



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

LAKE GENEVA UTILITY COMMISSION MONDAY MAY 16, 2022 4:00 PM COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. MEETINGS WILL BE HELD VIRTUALLY AS WELL AS IN PERSON. IF YOU WISH TO LISTEN OR WATCH THE MEETING YOU MAY DO SO BY USING THE FOLLOWING:

1. Links to the Lake Geneva Utility Commission's live video stream can be found at www.cityoflakegeneva.com/video
2. Television: Watch live broadcast of the meeting on Spectrum Cable Channel 25
3. Listen to audio via phone: (602) 333-2017 (Long distance rates may apply) (888) 204-5987 (Toll Free) **Access Code: 9746153**

AGENDA

1. Call Meeting to Order
2. Roll Call
3. 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.
4. Approve Utility Commission Minutes from April 18, 2022 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of April 2022 Financials
7. Approval of the April 2022 Bills
8. Directors Report
9. Discussion/Action on purchase of variable frequency drives for the Wastewater Treatment Plant
10. Discussion/Action on Symphony Bay Phase 5 lift station review and issuance of Owner Letter of Approval
11. Discussion/Action on Impact Fee Study and Utility Impact Fee Technical Memorandum proposal
12. Adjourn

**Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday April 18, 2022, 4:00pm
Council Chambers, City Hall – 626 Geneva St**

THIS MEETING WAS HELD BOTH VIRTUALLY AND IN PERSON

Call Meeting to Order – Lyon called the meeting to order at 4:00pm

Roll Call – Lyon, Hedlund, Binn. Nord appeared via zoom. Klein arrived at 4:08pm.

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 March 21, 2022, as prepared & distributed
Binn/Hedlund motion to approve. Passed 4-0.

Acknowledgement of correspondence None

Approval of the March 2022 Financials
Binn/Hedlund motion to approve. Passed 4-0.

Approval of the March 2022 Bills
Binn/Hedlund motion to approve. Passed 4-0.

Directors Report
Gajewski reviewed the submitted Director's Report and reminded the Commission that there is a joint meeting with Public Works scheduled for May 4, 2022.
Mayor Klein arrived.
Binn/Hedlund motion to approve the Directors Report. Passed 5-0.

Discussion/Action on contract for services between the Wisconsin Department of Administration for participation in the Low Income Household Water Assistance Program (LIHAP)
Gajewski explained that we were contacted by a representative of this program asking if we would like to participate since they have had several of our customers contact them for utility bill assistance. The City Attorney has reviewed the contract and has no issue with it. There is no cost to us to participate. The program would send a check to us directly to pay the utility bill of the qualifying customer.
Hedlund/Binn motion to approve participation in the LIHAP program. Passed 5-0.

Discussion/Action on 2022 Sanitary Sewer Main CCTV proposals and additional scopes of work for 2023 and 2024
Gajewski reminded the Commission that in February they had discussed doing a three-year contract for the CCTV work. We have received three proposals and staff recommend going with Great Lakes.
Discussion on the cost differences followed.
Hedlund/Binn motion to approve the Sanitary Sewer CCTV proposal from Great Lakes TV Seal Inc for all three years. Passed 5-0.

Discussion/Action on potential scopes of work for WisDOT Project 3170-09-00/70 – STH 50, Forest St. to Grand Geneva Way

Gajewski went over the scope of this project and detailed the areas where we would like to take the opportunity to do lining work in the sanitary sewer mains or replacement/upsizing where appropriate. We also have some areas where we need to replace water mains. At this point we are just communicating with the DOT as they work on their design for the project. Discussion followed. The work is expected to begin in 2026.

Hedlund/Binn motion to direct staff to correspond with DOT and advise them of the items we would like to incorporate within the timing of their project. Passed 5-0.

Adjourn

Hedlund/Binn motion to adjourn at 4:23pm. Passed 5-0.

/s/ Jo Busch, Office Manager

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

4 / 2022

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Month	YTD	2022 Budgeted	Variance (YTD vs Budget)	YTD % of 2022 Budget 33.3%	YTD Look Back 2021	YTD Look Back 5 Year Avg.
INTEREST EARNED	1,056	2,163	10,300	-8,137	21.00%	769	4,989
CUSTOMER SALES	23,710	484,881	2,102,450	-1,617,569	23.06%	478,673	423,084
OTHER REVENUE	1,366	3,687	10,725	-7,038	34.38%	4,131	2,689
CAPITAL CONTRIBUTIONS	16,412	38,046	186,500	-148,454	20.40%	63,037	43,268
TOTAL REVENUES	42,544	528,777	2,309,975	-1,781,198	22.89%	546,610	474,030
EXPENSES							
TOTAL OUTSIDE SERVICES	28,264	89,649	392,025	-302,376	22.87%	90,531	83,026
TOTAL OPERATING EXPENSES	2,783	9,196	43,350	-34,154	21.21%	7,815	7,064
TOTAL INSURANCE	0	7,321	29,900	-22,579	24.48%	6,819	6,267
TOTAL SALARY & BENEFITS	45,799	190,036	603,797	-413,761	31.47%	157,713	173,155
TOTAL LAB SUPPLIES	6	12,858	22,600	-9,742	56.89%	5,179	4,068
TOTAL MISCELLANEOUS EXPENSE	0	47	1,000	-953	4.66%	54	573
TOTAL MAINTENANCE	826	9,661	404,200	-394,539	2.39%	59,261	32,829
TOTAL OPERATION & MAINTENANCE EXPENSES	77,678	318,767	1,496,872	-1,178,105	21.30%	327,372	306,982
REVENUES OVER O&M EXPENSES	-35,134	210,010	813,103	-603,093		219,238	167,048
TOTAL CAPITAL OUTLAY	765	24,345	1,395,500	-1,371,155	1.74%	13,665	52,510
REVENUES OVER TOTAL EXPENSES	-35,899	185,665	-582,397	768,062		205,573	114,538
TOTAL CASH TRANSFERS	4,849	370,124	-587,150	957,274	-63.04%	0	85,749
ANNUAL CASH BALANCE	-40,748	-184,459	4,753	-189,212		205,573	28,789

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Wastewater Utility Fund Cash	499,733	306,050	805,783
LGIP #10 - Capital Project Fund	2,120,683	515	2,121,198
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,070,303	5,110	1,075,413
LGIP #13 - Equipment Replacement Fund	1,152,785	280	1,153,065
TOTAL WASTEWATER CASH AND INVESTMENT	4,843,504	311,955	5,155,459

