CAPITAL SERVICES:				185.14
Total 61:				215,391.13
62				
DIXON ENGINEERING INC				
26-1638	07/17/2026	CENTER TOWER PAINT INSPEC	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	26,900.00
Total DIXON ENGINEERING INC:				26,900.00
MSA PROFESSIONAL SERVICES INC				
030939	07/15/2026	HWY 50 DESIGN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	7,704.45
030940	07/15/2026	HWY H CRS	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	32,283.60
031528	08/03/2026	WTP GENERATOR	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	7,017.00
Total MSA PROFESSIONAL SERVICES INC:				47,005.05
ULTIMATE BACKROADS LLC				
07815014 PAY	06/24/2026	HWY H PAY APP #3	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	135,539.20

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ULTIMATE BACKROADS LLC:				135,539.20
MARTELLE WATER TREATMENT				
32104	08/28/2026	CHEMICALS - WELLS	62-00-00-60200 CHEMICALS	1,286.94
Total MARTELLE WATER TREATMENT:				1,286.94
ALLIANT ENERGY/WPL				
576425000026	08/03/2026	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	7,632.09
Total ALLIANT ENERGY/WPL:				7,632.09
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	BATTERY BACKUPS	62-00-00-62600 MISCELLANEOUS EXPENSE	83.99
Total AMAZON CAPITAL SERVICES:				83.99
MARTELLE WATER TREATMENT				
32104	08/28/2026	CHEMICALS - TREATMENT PLA	62-00-00-64100 CHEMICALS	6,589.21
Total MARTELLE WATER TREATMENT:				6,589.21
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	CONFINED SPACE BLOWER	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	319.95
89C4-JUN 202	07/01/2026	WATER PUMP	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	83.00
89C4-JUN 202	07/01/2026	BATTERY BACKUPS	62-00-00-67200 RESERVOIR & STANDPIPES	254.88
89C4-JUN 202	07/01/2026	COPY PAPER, PACKING TAPE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	16.20
89C4-JUN 202	07/01/2026	FLOWER POT STAND	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	23.99
89C4-JUN 202	07/01/2026	CORRECTION TAPE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	6.71
89C4-JUN 202	07/01/2026	BATTERY BACKUPS	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	170.89
Total AMAZON CAPITAL SERVICES:				875.62
Total 62:				225,912.10
Grand Totals:				441,303.23

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$5000.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62"

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62","01000013105"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
01				
AMLING, JOHN & GLORIA				
REFUND07-21	07/21/2026	OVERPYMT ON CLOSED A/C	01-00-00-13105 UTILITY CASH CLEARING	47.26
Total AMLING, JOHN & GLORIA:				47.26
BAINBRIDGE, KAREN				
07212026	07/21/2026	REFUND ON CLSD ACCT	01-00-00-13105 UTILITY CASH CLEARING	59.78
Total BAINBRIDGE, KAREN:				59.78
KNIPP, JEFFREY & MARY				
REFUND07-22	07/22/2026	OVERPYMT ON CLOSED A/C	01-00-00-13105 UTILITY CASH CLEARING	53.29
Total KNIPP, JEFFREY & MARY:				53.29
Total 01:				160.33
61				
MSA PROFESSIONAL SERVICES INC				
030939	07/15/2026	HWY 50 DESIGN	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	1,355.05
030940	07/15/2026	HWY H CRS	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	19,377.19
Total MSA PROFESSIONAL SERVICES INC:				20,732.24
SABEL MECHANICAL LLC				
260685	07/16/2026	GRIT PUMP - HEADWORKS	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	8,311.79
260686	07/16/2026	EFFLUENT PUMP #1 MAINTENA	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	28,817.43
Total SABEL MECHANICAL LLC:				37,129.22
ULTIMATE BACKROADS LLC				
07815014 PAY	06/24/2026	HWY H PAY APP #3	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	138,694.87
Total ULTIMATE BACKROADS LLC:				138,694.87
NORTHERN LAKE SERVICE INC				
2612108	07/17/2026	WEEKLY NITROGEN TESTING &	61-00-00-52100 LABORATORY SERVICES	412.20
2612680	07/24/2026	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	326.70
2613559	08/05/2026	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	326.70
Total NORTHERN LAKE SERVICE INC:				1,065.60
LAUTERBACH & AMEN LLP				
121001	07/28/2026	FINAL BILL-AUDIT 2025	61-00-00-52120 ACCTG CONSULTANT REES/AUDITING	550.00
Total LAUTERBACH & AMEN LLP:				550.00
WE ENERGIES				
6003886405	07/14/2026	HASKINS ST WWTF-SEWER PL	61-00-00-52500 UTILITY-GAS-PLANT	34.98
6004149019	07/14/2026	HASKINS ST DEWATERING BLD	61-00-00-52500 UTILITY-GAS-PLANT	11.22

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
6004467304	07/14/2026	HASKINS ST WEST BLDG-STOR	61-00-00-52500 UTILITY-GAS-PLANT	11.22
6000301747	07/10/2026	EDGEWOOD DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	122.49
6006490803	07/16/2026	CADENCE CIR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	9.90
6009024791	07/17/2026	LAGRANGE DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	77.86
6009971594	07/17/2026	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	149.21
Total WE ENERGIES:				416.88
ALLIANT ENERGY/WPL				
143875000026	08/03/2026	191 HASKINS ST DEWATER BLD	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	397.46
280954000026	08/03/2026	HASKINS ST SEWER PLANT	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	18,649.66
507753000026	08/03/2026	361 W MAIN ST SIGN	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	27.35
974671000026	08/03/2026	361 MAIN ST HALLWAY	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	242.13
055361000026	08/03/2026	361 MAIN ST CC LIFT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	88.66
141180000026	08/03/2026	LAGRANGE DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	133.03
277971000026	08/03/2026	MARIANE TER LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	68.23
307955000026	08/03/2026	MAXWELL ST LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	67.10
327113000026	08/03/2026	BAYVIEW DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	43.06
599411000026	08/03/2026	361 STATE ROAD 120 BIG FOOT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	241.38
712306593326	08/03/2026	CADENCE CIR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	173.08
962961000026	08/03/2026	EDGEWOOD DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	64.40
Total ALLIANT ENERGY/WPL:				20,195.54
STATE OF WISCONSIN DOA				
505-000011306	06/30/2026	IRONPORT FEE 06/2026	61-00-00-53050 COMPUTER EXPENSE	3.97
Total STATE OF WISCONSIN DOA:				3.97
VELOCITY				
2026038	08/03/2026	IT SERVICES	61-00-00-53050 COMPUTER EXPENSE	1,231.50
Total VELOCITY:				1,231.50
ABT MAILCOM				
56049	07/24/2026	PAST DUE NOTICES JULY 2026	61-00-00-53100 OFFICE SUPPLIES EXPENSE	522.50
Total ABT MAILCOM:				522.50
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	COPY PAPER, PACKING TAPE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	16.21
89C4-JUN 202	07/01/2026	CORRECTION TAPE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	6.71
Total AMAZON CAPITAL SERVICES:				22.92
CHARTER COMMUNICATIONS				
152474701072	07/21/2026	INTERNET SERV @ UTILITY DE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	60.00
Total CHARTER COMMUNICATIONS:				60.00
JAMES IMAGING SYSTEMS INC				
1718610	07/20/2026	SVC CONTRACT COPIER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	79.50
Total JAMES IMAGING SYSTEMS INC:				79.50
AT&T				
262248865607	07/13/2026	PHONE SERVICES	61-00-00-53110 TELEPHONE EXPENSE	176.69

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total AT&T:				176.69
AT&T LONG DISTANCE				
816988240-06	07/04/2026	262-248-8617	61-00-00-53110 TELEPHONE EXPENSE	1.58
Total AT&T LONG DISTANCE:				1.58
VERIZON				
613000086903	08/03/2026	ASSET TRACKING 07/2026	61-00-00-53520 OPERATIONS-VEHICLES	106.44
Total VERIZON:				106.44
CULLIGAN OF BURLINGTON				
500X03483100	07/31/2026	LAB WATER	61-00-00-64000 LABORATORY SUPPLIES	119.46
Total CULLIGAN OF BURLINGTON:				119.46
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	GATE ON ALLENDALE	61-00-00-65500 MAINT OF OTHER PLANT	73.73
Total AMAZON CAPITAL SERVICES:				73.73
AURORA MEDICAL GROUP				
1739755	07/19/2026	KOEHN, MATTHEW-DRUG SCR	61-00-00-92600 EMPLOYEE BENEFITS	53.00
1739755	07/19/2026	FURGER, DEREK-ALCOHOL & D	61-00-00-92600 EMPLOYEE BENEFITS	85.00
Total AURORA MEDICAL GROUP:				138.00
ADVANCE AUTO PARTS				
719362082777	07/27/2026	LIGHTBULB FOR TRUCK #51	61-00-00-93700 MAINT-VEHICLES & EQUIP	7.82
719362123609	07/31/2026	OIL FILTER TRUCK #51	61-00-00-93700 MAINT-VEHICLES & EQUIP	4.00
Total ADVANCE AUTO PARTS:				11.82
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	TRUCK #54 WINCH ROPE	61-00-00-93700 MAINT-VEHICLES & EQUIP	39.99
Total AMAZON CAPITAL SERVICES:				39.99
ITU ABSORBTECH INC				
8762087	07/17/2026	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	26.45
Total ITU ABSORBTECH INC:				26.45
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	OIL FOR PUMP MAINTENANCE	61-00-00-93800 MAINT-LIFT STATIONS	48.50
Total AMAZON CAPITAL SERVICES:				48.50
ALLIANT ENERGY/WPL				
252422000026	08/03/2026	E STATE ROAD 50 GATE	61-00-00-93820 MAINT-RECEIVING STATION	26.97
548850000260	08/03/2026	E STATE ROAD 50 SEEPAGE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	45.02
Total ALLIANT ENERGY/WPL:				71.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total 61:				221,519.39
62				
DIXON ENGINEERING INC				
26-1638	07/17/2026	CENTER TOWER PAINT INSPEC	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	26,900.00
Total DIXON ENGINEERING INC:				26,900.00
MSA PROFESSIONAL SERVICES INC				
030939	07/15/2026	HWY 50 DESIGN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	7,704.45
030940	07/15/2026	HWY H CRS	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	32,283.60
031528	08/03/2026	WTP GENERATOR	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	7,017.00
Total MSA PROFESSIONAL SERVICES INC:				47,005.05
ULTIMATE BACKROADS LLC				
07815014 PAY	06/24/2026	HWY H PAY APP #3	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	135,539.20
Total ULTIMATE BACKROADS LLC:				135,539.20
USA BLUEBOOK				
INV01107874	07/21/2026	FLOURIDE INJECTION QUILL	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	1,227.55
Total USA BLUEBOOK:				1,227.55
WATER WELL SOLUTIONS WISCONSIN LLC				
261156	07/21/2026	TEMP. PRESSURE TANK RENTA	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	4,487.50
Total WATER WELL SOLUTIONS WISCONSIN LLC:				4,487.50
MARTELLE WATER TREATMENT				
32104	08/28/2026	CHEMICALS - WELLS	62-00-00-60200 CHEMICALS	1,286.94
Total MARTELLE WATER TREATMENT:				1,286.94
ALLIANT ENERGY/WPL				
145511000026	08/03/2026	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	2,399.30
327391000026	08/03/2026	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	846.56
348370000026	08/03/2026	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	845.89
972745000026	08/03/2026	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	1,746.89
Total ALLIANT ENERGY/WPL:				5,838.64
WE ENERGIES				
6004505233	07/14/2026	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	20.63
6005783612	07/15/2026	HASKINS ST WELLHOUSE #5	62-00-00-60300 MISC EXPENSES & UTILITY	11.22
Total WE ENERGIES:				31.85
ALLIANT ENERGY/WPL				
347962000026	08/03/2026	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	227.88
576425000026	08/03/2026	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	7,632.09
717061000026	08/03/2026	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	489.79
Total ALLIANT ENERGY/WPL:				8,349.76