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

4 / 2022

FUND 62 - WATER UTILITY

					YTD % of 2022 Budget 33.3%	YTD Look Back 2021	YTD Look Back 5 Year Avg.
REVENUES	Current Month	YTD	2022 Budgeted	Variance (YTD vs Budget)			
INTEREST EARNED	560	1,155	3,275	-2,120	35.26%	386	3,135
CUSTOMER SALES	14,564	430,478	1,815,347	-1,384,869	23.71%	425,970	403,564
OTHER REVENUE	7,204	169,876	294,401	-124,525	57.70%	103,359	169,580
CAPITAL CONTRIBUTIONS	14,872	34,476	169,000	-134,524	20.40%	57,122	37,991
TOTAL REVENUES	37,201	635,985	2,282,023	-1,646,038	27.87%	586,836	614,270
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	4,938	16,905	59,000	-42,095	28.65%	15,032	16,256
TOTAL SOURCE OF SUPPLY - MAINTENANCE	670	3,044	9,600	-6,556	31.71%	2,055	2,955
TOTAL PUMPING EXPENSE - OPERATION	5,653	19,031	74,350	-55,319	25.60%	17,910	20,011
TOTAL PUMPING EXPENSE - MAINTENANCE	320	1,185	25,700	-24,515	4.61%	44,296	11,675
TOTAL WATER TREATMENT - OPERATION	7,384	29,581	96,950	-67,369	30.51%	25,733	25,673
TOTAL WATER TREATMENT - MAINTENANCE	3,684	24,060	64,700	-40,640	37.19%	42,184	27,948
TOTAL TRANS. & DISTRIBUTION - OPERATION	4,310	13,011	47,800	-34,789	27.22%	12,588	13,498
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	8,285	81,593	254,350	-172,757	32.08%	56,233	44,574
TOTAL CUSTOMER ACCOUNTS	4,791	21,659	67,150	-45,491	32.25%	20,269	20,000
TOTAL ADMIN & GENERAL OPERATIONS	43,004	145,968	446,413	-300,445	32.70%	117,161	120,633
TOTAL OTHER EXPENSES	25,000	100,000	305,000	-205,000	32.79%	100,000	72,283
TOTAL OPERATION & MAINTENANCE EXPENSES	108,039	456,035	1,451,013	-994,978	31.43%	453,461	375,505
REVENUES OVER O&M EXPENSES	-70,838	179,949	831,010	-651,061		133,375	238,766
TOTAL CAPITAL OUTLAY	5,526	5,844	435,100	-429,256	1.34%	43,172	37,838
REVENUES OVER TOTAL EXPENSES	-76,365	174,105	395,910	-221,805		90,203	200,928
TOTAL CASH TRANSFERS	4,394	113,544	390,000	-276,456	29.11%	0	34,983
ANNUAL CASH BALANCE	-80,759	60,561	5,910	54,651		90,203	165,945
FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>				
Water Utility Fund Cash	420,906	308,286	729,192				
LGIP #1 - Capital Project Fund	1,267,366	308	1,267,674				
LGIP #2 - Impact Fee Fund	455,523	4,505	460,028				
LGIP #3 - Equipment Replacement Fund	580,593	141	580,734				
TOTAL WATER FUND CASH AND INVESTMENT	2,724,388	313,241	3,037,629				

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				
DORNER COMPANY				
500535	04/26/2022	CENTER DITCH VALVE-NEW	61-00-00-18530 TREATMENT & DISPOSAL EQUIPMENT	6,016.07
Total DORNER COMPANY:				6,016.07
ALLIANT ENERGY				
280954000022	05/02/2022	HASKINS ST SEWER PLANT	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	13,157.73
Total ALLIANT ENERGY:				13,157.73
Total 61:				19,173.80
Grand Totals:				19,173.80

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"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
61				
DORNER COMPANY				
500535	04/26/2022	CENTER DITCH VALVE-NEW	61-00-00-18530 TREATMENT & DISPOSAL EQUIPMENT	6,016.07
Total DORNER COMPANY:				6,016.07
NORTHERN LAKE SERVICE INC				
416891	04/15/2022	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	244.94
417230	04/22/2022	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	244.94
417676	05/03/2022	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	224.94
418118	05/11/2022	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	264.37
Total NORTHERN LAKE SERVICE INC:				979.19
WE ENERGIES				
4099780300	04/11/2022	HASKINS ST DEWATERING BLD	61-00-00-52500 UTILITY-GAS-PLANT	499.95
4100737774	04/11/2022	HASKINS ST WWTF-SEWER PL	61-00-00-52500 UTILITY-GAS-PLANT	633.68
4101596831	04/11/2022	HASKINS ST WEST BLDG-STOR	61-00-00-52500 UTILITY-GAS-PLANT	175.17
4102904291	04/12/2022	LAGRANGE DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	21.63
4103593285	04/13/2022	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	16.41
Total WE ENERGIES:				1,346.84
ALLIANT ENERGY				
143875000022	05/02/2022	191 HASKINS ST DEWATER BLD	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	302.49
280954000022	05/02/2022	HASKINS ST SEWER PLANT	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	13,157.73
507753000022	05/02/2022	361 W MAIN ST SIGN	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	32.66
974671000022	05/02/2022	361 MAIN ST HALLWAY	61-00-00-52520 UTILITY-ELECTRICITY-PLANT	103.12
055361000022	05/02/2022	361 MAIN ST CC LIFT	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	65.21
141180000022	05/02/2022	LAGRANGE DR LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	174.80
277971000022	05/02/2022	MARIANE TER LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	38.14
307955000022	05/02/2022	MAXWELL ST LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	29.84
327113000022	05/02/2022	BAYVIEW DR LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	48.76
599411000022	05/02/2022	361 STATE ROAD 120 BIG FOOT	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	251.56
962961000022	05/02/2022	EDGEWOOD DR LIFT STN	61-00-00-52525 UTILITY-ELECTRICITY-COLL SYS	276.45
Total ALLIANT ENERGY:				14,480.76
VANGUARD COMPUTERS				
55287	04/30/2022	HP DESKTOP COMPUTER-NEW	61-00-00-53050 COMPUTER EXPENSE	751.42
Total VANGUARD COMPUTERS:				751.42
VELOCITY				
2022021	04/22/2022	IT SERVICES & EXCHANGE SEA	61-00-00-53050 COMPUTER EXPENSE	483.00
Total VELOCITY:				483.00
CHARTER COMMUNICATIONS				
012395104112	04/11/2022	INTERNET SVC-APR	61-00-00-53100 OFFICE SUPPLIES EXPENSE	98.03