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WE ENERGIES				
6003813476	07/14/2026	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	37.76
6005801956	07/15/2026	CENTER ST BOOSTER STN	62-00-00-62300 PUMPING POWER PURCHASED	60.59
Total WE ENERGIES:				98.35
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	BATTERY BACKUPS	62-00-00-62600 MISCELLANEOUS EXPENSE	83.99
Total AMAZON CAPITAL SERVICES:				83.99
BUMPER TO BUMPER				
662-515227	08/05/2026	BATTERY FOR CENTER ST BO	62-00-00-63300 MAINT PUMPING EQUIP	179.09
662-515228	08/05/2026	VALVE GROMMETS FOR CENT	62-00-00-63300 MAINT PUMPING EQUIP	8.99
Total BUMPER TO BUMPER:				188.08
MARTELLE WATER TREATMENT				
32104	08/28/2026	CHEMICALS - TREATMENT PLA	62-00-00-64100 CHEMICALS	6,589.21
Total MARTELLE WATER TREATMENT:				6,589.21
ALLIANT ENERGY/WPL				
974671000026	08/03/2026	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	242.12
Total ALLIANT ENERGY/WPL:				242.12
NORTHERN LAKE SERVICE INC				
2612506	07/22/2026	MANGANESE MONTHLY	62-00-00-64200 LABOR & EXPENSES (LAB)	44.95
Total NORTHERN LAKE SERVICE INC:				44.95
ALLIANT ENERGY/WPL				
098433000026	08/03/2026	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	40.26
520171000026	08/03/2026	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	44.60
Total ALLIANT ENERGY/WPL:				84.86
WE ENERGIES				
6003965715	07/14/2026	770 WILD RIDGE DR	62-00-00-66100 MAINT OPS-STANDPIPES	11.22
Total WE ENERGIES:				11.22
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	CONFINED SPACE BLOWER	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	319.95
89C4-JUN 202	07/01/2026	WATER PUMP	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	83.00
89C4-JUN 202	07/01/2026	BATTERY BACKUPS	62-00-00-67200 RESERVOIR & STANDPIPES	254.88
Total AMAZON CAPITAL SERVICES:				657.83
DOWN TO EARTH CONTRACTORS INC				
8885	07/14/2026	ABANDON WATER SERVICE &	62-00-00-67300 MAINT OF MAINS & VALVES	2,731.00
8885	07/14/2026	ABANDON WATER SERVICE &	62-00-00-67500 MAINT SERVICES & CURB BOX	1,820.00
Total DOWN TO EARTH CONTRACTORS INC:				4,551.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
SCHMITZ READY MIX INC				
1264011-IN	07/14/2026	WATER SERVICE ABANDONME	62-00-00-67500 MAINT SERVICES & CURB BOX	801.90
Total SCHMITZ READY MIX INC:				801.90
ABT MAILCOM				
56049	07/24/2026	PAST DUE NOTICES JULY 2026	62-00-00-90300 RECORDS & COLLECTION EXPENSE	522.50
Total ABT MAILCOM:				522.50
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	COPY PAPER, PACKING TAPE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	16.20
89C4-JUN 202	07/01/2026	FLOWER POT STAND	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	23.99
89C4-JUN 202	07/01/2026	CORRECTION TAPE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	6.71
Total AMAZON CAPITAL SERVICES:				46.90
AT&T				
262248865607	07/13/2026	PHONE SERVICES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	176.69
Total AT&T:				176.69
CHARTER COMMUNICATIONS				
152474701072	07/21/2026	INTERNET SERV @ UTILITY DE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	59.99
Total CHARTER COMMUNICATIONS:				59.99
JAMES IMAGING SYSTEMS INC				
1718610	07/20/2026	SVC CONTRACT COPIER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	79.49
Total JAMES IMAGING SYSTEMS INC:				79.49
STATE OF WISCONSIN DOA				
505-000011306	06/30/2026	IRONPORT FEE 06/2026	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.96
Total STATE OF WISCONSIN DOA:				3.96
TREVIPAY-WALMART				
60e9dc20	08/03/2026	COFFEE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	137.76
Total TREVIPAY-WALMART:				137.76
CLEAN WATER ENGINEERING LLC				
1165	08/03/2026	JULY CCC SURVEYS	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,425.00
Total CLEAN WATER ENGINEERING LLC:				1,425.00
KAPUR & ASSOCIATES INC				
141982	07/21/2026	GIS SUPPORT	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	120.00
Total KAPUR & ASSOCIATES INC:				120.00
LAUTERBACH & AMEN LLP				
121001	07/28/2026	FINAL BILL-AUDIT 2025	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	550.00
Total LAUTERBACH & AMEN LLP:				550.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
VELOCITY				
2026038	08/03/2026	IT SERVICES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,472.50
Total VELOCITY:				1,472.50
CINTAS				
5350577306	07/29/2026	FIRST AID CABINET RESTOCK	62-00-00-93000 MISCELLANEOUS GENERAL EXP	133.38
Total CINTAS:				133.38
AMAZON CAPITAL SERVICES				
89C4-JUN 202	07/01/2026	BATTERY BACKUPS	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	170.89
Total AMAZON CAPITAL SERVICES:				170.89
VERIZON				
613000086903	08/03/2026	ASSET TRACKING 07/2026	62-00-00-93300 TRANSPORTATION EXPENSE	106.44
Total VERIZON:				106.44
Total 62:				249,025.50
Grand Totals:				470,705.22

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62","01000013105"



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

361 W Main Street
P.O. Box 187
Lake Geneva, WI 53147
262-248-2311
www.lgutilitycommission.com

Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

TO: Lake Geneva Utility Commission
FROM: Josh Gajewski, Utility Director
SUBJECT: August 2026 Director's Report

WATER OPERATIONS

The Center Street Tower Painting Project continues with carrier coordination for reinstallation of equipment, which is expected to be completed within the next two weeks.

Staff has continued to coordinate with the County for the Hwy H paving project, including upcoming utility adjustments necessary for the Swan Creek Development's access.

The Utility has reached agreeable terms for the equipment transfer agreement at the Center Street Tower. The site decommissioning and property transfer is anticipated to take place by the end of August.

WASTEWATER OPERATIONS

The replacement of the July storm-damaged transfer switch at the Big Foot Lift Station is expected to take place during the week of August 10th.

Annual collection system work continues, including the preliminary cleaning work required for the annual CCTV. The 2025 project area has been cleaned, and the 2026 project area cleaning is ongoing. Televising work is expected to start for both areas within the next two weeks.

The Utility anticipates delivery of the new jet-vac truck in early September, with on-site training to follow shortly after delivery. Staff also anticipate making a field visit during manufacturing for documentation and final fitment.

OFFICE & ADMINISTRATION

Second quarter utility collections are completed, and disconnections are scheduled for the week of August 17th.

Work on the STH 50 Utility Improvement Project continues, with final coordination taking place for the project's design and integration of Utility improvements within the project area. Additional discussion is anticipated up to the bid date in November.

Staff will be preparing a request for the Public Works Committee to review the Hwy 50 Utility Improvement Project scope, with review and potential approval of spending over \$250,000 to be presented to Council, within the next 30 days.

The Utility budget schedule currently includes a review of projected capital projects to take place in September, followed by a review of the draft O&M budgets in October, and potential action for approval of the final draft budget in November.



Agenda Item Memo

City of Lake Geneva

Committee: Utility Commission
Meeting Date: 8/7/2026
Subject / Title: PSA Amendment - Sewer Lining
Submitted By: J.Gajewski

Background / Request

The Commission previously approved a Professional Services Agreement with MSA for the design and bidding work related to the 2026 Sewer Lining Project. As the project was awarded in July, Staff requested an amendment to the scope of engineering services, which would include the project's Construction Related Services (CRS). The amendment adds \$16,800 to the contract for CRS on a T&M basis. The accompanying budget snapshot for the project outlines this phase of work is expected to have a net impact of \$12,300 overall.

Fiscal Impact / Budget

- **Estimated Cost:** \$ \$16,800
- **Funding Source:** Capital Project Fund (e.g., General Rev., CPF, ERF, Grants)
- **Budget Status:** ☐ Within Budget ☒ Over Budget
- ☒ Budget Amendment Required
- **GL Number:** 61-0000-10700 (If applicable, note grant awards, cost-sharing, or capital plan references.)

Ordinance/Policy Implications/Changes:

As previously discussed, the project as a whole requires a budget amendment, which is anticipated to be presented at a future Commission meeting.

Recommendation:

Staff recommends the Commission take action to:

Approve Amendment 1 to the Professional Services Agreement with MSA Professional Services for the 2026 Sewer Lining Project.