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CHARTER COMMUNICATIONS:				98.03
MARTIN BUSINESS GROUP				
1285721	04/20/2022	SERVICE CONTRACT/COPIES	61-00-00-53100 OFFICE SUPPLIES EXPENSE	102.31
Total MARTIN BUSINESS GROUP:				102.31
ODP BUSINESS SOLUTIONS LLC				
239963109001	04/19/2022	CLASP ENVELOPES & PAPER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	18.46
240142355001	04/19/2022	INK-CANON PRINTER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	23.39
Total ODP BUSINESS SOLUTIONS LLC:				41.85
AT&T				
262248865604	04/13/2022	APRIL TELEPHONE	61-00-00-53110 TELEPHONE EXPENSE	114.35
Total AT&T:				114.35
FIRST NATIONAL BANK OF OMAHA				
554328621142	04/24/2022	VONAGE PHONE SVC 4/23/2022	61-00-00-53110 TELEPHONE EXPENSE	121.13
554328621152	04/25/2022	VONAGE LOCAL NUMBER SVC	61-00-00-53110 TELEPHONE EXPENSE	8.32
Total FIRST NATIONAL BANK OF OMAHA:				129.45
US CELLULAR				
0500759316	04/04/2022	WWTF MONTHLY PHONE BILL	61-00-00-53110 TELEPHONE EXPENSE	112.16
Total US CELLULAR:				112.16
JOHNSON, JEFFREY A				
JOHNSONJ04	04/19/2022	LABORATORY CEU REIMBURS	61-00-00-53320 CONFERENCES & SCHOOL	165.00
JOHNSONJ04	04/29/2022	LAB EXAM REIMBURSEMENT	61-00-00-53320 CONFERENCES & SCHOOL	80.00
JOHNSONJ04	04/29/2022	LAB EXAM REGISTRATION REI	61-00-00-53320 CONFERENCES & SCHOOL	25.00
Total JOHNSON, JEFFREY A:				270.00
DUNN LUMBER				
1060167	04/21/2022	HAMRDRILL 5/16"-SHOP TOOLS	61-00-00-53500 OPERATIONS TOOLS & EQUIP	7.44
Total DUNN LUMBER:				7.44
USA BLUE BOOK				
963362	04/29/2022	CAMEL EQUIP-15 DEGREE ANG	61-00-00-53500 OPERATIONS TOOLS & EQUIP	64.77
Total USA BLUE BOOK:				64.77
DUNN LUMBER				
1071829	05/04/2022	CAULK & PUTTY KNIFE - SHOP	61-00-00-53510 OPERATIONS-EQUIPMENT	17.62
Total DUNN LUMBER:				17.62
CULLIGAN OF BURLINGTON				
500X02763106	04/30/2022	LAB WATER	61-00-00-64000 LABORATORY SUPPLIES	502.75
Total CULLIGAN OF BURLINGTON:				502.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
USA BLUE BOOK				
968146	05/04/2022	LAB B.O.D. BOTTLES	61-00-00-64000 LABORATORY SUPPLIES	3,112.10
Total USA BLUE BOOK:				3,112.10
SECURIAN FINANCIAL GROUP				
UTL LIFE-JUN	05/09/2022	JUN LIFE INS 2022	61-00-00-92630 LIFE INSURANCE EXPENSE	7.14
UTL LIFE-MAY	04/19/2022	MAY LIFE INS 2022	61-00-00-92630 LIFE INSURANCE EXPENSE	7.14
Total SECURIAN FINANCIAL GROUP:				14.28
DUNN LUMBER				
1071829	05/04/2022	OUTLET COVER-GARAGE	61-00-00-93506 MAINT-VEHICLE STORAGE BLDGS	.68
Total DUNN LUMBER:				.68
ITU ABSORB TECH INC				
7904215	04/29/2022	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	32.20
Total ITU ABSORB TECH INC:				32.20
ALLIANT ENERGY				
252422000022	05/02/2022	E STATE ROAD 50 GATE	61-00-00-93820 MAINT-RECEIVING STATION	18.11
054885000022	05/02/2022	E STATE ROAD 50 SEEPAGE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	201.13
Total ALLIANT ENERGY:				219.24
DUNN LUMBER				
1054610	04/14/2022	COUPLING & NIPPLE-CLARIFIE	61-00-00-93840 MAINT-CLARIFIER	6.35
1057964	04/19/2022	GFCI, SEAL TAPE-CLARIFIER M	61-00-00-93840 MAINT-CLARIFIER	25.82
Total DUNN LUMBER:				32.17
SYSTEMS DESIGN				
21911	04/20/2022	IRRIGATION START UP	61-00-00-93910 MAINTENANCE-OTHER	125.62
Total SYSTEMS DESIGN:				125.62
Total 61:				29,054.30
62				
CORE & MAIN LP				
Q715470	04/20/2022	10X1 TAPPING SADDLE	62-00-00-15000 MATERIAL-SUPPLIES	147.70
Q740555	04/25/2022	METERS-NEW	62-00-00-34600 METERS	2,292.00
Total CORE & MAIN LP:				2,439.70
SOUTHERN LAKES PLUMBING				
P1000592	04/28/2022	PLUMBING UPGRADE @ TREAT	62-00-00-39000 STRUCTURES & IMPROVE GENERAL	2,944.00
Total SOUTHERN LAKES PLUMBING:				2,944.00
MARTELLE WATER TREATMENT				
23280	05/03/2022	SODIUM HYPOCHLORITE	62-00-00-60200 CHEMICALS	1,103.68
Total MARTELLE WATER TREATMENT:				1,103.68