Implementation/Next Steps

Name of Committee	Date of Meeting	Original Agenda Item #	Outcome
N/A			

Attachments (list all attachments that go with this item and memo)

07815017 & 07815018 Budget Snapshot for LGU 2026.08.04.pdf
07815017 CIPP Amendment 1 2026.08.03_signed_MSA.pdf

Reviewed by: Date: Comments:

07815017 LGU Sewer Lining 2026

Budget Snapshot - 08/04/2026

Phase No.	Phase Description	DESIGN PHASE			CONSTRUCTION PHASE	PROJECT TOTALS	
		Approved Contract Fee Amount	Total Projected Fee Estimate at end of Phase	Total Projected Budget Remaining	Approved Contract Fee Amount	Total Projected Fee Estimate	Total Projected Budget Remaining
100	Design & Bidding	\$ 25,000.00	\$ 23,000.00	\$ 2,000.00	\$ -	\$ 23,000.00	\$ 2,000.00
200	Allowances	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
300	Construction Related Services	\$ -	\$ -	\$ -	\$ 16,800.00	\$ 16,800.00	\$ -
	TOTAL	\$ 27,500.00	\$ 23,000.00	\$ 4,500.00	\$ 16,800.00	\$ 39,800.00	\$ 4,500.00

07815018 LGU LSL Replacement 2026

Budget Snapshot - 08/04/2026

Phase No.	Phase Description	DESIGN PHASE			CONSTRUCTION PHASE	PROJECT TOTALS	
		Approved Contract Fee Amount	Total Projected Fee Estimate at end of Phase	Total Projected Budget Remaining	Approved Contract Fee Amount	Total Projected Fee Estimate	Total Projected Budget Remaining
100	Design & Bidding	\$ 36,700.00	\$ 20,500.00	\$ 16,200.00	\$ -	\$ 20,500.00	\$ 16,200.00
200	Allowances	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
300	Construction Related Services	\$ -	\$ -	\$ -	\$ 17,400.00	\$ 17,400.00	\$ -
	TOTAL	\$ 46,700.00	\$ 20,500.00	\$ 26,200.00	\$ 17,400.00	\$ 37,900.00	\$ 26,200.00



Amendment

Amendment No: 01

MSA Project Number: 07815017
Date of Issuance: August 3, 2026

This is an amendment to the Agreement dated August 3, 2026, and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1702 Pankratz Street, Madison, Wisconsin, 53704

Phone: (608) 242-6617

Representative: Kevin Lord

Email: klord@msa-ps.com

LAKE GENEVA UTILITY COMMISSION (OWNER)

Address: 361 W Main St, Lake Geneva, Wisconsin, 53147

Phone: (262) 248-2311

Representative: Josh Gajewski

Email: jgajewski@lgutilities.org

Project Name: Sanitary Sewer Lining Project

The project scope has changed due to: Addition of Construction Related Services

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: August 17, 2026
Approximate Completion Date: August 28, 2027

The estimated fee for the work is: \$16,800

Original contract amount: \$27,500

New contract amount: \$44,300

Phase 300 - Construction Related Services (CRS)	
Task 301 - Construction Administration & Management	\$14,500
Task 302 - Post Construction	\$2,300
Phase 300 Subtotal:	\$16,800

Any attachments or exhibits referenced in this Amendment are made part of the original Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

LAKE GENEVA UTILITY COMMISSION

MSA PROFESSIONAL SERVICES, INC.

Josh Gajewski

Utility Director

Date: _____

Kevin Lord, PE

Senior Team Leader

Date: _____

Terri Meyerhofer, PE

Project Manager

Date: _____

PROJECT DESCRIPTION

The amendment is for addition of Construction Related Services (CRS) into the original Professional Services Agreement (PSA).

1. Sewer lining to be completed at various locations throughout the Utility's service area.
There are two main areas planned for lining in 2026:
 - a. The Main St/Country Club Dr area.
 - b. The Marianne Terrace/Pine Tree Ln area.
2. The Owner intends to complete lining of sewers and lateral improvements via grouting or tee liners.
 - a. Review of mainline and sewer lateral televising inspections is included in the fee estimate.
 - b. Coordination directly with private property owners is not included in the scope.
3. Project assumptions:
 - a. The project won't require survey work.
 - b. Private property coordination will be completed by Owner.

SCOPE OF SERVICES

MSA will provide services as set forth below.

3. Phase 300 – Construction Related Services (CRS)

a. Task 301 - Construction Administration

- Project Administration: Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- QA/QC: Employ documented quality-assurance/quality-control procedures throughout project.
- Pre-Construction Meeting: Coordinate and Conduct Preconstruction Meeting. In person attendance is assumed.
- Contractor Communication: Respond to Contractor and Owner Requests for Information and assist in interpretation of contract documents in person, in writing, or by telephone.
- Submittal Review: Review Contractor Shop Drawings, Submittals, Schedules and Samples for compliance with Construction Documents.
 - i. Includes review of Televising Reports provided by Contractor. Review the mainline and sewer lateral televising inspection reports and coordinate with Owner to determine lateral improvement plan. Project was bid with lateral improvements of grouting OR tee liner installation.
- Site Visits: Make periodic site visits to observe contractor's work in progress (maximum 1 visit).
- Meetings: Attend meetings of Owner Board/Council/Committee as needed to present project information (maximum 2 meetings). Virtual attendance is assumed.
- Change Orders: Review Change Order requests from Contractor; recommend Change Orders to Owner as appropriate.
- Applications for Payment: Review Contractor Applications for Payment; make payment recommendation to Owner as appropriate.
- Project Closeout: Prepare punch list (items to be completed or corrected), and Substantial Completion Certificate. Coordinate with Owner to review Contractor work and completion documents for compliance with construction contract and readiness for final payment (*includes warranty documentation and lien waiver review*).

c. Task 302 - Post Construction

- i. Record Drawings: Prepare Record Drawings based on addenda, Field Orders, Change Orders and Contractor's Records. Records to be provided by Owner and Contractor.
- ii. Correction Period: Touch base via email with Owner one month prior to end of Contractor's correction period to ascertain if any work is subject to correction.

DELIVERABLES

MSA will provide the following deliverables:

1. Record Drawings: one PDF file of the record drawing documents.

ADDITIONAL SERVICES

Services that are not included in the above Scope of Services can be provided under separate contract or by amending the scope and fee listed in this Amendment. Examples of additional services that may be needed or desired for completion of the project include:

1. On-site Construction Observation - Furnish a Construction Observer (CO) to observe the progress and quality of the Contractor's work on the Project. Duties and responsibilities of the CO would include:
 - Attend meetings with Contractor, such as preconstruction conferences and progress meetings.
 - Assist in communication between Engineer, Contractor and Owner, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
 - Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - Verify that tests, equipment, and systems start-ups are conducted and documented appropriately.
 - Maintain orderly files and prepare a daily report recording Contractor's hours and activities at the site.
 - Review applications for payment with regard to Work completed, and materials and equipment delivered at the Site.
 - Participate in visits to the Project to determine punch list items, and readiness for Substantial Completion and Final Completion.

PROJECT SCHEDULE

MSA anticipates the following estimated project schedule:

Date	Milestone
August 2026	Construction contract administration (work part of original PSA)
September 2026	Construction
August 2027	Project Closeout

OWNER'S RESPONSIBILITIES

- Owner is responsible for providing on-site construction observation, if desired.