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
ALLIANT ENERGY				
145511000022	05/02/2022	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	917.38
327391000022	05/02/2022	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	568.50
348370000022	05/02/2022	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	724.72
972745000022	05/02/2022	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	520.82
Total ALLIANT ENERGY:				2,731.42
WE ENERGIES				
4101465687	04/11/2022	HASKINS ST WELLHOUSE #5	62-00-00-60300 MISC EXPENSES & UTILITY	84.26
4101525693	04/11/2022	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	20.75
Total WE ENERGIES:				105.01
WI DEPT OF NATURAL RESOURCES				
WU98035	04/29/2022	WDNR WATER USE FEES	62-00-00-60300 MISC EXPENSES & UTILITY	125.00
Total WI DEPT OF NATURAL RESOURCES:				125.00
ALLIANT ENERGY				
347962000022	05/02/2022	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	179.30
576425000022	05/02/2022	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	4,731.89
717061000022	05/02/2022	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	202.77
Total ALLIANT ENERGY:				5,113.96
WE ENERGIES				
4099985967	04/11/2022	CENTER ST BOOSTER STN	62-00-00-62300 PUMPING POWER PURCHASED	49.03
4101051910	04/11/2022	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	475.42
Total WE ENERGIES:				524.45
MARTELLE WATER TREATMENT				
23280	05/03/2022	HYDROFLUOSILICIC ACID	62-00-00-64100 CHEMICALS	1,269.83
Total MARTELLE WATER TREATMENT:				1,269.83
ALLIANT ENERGY				
974671000022	05/02/2022	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	103.12
Total ALLIANT ENERGY:				103.12
NORTHERN LAKE SERVICE INC				
417257	04/26/2022	MONTHLY MANGANESE TESTI	62-00-00-64200 LABOR & EXPENSES (LAB)	36.28
Total NORTHERN LAKE SERVICE INC:				36.28
USA BLUE BOOK				
952494	04/20/2022	LAB SUPPLIES/REAGENTS & ST	62-00-00-64200 LABOR & EXPENSES (LAB)	361.37
958435	04/26/2022	FLUORIDE-STANDARD-LAB SU	62-00-00-64200 LABOR & EXPENSES (LAB)	23.75
Total USA BLUE BOOK:				385.12
WI STATE LABORATORY OF HYGIENE				
710261	04/30/2022	FLOURIDE SPLIT SAMPLE	62-00-00-64200 LABOR & EXPENSES (LAB)	26.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WI STATE LABORATORY OF HYGIENE:				26.00
DUNN LUMBER				
1074620	05/06/2022	LIGHT BULB	62-00-00-64300 MISC EXPENSE	6.46
Total DUNN LUMBER:				6.46
USA BLUE BOOK				
954239	04/21/2022	AIR RELEASE VALVING PLANT	62-00-00-65200 MAINT WATER TREATMENT EQUIP	606.17
Total USA BLUE BOOK:				606.17
ALLIANT ENERGY				
098433000022	05/02/2022	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	131.64
520171000022	05/02/2022	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	43.65
Total ALLIANT ENERGY:				175.29
DUNN LUMBER				
1058170	04/19/2022	STYROFOAM INSULATION WAT	62-00-00-67500 MAINT SERVICES & CURB BOX	44.51
Total DUNN LUMBER:				44.51
WELDERS SUPPLY CO				
10281193	04/14/2022	CO2 GAS SERVICE FREEZE KIT	62-00-00-67500 MAINT SERVICES & CURB BOX	98.64
Total WELDERS SUPPLY CO:				98.64
DUNN LUMBER				
1054132	04/14/2022	FASTNERS & WOOD FILLER-W	62-00-00-67600 MAINT OF METERS	28.20
Total DUNN LUMBER:				28.20
ASSURED FLOW SALES INC				
15572	04/19/2022	HYDRANT DEGREASER & CLEA	62-00-00-67700 MAINT OF HYDRANTS	929.09
Total ASSURED FLOW SALES INC:				929.09
DUNN LUMBER				
1063201	04/25/2022	WEEDER, VALVE - TREATMENT	62-00-00-67800 MAINT FOUNTAINS & MISC PLANT	28.89
Total DUNN LUMBER:				28.89
ARENZ, MICHAEL				
ARENZ042220	04/22/2022	MASTER ELECTRICIAN LICENS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	329.00
Total ARENZ, MICHAEL:				329.00
AT&T				
262248865604	04/13/2022	APRIL TELEPHONE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	114.35
Total AT&T:				114.35
CHARTER COMMUNICATIONS				
010682404212	04/21/2022	WATER APRIL INTERNET	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CHARTER COMMUNICATIONS:				119.98
FIRST NATIONAL BANK OF OMAHA				
554328621142	04/24/2022	VONAGE PHONE SVC 4/23/2022	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	121.12
554328621152	04/25/2022	VONAGE LOCAL NUMBER SVC	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	8.33
Total FIRST NATIONAL BANK OF OMAHA:				129.45
MARTIN BUSINESS GROUP				
1285721	04/20/2022	SERVICE CONTRACT/COPIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	102.32
Total MARTIN BUSINESS GROUP:				102.32
MCKAIG, BRANDON				
MCKAIG04222	04/22/2022	REIMB WATER CERT RENEWAL	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	45.00
Total MCKAIG, BRANDON:				45.00
ODP BUSINESS SOLUTIONS LLC				
239963109001	04/19/2022	CLASP ENVELOPES & PAPER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	18.46
240142355001	04/19/2022	INK-CANON PRINTER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	23.39
Total ODP BUSINESS SOLUTIONS LLC:				41.85
RACHWAL, TYLER				
RACHWALT04	04/29/2022	SUB I-WATER & SS CLASS EXA	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	321.34
Total RACHWAL, TYLER:				321.34
US CELLULAR				
0500759316	04/04/2022	WATER MONTHLY PHONE BILL	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	208.29
Total US CELLULAR:				208.29
VELOCITY				
2022021	04/22/2022	IT SERVICES & EXCHANGE SEA	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	483.00
Total VELOCITY:				483.00
ARENZ, MICHAEL				
ARENZ042220	04/22/2022	REIMB WORK BOOTS/SAFETY	62-00-00-92600 EMPLOYEE PENSIONS & BENEFITS	99.99
Total ARENZ, MICHAEL:				99.99
SECURIAN FINANCIAL GROUP				
UTL LIFE-JUN	05/09/2022	JUN LIFE INS 2022	62-00-00-92630 LIFE INSURANCE EXPENSE	12.51
UTL LIFE-MAY	04/19/2022	MAY LIFE INS 2022	62-00-00-92630 LIFE INSURANCE EXPENSE	12.51
Total SECURIAN FINANCIAL GROUP:				25.02
SYSTEMS DESIGN				
21911	04/20/2022	IRRIGATION START UP	62-00-00-93000 MISCELLANEOUS GENERAL EXP	125.62
Total SYSTEMS DESIGN:				125.62

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
DUNN LUMBER				
1074620	05/06/2022	TRIMMER LINE	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	14.00
Total DUNN LUMBER:				14.00
UNITED LABORATORIES				
INV348244	05/05/2022	WEED KILLER-X-EMPT BIO-BAS	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	452.77
Total UNITED LABORATORIES:				452.77
Total 62:				21,436.80
Grand Totals:				50,491.10
Dated: _____				
Mayor: _____				
City Council: _____				

City Recorder: _____				

Customer Refunds

+ 164.99

+ 198.03

50,854.12

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (2 Characters) = "61","62"



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: May 2022 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Crews completed the spring hydrant flushing operations the first week of May and continued with maintenance work and preparing for the hydrant recoating project.

The hydrant recoating project awarded in 2021 got underway the second week of May and is anticipated to continue for approximately 3 weeks, pending weather delays.

T-Mobile has started work on the equipment upgrade at the Host Drive Tower, which is expected to be wrapped up within a week and inspected by the Utility thereafter.

WASTEWATER OPERATIONS

Work has continued for the Septage Receiving Station (SRS) Project and while we've encountered some timing delays, we're hoping to have the project manual available for Commission review at the June meeting and a potential bid award at the July meeting.

Due to the continued issues with the existing poly-feed system for biosolids processing, staff anticipates that a spring land application will be necessary to ensure there is enough storage on-site prior to the normal land application in the fall. Delivery of the replacement equipment has been delayed, but we are hopeful to take delivery in mid-June, which should eliminate the inconsistent processing of solids that the staff is currently dealing with.

OFFICE & ADMINISTRATION

The Vistas of Lake Geneva development continued with utility work in the last month, during which time there have been issues found related to the compaction of native materials used as trench backfill. Utility staff, Engineering, and the Developer have met several times to resolve and remediate the issues. We will continue to closely monitor the construction and bring any necessary recommendations to the Commission, should further action be necessary.

The joint meeting of the Public Works Committee and Utility Commission has been rescheduled for May 19, 2022 to review proposals for City Engineer.

Wastewater Operator – Jeff Johnson recently passed his Certified Operator exam for Laboratory, while Water Operator – Tyler Rachwal passed his Certified Operator exam for Iron Removal and began his wastewater licensing by passing the Collection Systems exam.

9. VFD Replacement - WWTP

At the March 2022 meeting, the Commission authorized staff to proceed with purchasing replacement VFDs from William-Reid (W/R) for an amount not to exceed \$18,180. W/R has since contacted staff and advised that an error had been made in the quoted equipment and that to provide the proper replacements, there would be an additional cost of \$1,700 per unit (or \$5,100 total).

Staff reviewed the prior submittals obtained and noted that JMB & Assoc. had provided a more advantageous price for the equipment only at \$5,223 each (\$15,669 total) rather than the revised \$5,945 from W/R (\$17,835).

While W/R had originally proposed to perform equipment removal and replacement work and JMB had not, staff believes it is now more financially advantageous to have staff perform this work, purchase the equipment from JMB and have them perform startup on each unit.

Action is recommended to approve the purchase of replacement VFDs for the oxidation ditch aeration equipment as quoted by JMB & Associates.

10. Symphony Bay – Phase 5 – Lift Station

Staff has reported on the subject submittals and ongoing reviews at earlier meetings, and while the review has not been found to be complete and satisfactory to date, the Developer has requested this item to be noticed on the Commission agenda for the potential of an early or conditioned approval.

To date, the submittals have been found in general conformance for location, elevation, and capacity. There are numerous detailed items within the submittals that continue to be reviewed and revised between the Utility and Developer. A copy of the most recent review letter containing recommendations by MSA Professional Services is included in packets for Commission review.