ATTACHMENT B: RATE SCHEDULE

Administrative	\$ 90 – \$160/hr.
Architects	\$ 90 – \$208/hr.
Community Development Specialists	\$144 – \$208/hr.
Digital Design.....	\$121 – \$159/hr.
Environmental Scientists/Geologists	\$116 – \$203/hr.
Geographic Information Systems (GIS).....	\$105 – \$203/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$115 – \$160/hr.
IT Support	\$184 – \$203/hr.
Land Surveying	\$ 90 – \$208/hr.
Landscape Designers & Architects.....	\$ 90 – \$231/hr.
Planners.....	\$ 90 – \$226/hr.
Principals	\$230 – \$330/hr.
Professional Engineers/Designers of Engineering Systems	\$163 – \$214/hr.
Project Managers.....	\$126 – \$259/hr.
Real Estate Professionals	\$147 – \$203/hr.
Staff Engineers	\$ 90 – \$157/hr.
Technicians.....	\$105 – \$159/hr.
Utility Treatment Operators	\$ 90 – \$190/hr.

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2026.

REIMBURSABLE EXPENSES (effective April 19, 2026)

Building Inspection Permit Management	\$25/permit
Copies/Prints	Rate based on volume
Specs/Reports.....	\$10
Copies	\$0.20/page \$0.13/page for DOT
Plots	\$0.01/sq.in.
Flash Drive	\$10
Dini Laser Level	\$85/per day \$85/day for DOT
Drone Flight	\$375/flight \$250/flight for DOT
Geodimeter	\$30/hour
GPS Equipment	\$20/hour \$18/hour for DOT
GPS R2 Equipment	\$20/hour \$18/hour for DOT
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.77/mile \$0.77/mile for DOT
Nuclear Density Testing	\$45/day \$45/day for DOT
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment.....	\$20/hour \$14/hour for DOT
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost

Expense rates represent an average or range for a particular category and are subject to change to match incurred cost in real time.



Agenda Item Memo

City of Lake Geneva

Committee: Utility Commission
Meeting Date: 8/7/2026
Subject / Title: 2026 Lead Service Line Project Award
Submitted By: J.Gajewski

Background / Request

The 2026 Lead Service Line (LSL) Project bid opening was held on 8/6/2026. The Utility received one bid, submitted by Mid City Corporation for \$342,395.
Due to the low response and the sole bid amount being approximately \$91,000 higher than the project estimate, Staff does not support awarding the project at this time.
Several scoping revisions will be suggested over coming months, prior to rebidding, which is suggested to take place near the beginning of 2027.
A notice of award has been drafted, should the Commission wish to proceed with the project and award the work.

Fiscal Impact / Budget

- **Estimated Cost:** \$ _____
- **Funding Source:** _____ (e.g., General Rev., CPF, ERF, Grants)
- **Budget Status:** ☐ Within Budget _____ ☐ Over Budget _____
☐ Budget Amendment Required _____
- **GL Number:** _____ (If applicable, note grant awards, cost-sharing, or capital plan references.)

Ordinance/Policy Implications/Changes:

--

Recommendation:

Staff recommends the Commission take action to:

Reject the bids received for the 2026 Lead Service Line Replacement Project, and instruct staff to prepare amendments to the project scope and bidding documents for Commission review.

Implementation/Next Steps

Name of Committee	Date of Meeting	Original Agenda Item #	Outcome
N/A			

Attachments (list all attachments that go with this item and memo)

07815018_NOA with Alternate Packet_2026.8.6.pdf

Reviewed by: _____ **Date:** _____ **Comments:** _____



247 W Freshwater Way
Suite 200
Milwaukee, WI 53204
(800) 362-4505

www.msa-ps.com

August 6, 2026

Josh Gajewski, Utility Director
Lake Geneva Utility Commission
361 W Main St.
Lake Geneva, WI 53147

Re: Lead Water Service Line Replacement Projects 2026
Lake Geneva Utility Commission

Dear Mr. Gajewski:

Upon review of the bids received on August 6, 2026, for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

Mid City Corporation
12930 W. Custer Ave.
Butler, WI 53007

Bid Amount \$342,395.00

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to tmeyerhofer@msa-ps.com and mssmith@msa-ps.com. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Theresa K. Meyerhofer". The signature is written in a cursive, flowing style.

Terri Meyerhofer, P.E.
Project Manager

MSS
Enc.

NOTICE OF AWARD

Date of Issuance: _____

Owner: Lake Geneva Utility Commission

Owner's Contract No.:

Engineer: MSA Professional Services, Inc

Engineer's Project No.:07815018

Contract: Lake Geneva Utility Commission - Lead Water Service Line
Replacement Projects 2026

Bidder: Mid City Corporation

Bidder's Address: 12930 W. Custer Ave., Butler, WI 53007

You are notified that your Bid dated August 6, 2026 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for Lead Water Service Line Replacement Projects 2026

Base Bid with Alternate 1

The Contract Price of your Contract is three hundred forty-two, three hundred ninety-five Dollars (\$342,395.00). Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

1 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 1 counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Lake Geneva Utility Commission

By (signature): _____

Name (printed): _____

Title: _____

Copy to Engineer

00 51 00 Notice of Award

EJCDC® C-510, Notice of Award.

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and American Society of Civil Engineers. All rights reserved.

G:\07\07815\07815018\Spec\01_Construction Contracts\01_NOA to Owner\07815018_NOA with Alternate_2026.8.6.docx

Lake Geneva Lead Water Service Line Replacement Project 2026 (#10285388)

Owner: Lake Geneva Utility Commission

Solicitor: MSA Professional Services - Milwaukee

08/06/2026 11:00 AM CDT

MSA Project # 07815018

				Mid City Corporation	
Item					
Code	Item Description	UofM	Quantity	Unit Price	Extension
General					
	Mobilization, Bonds &				
1	Insurance	LS	1	\$35,000.00	\$35,000.00
2	Traffic Control	LS	1	\$10,000.00	\$10,000.00
	Utility Line Opening (ULO),				
3	Undistributed	EA	12	\$750.00	\$9,000.00
	Clearing & Grubbing (Tree				
4	Removal)	ID	75	\$30.00	\$2,250.00
	Clearing & Grubbingl (Misc.				
5	Landscaping Removals)	SY	3	\$50.00	\$150.00
	Salvage, Stockpile, Reinstall				
6	Mailbox, Undistributed	EA	2	\$150.00	\$300.00
General Total (Lines 1-6):					\$56,700.00
Watermain					
7	2-Inch Rigid Insulation	SF	48	\$2.50	\$120.00
	1-Inch CTS SDRâ€9 HDPE				
8	Water Service	LF	480	\$190.00	\$91,200.00
	1-Inch Corporation, Curb Stop,				
9	Box & Reconnect	EA	16	\$5,550.00	\$88,800.00
	Abandon & Close Ex.				
	Corporation Stop on 4-IN Water				
10	Main	EA	6	\$1,850.00	\$11,100.00
11	Valve Box Top Section	EA	4	\$400.00	\$1,600.00
12	Trench Backfill, Slurry	TF	333	\$65.00	\$21,645.00
13	Trench Backfill, Granular	TF	196	\$40.00	\$7,840.00
Watermain Total (Lines 7-13):					\$222,305.00
Roadway					
	Salvage, Reinstall and Regrade				
14	Gravel Driveway	SY	10	\$50.00	\$500.00
15	Asphalt Pavement Removal	SY	450	\$6.00	\$2,700.00
16	Breaker Run	TON	210	\$32.00	\$6,720.00
17	Dense Graded Base	TON	140	\$26.00	\$3,640.00
	Concrete Curb & Gutter				
18	Removal	LF	300	\$2.00	\$600.00

				Mid City Corporation	
Item Code	Item Description	UofM	Quantity	Unit Price	Extension
19	Concrete Pavement Removal	SF	1210	\$1.00	\$1,210.00
20	Concrete Curb and Gutter, 30-Inch	LF	180	\$40.00	\$7,200.00
21	Concrete Curb and Gutter, 24-Inch	LF	130	\$35.00	\$4,550.00
22	Concrete Curb Head, Integral Driveway	LF	21	\$20.00	\$420.00
23	Concrete Sidewalk, 4-Inch Depth	SF	570	\$18.00	\$10,260.00
24	Concrete Driveway & Sidewalk Apron, 6-Inch Depth	SF	810	\$20.00	\$16,200.00
25	Hot Mix Asphaltic Pavement, Roadway, Type 4LT 58-28 S	TON	100	\$250.00	\$25,000.00
26	Hot Mix Asphaltic Pavement, Driveways, 3-IN Depth, Type 4LT 58-28 S	TON	2	\$250.00	\$500.00
27	Detectable Warning Fields	SF	10	\$50.00	\$500.00
Roadway Total (Lines 14-27):					\$80,000.00
Restoration & Erosion Control					
28	Topsoil, Seed, Fertilize, Erosion Mat Class I Type A (Urban)	SY	430	\$18.00	\$7,740.00
Restoration & Erosion Control Total (Lines 28):					\$7,740.00
Bid Alternate A					
29	1-Inch CTS SDR#9 HDPE Water Service, REMOVE QUANTITY	LF	-148	\$190.00	(\$28,120.00)
30	1-Inch CTS SDR#9 HDPE Water Service, Directional Bore, ADD QUANTITY	LF	148	\$175.00	\$25,900.00
31	Trench Backfill, Slurry, REMOVE QUANTITY	TF	-86	\$65.00	(\$5,590.00)
32	Trench Backfill, Granular, REMOVE QUANTITY	TF	-29	\$40.00	(\$1,160.00)
33	Asphalt Pavement Removal, REMOVE QUANTITY	SY	-100	\$6.00	(\$600.00)

				Mid City Corporation	
Item					
Code	Item Description	UofM	Quantity	Unit Price	Extension
34	Breaker Run, REMOVE QUANTITY	TON	-50	\$32.00	(\$1,600.00)
35	Dense Graded Base, REMOVE QUANTITY	TON	-40	\$26.00	(\$1,040.00)
36	Concrete Curb & Gutter Removal, REMOVE QUANTITY	LF	-50	\$2.00	(\$100.00)
37	Concrete Pavement Removal, REMOVE QUANTITY	SF	-40	\$1.00	(\$40.00)
38	Concrete Curb and Gutter, 30- Inch, REMOVE QUANTITY	LF	-50	\$40.00	(\$2,000.00)
39	Concrete Curb Head, Integral Driveway, REMOVE QUANTITY	LF	-6	\$20.00	(\$120.00)
40	Concrete Sidewalk, 4-Inch Depth, REMOVE QUANTITY	SF	-30	\$18.00	(\$540.00)
41	Concrete Driveway & Sidewalk Apron, 6-Inch Depth, REMOVE QUANTITY	SF	-20	\$20.00	(\$400.00)
42	Hot Mix Asphaltic Pavement, Roadway, Type 4LT 58-28 S, REMOVE QUANTITY	TON	-30	\$250.00	(\$7,500.00)
43	Topsoil, Seed, Fertilize, Erosion Mat Class I Type A (Urban), REMOVE QUANTITY	SY	-80	\$18.00	(\$1,440.00)
Bid Alternate A Total (Lines 29-43):					(\$24,350.00)
Base Bid Total (Lines 1 - 28):					\$366,745.00
Base Bid with Alternate A Total (Lines 1 - 43):					\$342,395.00



Agenda Item Memo

City of Lake Geneva

Committee: Utility Commission
Meeting Date: 8/7/2026
Subject / Title: PSA Amendment - Lead Service Lines
Submitted By: J.Gajewski

Background / Request

The Commission previously approved a Professional Services Agreement with MSA Professional Services for the design and bidding work related to the 2026 Lead Service Replacement Project. Prior to the bid opening, Staff requested an amendment to the scope of engineering services, to include Construction Related Services. Should the Commission award the Lead Service Replacement Project, the prepared amendment would add \$17,400 to the contract for CRS on a T&M basis. The accompanying budget snapshot for the project outlines that with this phase of work it is expected to fall within the original design and bidding costs.

Fiscal Impact / Budget

- **Estimated Cost:** \$ \$17,400
- **Funding Source:** Capital Project Fund (e.g., General Rev., CPF, ERF, Grants)
- **Budget Status:** ☐ Within Budget ☒ Over Budget
- ☒ Budget Amendment Required
- **GL Number:** 62-0000-17000 (If applicable, note grant awards, cost-sharing, or capital plan references.)

Ordinance/Policy Implications/Changes:

As previously discussed, the project as a whole would require a budget amendment if it is awarded. A budget amendment will be prepared according to the respective action taken by the Commission.

Recommendation:

If the project is awarded at the August meeting, Staff recommends the Commission take action to:

Approve Amendment 1 to the Professional Services Agreement with MSA Professional Services for the 2026 Lead Service Line Replacement Project.

If the project is not awarded, no action is required by the Commission, as the existing PSA scope is under budget.

Implementation/Next Steps

Name of Committee	Date of Meeting	Original Agenda Item #	Outcome
N/A			

Attachments (list all attachments that go with this item and memo)

07815017 & 07815018 Budget Snapshot for LGU 2026.08.04 - Copy.pdf
07815018 LSL Amendment 1 2026.08.03_signed_MSA.pdf

Reviewed by: **Date:** **Comments:**

07815017 LGU Sewer Lining 2026

Budget Snapshot - 08/04/2026

Phase No.	Phase Description	DESIGN PHASE			CONSTRUCTION PHASE	PROJECT TOTALS	
		Approved Contract Fee Amount	Total Projected Fee Estimate at end of Phase	Total Projected Budget Remaining	Approved Contract Fee Amount	Total Projected Fee Estimate	Total Projected Budget Remaining
100	Design & Bidding	\$ 25,000.00	\$ 23,000.00	\$ 2,000.00	\$ -	\$ 23,000.00	\$ 2,000.00
200	Allowances	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
300	Construction Related Services	\$ -	\$ -	\$ -	\$ 16,800.00	\$ 16,800.00	\$ -
	TOTAL	\$ 27,500.00	\$ 23,000.00	\$ 4,500.00	\$ 16,800.00	\$ 39,800.00	\$ 4,500.00