Should the Commission be in favor of granting a conditioned approval of the submittal, staff recommends that an Owner Letter of Approval only be issued after the submittal is found to be in satisfactory conformance by MSA and Utility staff.

Should the Commission deny a conditioned approval at this time, staff will continue to work with the Developer and MSA to present a fully acceptable submittal to the Commission at an upcoming meeting.

11. Impact Fee Study and Utility Impact Fee Technical Memorandum

In April, the Common Council approved a proposal from Ruekert-Mielke, Inc. (R/M) to perform a Development Impact Fee Study. That scope of work includes, in part, reviewing the existing water and sewer Impact Fees from 2004 and providing a recommendation for any updates found necessary.

While reviewing the scope of services proposed by R/M, it was found that staff input was to be the primary source of the future needs analysis. A subsequent request was made by staff to R/M to provide a proposal to to update the 2004 technical memorandum.

Staff believes it would be advantageous for the Utility to have this infrastructure information revised, providing a mid-level outline of future needs that are anticipated to provide services to future development. Given the implications that development poses to capacity management, expanded maintenance areas, and the financial stability of the Utility, it is hoped this information will support the Impact Fee analysis report. Funding for this work was budgeted in the water and the wastewater departments for completion in 2022, allocating \$50,000 in total to complete the work.

Staff recommends the completion of the Utility Impact Fee Technical Memorandum by Ruekert-Mielke, Inc.



QUOTATION

Date: 2/11/2022
 Qte #: Lake Geneva Utility 10-2021 rev1
 Sls Rep: Mark Aler
 E-mail: mark@jmb-assoc.com

N50 W13906 Overview Dr.
 Menomonee Falls, WI 53051
 Ph: 262-432-0630
 Fax: 262-432-0635

To: Lake Geneva Utility Commission
 Attn: Ken Bauman
 E-mail: kbauman@lgutilities.org
 Ph: 262-949-0779
 Project: RAS and Ditch VFD replacements
 Engr: -
 Addm: -

TERMS & CONDITIONS

- TAX not included
- PRICES valid for 30 days
- FREIGHT included
- See www.jmb-assoc.com for additional terms.

ABB VFD SCHEDULE

ITEM	TAG NO	DESCRIPTION	QTY	NOTES / Cost Each
1.		ACQ580, 460V, 50HP, 65FLA	1	1, \$4,391
2.		ACQ580, 460V, 50HP, 65FLA	1	2, \$5,223

Note 1 - Packaged VFD system including:

- **NEMA/UL type 1 enclosure**
- UL listed 100,000 amp SCCR
- 5% impedance with internal line reactors
- Built-in EMI/RFI filters
- Metal oxide varistors (4) 120 joules each surge withstand capability
- Programmable signals: (2) AI's, (6) DI's, (2) AO's, (3) Form-C Relay's
- MODBUS protocol
- Conformal coated circuit boards
- 3-Year warranty from ship date on parts, labor and travel with JMB start-up

Note 2 - Packaged VFD system including:

- **NEMA/UL type 12 enclosure**
- UL listed 100,000 amp SCCR
- 5% impedance with internal line reactors
- Built-in EMI/RFI filters
- Metal oxide varistors (4) 120 joules each surge withstand capability
- Programmable signals: (2) AI's, (6) DI's, (2) AO's, (3) Form-C Relay's
- MODBUS protocol
- Conformal coated circuit boards
- 3-Year warranty from ship date on parts, labor and travel with JMB start-up

Notes:

1. JMB start up \$540 per trip.

From: [Brandon Mancilla](#)
To: [Ken Bauman](#)
Subject: Lake Geneva VFD Communication Upgrade
Date: Sunday, May 1, 2022 1:09:15 PM
Attachments: [image001.png](#)

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Ken,

I have finally received the cost associated with upgrading the communication systems integral for the VFD upgrade. The cost would be \$1700.00 additional per VFD for a total adder of \$5100.00.

This service would include installing the device net cards into VFD's, reprogram PLC to communicate device net to Allen Bradley VFD's & commissioning the system.

I completely understand if you would like to reevaluate all your options on this project. Canceling this order is possible. Again, I apologize this was not caught on the initial inspection of the system.

Please give me a call to discuss if desired.

Thanks,

Brandon Mancilla
Sales Engineer



Williamreidltd.com
PO Box 397
Germantown, WI 53022
M: 414-331-5576 O: 262-255-5420
brandon@williamreidltd.com

**WILLIAM/REID***A Division of Gasvoda & Associates, Inc.*

Quotation

Date: February 8, 2022**Quotation valid until:** March 10, 2022**Prepared for:** Ken Bauman

Superintendent Wastewater Dept.

Lake Geneva Utility Commission

201 Haskins St. Lake Geneva WI, 53147

Phone: (262)-248-2394 Email: KBAUMAN@LGUTILITIES.ORG

Prepared by: Brandon Mancilla**Quotation Number:** 020822 BJM**Project Reference:** Drives

We are pleased to offer the following quotation for your consideration:

Quantity	Description	
3	Allen Bradley 50hp VFD's to replace the customers existing Danfoss VFD's, 50HP 65 amp rated. The customers current arrangement is a VFD connected to a Two contactor bypass cabinet. The plan would be to remove the 50HP VFD and replace it with new Allen Bradley Power Flex 753 VFD.	4,245.00
3	Commissioning of the VFD	595.00
1	Removal and installation of new VFD including power and control wiring	3,660.00
Total Price		\$18,180.00

TERMS: See attached sheet for detailed terms and conditions.**FREIGHT:** F.O.B. Shipping Point, with Freight Prepaid and Added to the Invoice.**START-UP:** 1 day(s) of start up services are included. Any additional will be billed at our standard rate.**TAXES:** ALL applicable taxes must be added. If exempt, please provide an exemption certificate with order.**SUBMITTALS:** 1 to 2 weeks after receipt of order.**DELIVERY:** 8 to 12 weeks after approval and authorization to proceed.**DURATION:** After 30 days, we reserve the right to review, amend, or withdrawal this proposal.*Respectfully submitted,*

Brandon Mancilla

Orders should be sent to: sales@williamreidltd.comwww.williamreidltd.com



WILLIAM/REID

A Division of Gasvoda & Associates, Inc.

Thank you for the opportunity to provide our proposal. Please do not hesitate to call with any further questions or requirements. Please be sure to complete all of the information below so that we may get started on your order!

AUTHORIZATION TO PROCEED :

Authorization to proceed with placing the proposed equipment on order must be acknowledged by return of this document properly executed. Such acknowledgement will be considered as your acceptance of this proposal as written including terms and conditions. No submittals will be started and no equipment will be released to manufacturing prior to our receiving your formal authorized return of this document.

BILL TO:

SHIP TO:

E-MAIL ADDRESS FOR INVOICES:

TAGGING:

PO #:

ORDER CONTACT:

SITE CONTACT:

PHONE:

SITE PHONE:

TAXABLE: YES / NO If tax exempt, please return a copy of your tax exemption certificate.

ACCEPTED:

Authorized Signature

PRINT NAME:

TITLE:

DATE:

SPECIAL INSTRUCTIONS:

www.williamreidltd.com



WILLIAM/REID

A Division of Gasvoda & Associates, Inc.