07815018 LGU LSL Replacement 2026

Budget Snapshot - 08/04/2026

Phase No.	Phase Description	DESIGN PHASE			CONSTRUCTION PHASE	PROJECT TOTALS	
		Approved Contract Fee Amount	Total Projected Fee Estimate at end of Phase	Total Projected Budget Remaining	Approved Contract Fee Amount	Total Projected Fee Estimate	Total Projected Budget Remaining
100	Design & Bidding	\$ 36,700.00	\$ 20,500.00	\$ 16,200.00	\$ -	\$ 20,500.00	\$ 16,200.00
200	Allowances	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
300	Construction Related Services	\$ -	\$ -	\$ -	\$ 17,400.00	\$ 17,400.00	\$ -
	TOTAL	\$ 46,700.00	\$ 20,500.00	\$ 26,200.00	\$ 17,400.00	\$ 37,900.00	\$ 26,200.00



Amendment

Amendment No: 1

MSA Project Number: 07815018
Date of Issuance: August 3, 2026

This is an amendment to the Agreement dated February 16, 2026 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 1702 Pankratz Street, Madison, WI 53704

Phone: (608) 242-7779

Representative: Kevin Lord, PE

Email: klord@msa-ps.com

LAKE GENEVA UTILITY COMMISSION (OWNER)

Address: 361 W. Main St., Lake Geneva, WI 53147

Phone: (262) 248-2311

Representative: Josh Gajewski

Email: jgajewski@lgutilities.org

Project Name: Lead Water Service Line Replacement Projects

The project scope has changed due to: Addition of Construction Related Services

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: August 17, 2026
Approximate Completion Date: October 1, 2027

The estimated fee for the work is: \$17,400

Original contract amount: \$46,700

New contract amount: \$64,100

Phase 300 - Construction	
Task 301 - Construction Administration & Management	\$15,200.00
Task 302 - Post Construction	\$2,200.00
Phase 300 Subtotal:	\$17,400.00

Any attachments or exhibits referenced in this Amendment are made part of the original Agreement. Payment for these services will be on a time and expense basis. Attachment B: Rate Schedule is attached and made part of this Agreement

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

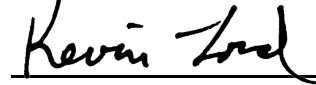
LAKE GENEVA UTILITY COMMISSION

Josh Gajewski

Utility Director

Date: _____

MSA PROFESSIONAL SERVICES, INC.



Kevin Lord, PE

Senior Team Leader

Date: 08/04/2026

Terri Meyerhofer, PE

Project Manager

Date: _____

ATTACHMENT A: SCOPE OF SERVICES

PROJECT DESCRIPTION

The amendment is for addition of Construction Related Services (CRS) into the original Professional Services Agreement (PSA).

1. Lead Service Line Replacement to be completed at various locations throughout the Utility's service area.
2. The Owner intends to replace the public side of lead service lines and coordinate with property owners to see if they are interested in funding the replacement of the private side of any adjacent private lead service lines.
3. Project assumptions:
 - a. The project will not require survey or construction staking.
 - b. The number of lead service lines that will be replaced with this project is anticipated to be sixteen (16) lead service lines.
 - c. Private property coordination will be completed by Owner.

SCOPE OF SERVICES

MSA will provide services as set forth below.

3. Phase 300 – Construction Related Services (CRS)

a. Task 301 - Construction Administration

- Project Administration: Manage and coordinate project team, budget and schedules. Maintain communication with Owner and stakeholders on project.
- QA/QC: Employ documented quality-assurance/quality-control procedures throughout project.
- Pre-Construction Meeting: Coordinate and Conduct Preconstruction Meeting. Attendance in person is assumed.
- Contractor Communication: Respond to Contractor and Owner Requests for Information and assist in interpretation of contract documents in person, in writing, or by telephone.
- Submittal Review: Review Contractor Shop Drawings, Submittals, Schedules and Samples for compliance with Construction Documents.
- Site Visits: Provide up to three (3) site visits during construction, as requested by the Owner, to observe the progress of the Contractor's work. These visits are intended to be limited spot checks and/or attendance at on-site meetings. Site visits do not include full-day observation, continuous monitoring, or detailed inspection of the Contractor's work.
- Meetings: Attend meetings of Owner Board/Council/Committee as needed to present project information (maximum 2 meetings). Virtual attendance assumed.
- Change Orders: Review Change Order requests from Contractor; recommend Change Orders to Owner as appropriate.
- Applications for Payment: Review Contractor Applications for Payment; make payment recommendation to Owner as appropriate.
- Project Closeout: Prepare punch list (items to be completed or corrected), and Substantial Completion Certificate. Coordinate with Owner to review Contractor work and completion documents for compliance with construction contract and readiness for final payment (*includes warranty documentation and lien waiver review*).
- This task assumes 4 trips *total* (1 trip for Preconstruction Meeting attendance + 3 trips for site visits throughout the project).

d. Task 302 - Post Construction

- i. Record Drawings: Prepare Record Drawings based on addenda, Field Orders, Change Orders and Contractor's Records. Records to be provided by Owner and Contractor.
- ii. Correction Period: Touch base via email with Owner one month prior to end of Contractor's correction period to ascertain if any work is subject to correction.

DELIVERABLES

MSA will provide the following deliverables:

1. Record Drawings: one PDF file of the record drawing documents.

ADDITIONAL SERVICES

Services that are not included in the above Scope of Services can be provided under separate contract or by amending the scope and fee listed in this Amendment. Examples of additional services that may be needed or desired for completion of the project include:

1. On-site Construction Observation - Furnish a Construction Observer (CO) to observe the progress and quality of the Contractor's work on the Project. Duties and responsibilities of the CO would include:
 - Attend meetings with Contractor, such as preconstruction conferences and progress meetings.
 - Assist in communication between Engineer, Contractor and Owner, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
 - Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - Verify that tests, equipment, and systems start-ups are conducted and documented appropriately.
 - Maintain orderly files and prepare a daily report recording Contractor's hours and activities at the site.
 - Review applications for payment with regard to Work completed, and materials and equipment delivered at the Site.
 - Participate in visits to the Project to determine punch list items, and readiness for Substantial Completion and Final Completion.

PROJECT SCHEDULE

MSA anticipates the following estimated project schedule:

Date	Milestone
August 2026	Construction contract administration (work part of original PSA)
September 2026	Construction
August 2027	Project Closeout

OWNER'S RESPONSIBILITIES

Owner is responsible for providing on-site construction observation, if desired.

ATTACHMENT B: RATE SCHEDULE

Administrative	\$ 90 – \$160/hr.
Architects	\$ 90 – \$208/hr.
Community Development Specialists	\$144 – \$208/hr.
Digital Design.....	\$121 – \$159/hr.
Environmental Scientists/Geologists	\$116 – \$203/hr.
Geographic Information Systems (GIS).....	\$105 – \$203/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$115 – \$160/hr.
IT Support	\$184 – \$203/hr.
Land Surveying	\$ 90 – \$208/hr.
Landscape Designers & Architects.....	\$ 90 – \$231/hr.
Planners.....	\$ 90 – \$226/hr.
Principals	\$230 – \$330/hr.
Professional Engineers/Designers of Engineering Systems	\$163 – \$214/hr.
Project Managers.....	\$126 – \$259/hr.
Real Estate Professionals	\$147 – \$203/hr.
Staff Engineers	\$ 90 – \$157/hr.
Technicians.....	\$105 – \$159/hr.
Utility Treatment Operators	\$ 90 – \$190/hr.

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2026.