WILLIAM/REID LTD TERMS AND CONDITIONS OF SALE

TERMS

1. **Terms of payment are 100% net due 30 days from "date of shipment & invoice" for all orders less than \$100,000.**
2. **Terms and conditions for orders totaling more than \$100,000.00 are based on progress payments as follow:**
 - A) **10% of net order total due upon delivery of submittal data for review and approval with no retainage allowed.**
 - B) **10% of remaining net order total due at time of release to production with no retainage allowed.**
 - C) **Entire balance of remaining net order total due within 30 business days after delivery and invoicing with no retainage allowed.**

Start-up services will not be scheduled prior to receipt of full and final payment, with no exceptions.

CONDITIONS

1. General

Subject only to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified on the face hereof, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and BUYER'S PAYMENT OBLIGATION IS NO WAY DEPENDENT OR CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY. Any balance owed by Buyer for 30 days or more after the same becomes due is subject to a 1-1/2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all collection costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past due amounts from Buyer.
2. Warranty

Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. Seller makes no other warranty concerning said equipment beyond that set forth in said Certificate and expressly disclaims any warranty of merchantability or fitness for any particular process not described in the applicable drawings and specifications.

Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer.
3. Liability of Seller

Seller is not liable in any event hereunder for any consequential, incidental, or liquidated damages or penalties.
4. Claim Period

Buyer shall immediately inspect said equipment upon receipt thereof. Seller is not obligated to consider any claim for shortages or non-conformance unless notified thereof by Buyer within 10 days after Buyer's receipt of said equipment.
5. Cancellation

Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder.
6. Taxes

Sale may be subject to state sales tax depending on the state. Gasvoda & Associates requires proof of exemption for all nontaxable sales. Regardless of exemption status, Gasvoda & Associates proposal does not include any sales tax. Payment of any sales tax remains the responsibility of the purchaser.
7. Storage

If at such time, within or after the estimated shipment period specified on the face hereof, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 1% of the balance due hereunder.
8. Drawings, Illustrations and Manuals

Catalog and proposal drawings, bulletins, and other accompanying literature are solely for the purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable.
9. Insurance

We have made no allowances for special insurance requirements including but not limited to "Waiver of Subrogation", "Form GC2010", liquidated damages, or anything beyond what is specifically spelled out as being included herein. We reserve the right to amend our offering for anything required outside of the specific items/services spelled out as being included. An exception must be in writing and authorized by Gasvoda & Associates.
10. Start Up

NO START UP WILL BE MADE PRIOR TO 100% PAYMENT. Warranty is invalid without authorized start up.

www.williamreidltd.com



To: Lake Geneva Utility Commission
From: Greg Gunderson, PE
Subject: Lift Station Review – Symphony Bay Lift Station Assessment (Final Review)
Date: May 13, 2022

Documents utilized for review comments as of May 12, 2022

- Specification Section by Metropolitan Pump (September 2021)
- Design Report (March 2022)
- Plan Set (11 sheets; April 2022)

Documents not provided that were previously requested

- WDNR Permit Applications

Site/Civil & Process Mechanical Comments

The following items pertain to the review of the site placement of the future lift station:

- An electrical power, control, and site plan drawing should be included in plan set for approval prior to construction.
- MSA recommends that the Contractor coordinate with the Utility's preferred Systems Integrator (Altronex) to determine the control requirements and complete a radio study to establish the SCADA mounting height, providing a direct path to the antenna and accounting for the construction of future homes.

Wet Well

- Typical MSA recommendation would provide minimum 6" distance between outer edge of precast lid and edge of hatch frame. Plans show pre-cast concrete lid at 7'-6" diameter. This allows for 5.5" between outer edge of precast lid and hatch frame. This should be acceptable. MSA would recommend providing flowable fill below the extents of the lid around the outer diameter of the wet well down below the frost line to prevent frost heaving of the lid. Fill type around pre-cast lid is not noted on plan set and should be identified to prevent frost heaving.
- Pipe penetrations through wet well walls should be fitted with pipe boots and should be shown in plan and profile views.
- Provide signage for hatch lids noting caution of hazardous gases and need for confined space entry, as required.

- Specifications and plans should note hatch sizes shall be coordinated with pump manufacturer to ensure accessibility with final selection.
 - o Hatch size is 66" by 40" with a clear area of 54" by 28". The apparent maximum offset of the pump during lifting is approximately 25". Contractor shall coordinate final hatch and pump selection with manufacturer to ensure there is not conflict of pumps during removal.

Valve Chamber

- Provide/note on plan set for pressure gauges with stainless steel isolation valve.
- Pipe penetrations through chamber walls should be fitted with pipe boots and should be shown in plan and profile views.

Vent Piping

- MSA recommends installing an odor reducer and obtaining a set to be used as spare parts (Peacemaker Vent Filter Odor Control by Syneco Systems, or equal).

Control Building (Pre-Cast/Prefabricated Concrete)

- Site Impact
 - o Grade is required to slope away from the building for the first 10' (2% for impervious and 5% for pervious materials).
 - o Roof drainage – gutters and downspout discharge locations should drain to appropriate stormwater collection area.
 - o If door opening is not flush with adjacent grade, then the step into building opening needs to be 4"-7" above adjacent grade.
 - o It is likely that an outward swinging door will catch on a frost heave if the building is not properly frost protected and is an at grade transition.
- Insulation/Energy Code
 - o It appears insulation is only added to exterior walls and the ceiling of the electrical/control room. Energy code requires all buildings be insulated where mechanical heating is added.
 - Prescriptive Method (IECC 2009 – allowed by WCVL 2018 to use this vs the 2015 if using prescriptive values) – all criteria must be met. Climate zone for Walworth County, WI = 6A. Either of following two would be satisfactory:

TABLE 502.1.2
BUILDING ENVELOPE REQUIREMENTS OPAQUE ELEMENT, MAXIMUM U-FACTORS

CLIMATE ZONE	1		2		3		4 EXCEPT MARINE		SAND MARINE 4		6		7		8	
	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R
Roofs																
Insulation entirely above deck	U-0.063	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.048	U-0.039	U-0.039	U-0.039	U-0.039
Metal buildings	U-0.065	U-0.065	U-0.055	U-0.055	U-0.055	U-0.055	U-0.055	U-0.055	U-0.055	U-0.055	U-0.055	U-0.049	U-0.049	U-0.049	U-0.035	U-0.035
Attic and other	U-0.034	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027	U-0.027
Walls, Above Grade																
Mass	U-0.058	U-0.151	U-0.151	U-0.123	U-0.123	U-0.104	U-0.104	U-0.090	U-0.090	U-0.080	U-0.080	U-0.071	U-0.071	U-0.071	U-0.071	U-0.052
Metal building	U-0.093	U-0.093	U-0.093	U-0.093	U-0.084	U-0.084	U-0.084	U-0.084	U-0.069	U-0.069	U-0.069	U-0.069	U-0.057	U-0.057	U-0.057	U-0.057
Metal framed	U-0.124	U-0.124	U-0.124	U-0.064	U-0.064	U-0.064	U-0.064	U-0.064	U-0.064	U-0.064	U-0.064	U-0.057	U-0.064	U-0.052	U-0.064	U-0.037
Wood framed and other	U-0.089	U-0.089	U-0.089	U-0.089	U-0.089	U-0.089	U-0.089	U-0.064	U-0.064	U-0.051	U-0.051	U-0.051	U-0.051	U-0.051	U-0.036	U-0.036
Walls, Below Grade																
Below-grade walls	C-1.140	C-1.140	C-1.140	C-1.140	C-1.140	C-1.140	C-1.140	C-0.119	C-0.119	C-0.119	C-0.119	C-0.119	C-0.119	C-0.092	C-0.119	C-0.075
Floors																
Mass	U-0.322	U-0.322	U-0.107	U-0.087	U-0.107	U-0.087	U-0.087	U-0.074	U-0.074	U-0.064	U-0.064	U-0.057	U-0.064	U-0.051	U-0.057	U-0.051
Joist/Framing	U-0.282	U-0.282	U-0.052	U-0.052	-	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033	U-0.033
Slab-on-Grade Floors																
Unheated slabs	F-0.730	F-0.730	F-0.730	F-0.730	F-0.730	F-0.730	F-0.730	F-0.540	F-0.730	F-0.540	F-0.540	F-0.520	F-0.520	F-0.520	F-0.520	F-0.510
Heated slabs	F-1.020	F-1.020	F-1.020	F-1.020	F-0.900	F-0.900	-	F-0.860	F-0.860	F-0.860	F-0.860	F-0.688	F-0.830	F-0.688	F-0.688	F-0.688