REIMBURSABLE EXPENSES (effective April 19, 2026)

Building Inspection Permit Management	\$25/permit
Copies/Prints	Rate based on volume
Specs/Reports.....	\$10
Copies	\$0.20/page \$0.13/page for DOT
Plots	\$0.01/sq.in.
Flash Drive	\$10
Dini Laser Level	\$85/per day \$85/day for DOT
Drone Flight	\$375/flight \$250/flight for DOT
Geodimeter	\$30/hour
GPS Equipment	\$20/hour \$18/hour for DOT
GPS R2 Equipment	\$20/hour \$18/hour for DOT
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.77/mile \$0.77/mile for DOT
Nuclear Density Testing	\$45/day \$45/day for DOT
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment.....	\$20/hour \$14/hour for DOT
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost

Expense rates represent an average or range for a particular category and are subject to change to match incurred cost in real time.



Agenda Item Memo

City of Lake Geneva

Committee: Utility Commission
Meeting Date: 8/7/2026
Subject / Title: Request Letter - STH 50 Utility Improvements
Submitted By: J.Gajewski

Background / Request

In June, the Commission approved the State-Municipal Financial Agreement (SMFA) for the Hwy 50 utility improvements within the "71 project area" (western section). At that time, utility adjustments required within the "70 project area" (eastern section) were not finalized and those costs were not reflected in the SMFA. WisDOT has requested the Utility to submit a letter of request for the "70" utility adjustments, confirming the Utility's understanding they are non-participating items (Utility cost). Utility and WisDOT staff will continue coordination to finalize the estimated costs and have a draft letter available for Commission review.

Fiscal Impact / Budget

- **Estimated Cost:** \$ <\$50,000
- **Funding Source:** Capital Project Fund (e.g., General Rev., CPF, ERF, Grants)
- **Budget Status:** ☐ Within Budget ☐ Over Budget
☐ Budget Amendment Required
- **GL Number:** _____ (If applicable, note grant awards, cost-sharing, or capital plan references.)

Ordinance/Policy Implications/Changes:

The initial SMFA outlined non-participating (Utility funded) costs of \$3.2M, however a formal project budget has not been approved to date.

Recommendation:

Staff recommends the Commission take action to:

Authorize submittal of a letter of request to WisDOT to incorporate utility work on its behalf as non-participating items within the 3170-09-00/70 project.

Implementation/Next Steps

Name of Committee	Date of Meeting	Original Agenda Item #	Outcome
N/A			

Attachments (list all attachments that go with this item and memo)

Draft NPL
NPL cost breakdown

Reviewed by: _____ **Date:** _____ **Comments:** _____



Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

361 W Main Street
P.O. Box 187
Lake Geneva, WI 53147
262-248-2311
www.lgutilitycommission.com

Dennis Lyon – President
Josh Gajewski – Utility Director
Jeff Ecklund – Water Superintendent
Ken Bauman – Wastewater Superintendent

Jason Dahlgren
Wisconsin Department of Transportation
Southeast Regional Office
141 N.W Barstow St
P.O. Box 798
Waukesha WI 53187

August 17, 2026

Dear Jason.

Subject: 3170-09-00/70: C Lake Geneva

We would like to request that the Wisconsin Department of Transportation incorporate construction work on behalf of the City of Lake Geneva Utility Commission into the contract documents for the above noted construction project.

Specifically, the work we would like to incorporate in the contract document consists of adjustments to water facilities from Country Club Drive to Edwards Blvd. The estimated cost (including delivery) is \$45,000.

We understand that this work will be incorporated into the contract as a non-participating item and that the actual cost based off the bid, shall be the responsibility of City of Lake Geneva Utility Commission. We further understand that we will be billed as work progresses, for all work associated with this item, including installation, labor, materials consultant oversight and DOT oversight performed on our behalf under the DOT construction contract, and agree to pay as invoices are received.

The Lake Geneva Utility Commission authorized this request at their meeting on Monday August 17, 2026.

Sincerely,

Josh Gajewski
Utility Director
Lake Geneva Utility Commission

ENGINEER'S PRELIMINARY OPINION OF PROBABLE COST

ITEM NUMBER	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED PRICE	AMOUNT
SPV.0060.544	ADJUST EXISTING WATER MAIN VALVE BOX AND LID	EACH	14	\$ 1,000.00	\$14,000.00
SPV.0060.545	REPLACE WATER MAIN VALVE BOX AND LID	EACH	7	\$ 1,000.00	\$7,000.00
SPV.0060.546	ADJUST EXISTING SANITARY SEWER MANHOLE	EACH	7	\$ 1,000.00	\$7,000.00
SPV.0060.547	REPLACE SANITARY MANHOLE CASTING AND LID	EACH	3	\$ 1,500.00	\$4,500.00
SPV.0060.548	ABANDON EXISTING WATER VALVE MANHOLE	EACH	1	\$ 1,500.00	\$1,500.00
SPV.0060.549	ADJUST EXISTING WATER MAIN MANHOLE AND LID	EACH	2	\$ 1,000.00	\$2,000.00
SPV.0165.501	4 FT X 8 FT INSULATION BOARD POLYSTYRENE 2 INCH THICK (WATERMAIN)	SF	224	\$ 12.00	\$2,688.00
SUBTOTAL					\$38,688.00
10% Contingency					\$3,868.80

OPINION OF PROBABLE COST**\$42,556.80**

Notes:

1. The quantities and prices is only an opinion of probable cost as of 7/13/2026
2. All unit prices are assumed construction costs and are not adjusted for inflation, engineering fees, or other contingencies.



Agenda Item Memo

City of Lake Geneva

Committee: Utility Commission
Meeting Date: 8/7/2026
Subject / Title: Hwy 50 Funding Options
Submitted By: J.Gajewski

Background / Request

The Hwy 50 Utility Improvements Project is currently estimated at a \$3.5 million cost to construct, including approximately \$2.5 million for water improvements and \$1.0 million for sewer improvements. Historically, the Commission has self-funded capital projects, and the Capital Projects Fund balances are \$2.6 million for the Water Utility and \$4.08 million for the Wastewater Utility. Given the effect of self-funding the Hwy 50 improvements will have on these balances, a review of existing financial policies is warranted to ensure the Utilities can continue meeting their fiscal objectives.

Fiscal Impact / Budget

- **Estimated Cost:** \$ _____
- **Funding Source:** _____ (e.g., General Rev., CPF, ERF, Grants)
- **Budget Status:** ☐ Within Budget _____ ☐ Over Budget _____
☐ Budget Amendment Required _____
- **GL Number:** _____ (If applicable, note grant awards, cost-sharing, or capital plan references.)

Ordinance/Policy Implications/Changes:

With Commission input, Staff will begin development of funding options including summaries of potential for grants, debt service, and self-funding.

Recommendation:

No formal Staff recommendation is presented at this time.

Commission input on potential funding mechanisms for the Hwy 50 Utility Improvement Project is requested, to allow Staff to prepare and present additional details at a future meeting.

Implementation/Next Steps

Name of Committee	Date of Meeting	Original Agenda Item #	Outcome
N/A			

Attachments (list all attachments that go with this item and memo)

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Reviewed by: _____ **Date:** _____ **Comments:** _____