a. When heated slabs are placed below-grade, below grade walls must meet the *F-factor* requirements for perimeter insulation according to the heated slab-on-grade construction.

TABLE 502.2(1)
BUILDING ENVELOPE REQUIREMENTS - OPAQUE ASSEMBLIES

CLIMATE ZONE	1		2		3		4 EXCEPT MARINE		5 AND MARINE 4		6		7		8	
	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R	All other	Group R
Roofs																
Insulation entirely above deck	R-15ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-20ci	R-25ci	R-25ci	R-25ci	R-25ci
Metal buildings (with R-5 thermal blocks ^a)	R-19	R-19	R-13 + R-13	R-13 + R-13	R-13 + R-13	R-19	R-13 + R-13	R-19	R-13 + R-13	R-19	R-13 + R-13	R-19	R-13 + R-19	R-19 + R-10	R-11 + R-19	R-19 + R-10
Attic and other	R-30	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-38	R-49	R-49
Walls, Above Grade																
Mass	NR	R-5.7ci	R-5.7ci	R-7.6ci	R-7.6ci	R-7.6ci	R-9.5ci	R-9.5ci	R-11.4ci	R-11.4ci	R-13.3ci	R-13.3ci	R-15.2ci	R-15.2ci	R-25ci	R-25ci
Metal building ^b	R-16	R-16	R-16	R-16	R-19	R-19	R-19	R-19	R-13 + R-5.6ci	R-13 + R-5.6ci	R-13 + R-5.6ci	R-13 + R-5.6ci	R-19 + R-5.6ci	R-19 + R-5.6ci	R-19 + R-5.6ci	R-19 + R-5.6ci
Metal framed	R-13	R-13	R-13	R-13 + 7.5ci	R-13 + R-3.8ci	R-13 + R-7.5ci	R-13 + 7.5	R-13 + R-7.5ci	R-13 + R-7.5ci	R-13 + R-7.5ci	R-13 + R-7.5ci	R-13 + R-7.5ci	R-13 + R-7.5ci	R-13 + R-15.6ci	R-13 + R-7.5ci	R-13 + R-18.8ci
Wood framed and other	R-13	R-13	R-13	R-13	R-13	R-13	R-13	R-13 + R-3.8ci	R-13 + R-3.8ci	R-13 + 3.8	R-13 + 7.5	R-13 + R-7.5	R-13 + R-7.5ci	R-13 + R-7.5ci	R-13 + R-15.6ci	R-13 + R-15.6ci
Walls, Below Grade																
Below grade wall ^d	NR	NR	NR	NR	NR	NR	NR	R-7.5ci	R-7.5ci	R-7.5ci	NR	R-7.5ci	R-7.5ci	R-10ci	R-7.5ci	R-12.5ci
Floors																
Mass	NR	NR	R-6.3ci	R-8.3ci	R-6.3ci	R-8.3ci	R-10ci	R-10.4ci	R-10ci	R-12.5ci	R-12.5ci	R-14.6ci	R-15ci	R-16.7ci	R-15ci	R-16.7ci
Joist/framing Steel(wood)	NR	NR	R-19	R-30	R-19	R-30	R-30	R-30	R-30	R-30	R-30	R-30 ^e	R-30	R-30 ^e	R-30 ^e	R-30 ^e
Slab-on-Grade Floors																
Unheated slabs	NR	NR	NR	NR	NR	NR	NR	R-10 for 24 in. below	NR	R-10 for 24 in. below	R-10 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-20 for 24 in. below
Heated slabs	R-7.5 for 12 in. below	R-7.5 for 12 in. below	R-7.5 for 12 in. below	R-7.5 for 12 in. below	R-10 for 24 in. below	R-10 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-15 for 24 in. below	R-20 for 48 in. below	R-20 for 24 in. below	R-20 for 48 in. below	R-20 for 48 in. below	R-20 for 48 in. below
Opaque doors																
Swinging	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.70	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50
Roll-up or sliding	U - 1.45	U - 1.45	U - 1.45	U - 1.45	U - 1.45	U - 1.45	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50	U - 0.50

For SI: 1 inch = 25.4 mm.

ci = Continuous insulation. NR = No requirement.

a. When using R-value compliance method, a thermal spacer block is required, otherwise use the V-factor compliance method. [see Tables 502.1.2 and 502.2(2)].

b. Assembly descriptions can be found in Table 502.2(2).

c. R-5.7 ci is allowed to be substituted with concrete block walls complying with ASTM C 90, ungrouted or partially grouted at 32 inches or less on center vertically and 48 inches or less on center horizontally, with ungrouted cores filled with material having a maximum thermal conductivity of 0.44 Btu-in./h-ft² F.

d. When heated slabs are placed below grade, below-grade walls must meet the exterior insulation requirements for perimeter insulation according to the heated slab-on-grade construction.

e. Steel floor joist systems shall be R-38.

COMMERCIAL ENERGY EFFICIENCY

- o Prescriptive values must meet all of the following:
 - Roof/ceiling R-38 or U-0.027
 - Walls: R-13.3 continuous insulation or R-13 cavity insulation and R-7.5 continuous insulation. OR total wall U-factor of U-0.080
 - Floors: R-10 for 24" from the top of the slab and below grade
- o Foam insulation inside buildings is governed by building code. Plans indicate it is to lined with plastic and covered by FRP laminated plywood panels. Code requires coverage by gypsum board (minimum of 1/2") or other approved material. In order to meet code and provide a solid mounting surface it is recommended to install 1/2" gypsum and plywood where panels are going.
- o The 3" EPS insulation does not appear to have rating of R-19 per the ISO rating of R-6.3 per inch.
- o Wall between electrical/control room and generator room appear to be non-insulated except for spray insulation. It is recommended to supply insulation to meet notes above.
- Vapor Retarder:
 - o Required in exterior wall construction by IBC 1405.
 - o It is recommended to have vapor barrier under the slab to keep moisture from penetrating base of the slab.
- Foundation

- o Building is required to have a shallow foundation, with shallow frost protected foundation or deep frost foundation. IBC 1809.
- Doors:
 - o Generator room door should swing outward.
 - o Door hardware should be a standard closer with spring stop and hold open.
 - o Provide weather stripping on doors.
- Structural:
 - o Building is considered a Risk Category IV. This should be revised and noted in the specs.
 - o The base slab should be adequately designed for 250 PSF to support the generator.
- Roof:
 - o It is recommended that the standing seam type be called out and selected by owner.
 - o Fascia and gutter size should be called out.
 - o Soffit cover should be noted on the plans.
 - o Ridge vent type and how much ventilation is required should be noted.
 - o Soffit should be vented.
 - o Roof structure type should be noted and called out by trusses and sheathing.
- Exterior:
 - o "Cages" should be noted on all disconnects including disconnect on east end of northern wall.
- Gas:
 - o Gas piping should be sized large enough for the capacity of the generator and the pressure in the service line.
- HVAC:
 - o Generator room
 - Thermostat location is not shown, and specification doesn't indicate if this is an integral thermostat for the unit heater.
 - The exhaust fan should be sized to keep the room under 105 d-F.
 - Intake louver is located directly adjacent to exhaust fan. Code requires that this be 3' from the fan.
 - Keynote 19 indicates a 10" x 10" intake louver which appears to be too small for a generator room. Energy code requires that all exterior HVAC openings have dampers.
 - Bottom of louver needs to be at least 2' above the ground to prevent snow accumulation/blockage.

Electrical & Control Comments

MP Pump Station Submittal

- The submitted Gems flood switch for the valve vault may be problematic when used in this type of application. MSA recommends a rugged non-mercury float switch with stainless steel mounting hardware be used.
- Control Schematic: Submitted backup level control system utilizes five float switches. This may be a maintenance issue especially with the very deep wet well. MSA recommends a two or three float backup level system with start delay timers. Utility requests a three (3) float system with delays for HIGH/LAG, LEAD, OFF/LOW.
 - i. PLC heartbeat failure, High float or low float activates backup level control system when in level system selector is in Auto.

- ii. For three float system the intermediate float is the pump ON.
- iii. Pump On float to start the lead pump and also start the lag pump following the start delay, but only if the On float is still active.
- Control Schematic: Digital input module on sheet 5 of 15 shows inputs reserved for a third pump. Confirm whether the intent was for the wet well to be designed to accommodate a future pump for triplex operation. If not, then these inputs should be relabeled as Spare.
- Remove intrusion alarms & related switches
- Control Schematic: Remove audible alarm from control panel
- Pumps shall be inverter duty rated for use with VFDs.
- Confirm that 100-foot pump power cable is adequate.
- Confirm required length for submersible level transducer cable, float cables and flowmeter cable.
- Configure the ATS for programmed transition operation.
- Submitted genset warranty is noted as 2-year limited. Provide 5-year comprehensive.
- Submitted ATS is provided with elevator signal relay option. Confirm what the intent for this is and eliminate if not needed.
- Submitted ATS is provided with MODBUS RS485 serial communications module option, however the control panel drawings only show hardwired signals from the ATS. Confirm this option is not needed.
- Alternator datasheet does not indicate the proposed rating. Provide alternator rated for 125 deg C rise.
- Submitted ATS warranty is noted as 1-year comprehensive and should be changed to 5-year comprehensive.
- Provide mainline breaker with 80A trip rating (HDL36080). Adjust generator circuit wiring appropriately.
- Control Panel Schematic:
 - i. Provide PLC fail monitoring utilizing watchdog timers. PLC fail condition shall illuminate corresponding pilot light.
 - ii. Provide control power fail monitoring and corresponding contacts for SCADA monitoring.
 - iii. Provide discrete wiring schematics/drawings.
 - iv. Confirm with owner which alarms are hardwired independent of the PLC, and which status and alarms should be communicated via Ethernet/IP with the SCADA system panel. Relabel unused outputs as spare. At minimum, alarms shall be BACKUP FLOAT ACTIVE, HIGH LEVEL, AND LOW LEVEL.
 - v. The genset Run and Fail signals should be shown coming from the genset controller and not the ATS.
 - vi. Control panel shall be built and labeled to UL698a standards.
 - vii. Control panel shall have short circuit current rating of 5 kA minimum and shall exceed the available fault current.
 - viii. Provide panel light.
 - ix. Back panel elevation view on sheet 10 of 15 shows a cell modem. Remove from drawings.
 - x. The DP-1 panelboard schedule shown at bottom right on sheet 11 of 15 does not match the electrical schematic on the left side of the page. Confirm information on the schematic is correct and revise schedule accordingly (or remove from drawing).
 - xi. Confirm breaker size for Generator Room unit heater is appropriate.
 - xii. On sheet 12 of 15 the feeder for LP-1 is incorrectly noted as being from LP-1, revise as DP-1. Two valve vault sump pump circuits are shown. Add circuit for 150W oil pan

- heater per generator submittal information. Confirm load for generator block heater should be 2000W per the generator submittal information.
- xiii. A generator sizing report was not provided. Confirm if the generator is sized to allow for both pumps to operator. If not sized for two pump operation, confirm that the controls will limit only one pump to operate under generator power.
- VFDs shall be ABB ACQ, or equal. Provide bypass provision so the pumps can operate if VFDs fail.
 - Flood switch for the valve vault should have intrinsically safe relay, revise panel schematic accordingly.
 - Submittal includes Macromatic overtemp and seal fail relay, however the pump submittal indicates that a Flygt Minicas II/FUS will be provided for each pump. Confirm and revise schematic accordingly.
 - Provide all missing product datasheets for panel components, such as circuit breakers, etc.
 - Provide JB-1 as NEMA 3R stainless steel box vs. submitted NEMA 4x having clamps.
 - Provide submersible level transducer having large diaphragm design, Measurement Specialties 750, or equal.
 - Control panel should have space for minimum of two future I-O expansion modules.
 - Wet well level and flow rate signals should be moved to the analog expansion card vs. utilizing the base analog input that has low resolution.
 - Provide datasheet for proposed flood switches

Plan Set Comments (dated April 2022)

Sheet 1.2

- Add notes addressing the electrical service and installing contractor coordination with the electric utility. The self-contained meter socket and stub out conduit(s) should be provided by contractor per the electric utility's requirements.
- Wet well should be noted as a Class I, Division 1 hazardous location.
- Valve Vault and meter vault should be noted as a Class I, Division 2 hazardous location.
- Drawing calls for a 1" conduit for meter vault flood switch but drawing 1.4 does not show a flood switch in that structure. Confirm if being provided.
- Confirm there is a separate flood switch in the valve vault. Revise conduit description accordingly.
- The valve vault sump pump power wiring should be in a separate conduit from the intrinsically safe flood signal wiring per NEC requirements. Add a conduit from valve vault to building.
- Drawing should show the SCADA antenna mast. Coordinate location on building with Utility Commission's SCADA system integrator.

Sheet 1.4

- Provide strain relief for the float switch cables, Kellems grips or equal.
- Float switch cables should have sufficient slack to allow adjustment of +/- 3 feet from the required elevation. Slack cable to be coiled and suspended from hook near top of wet well.
- Large diaphragm submersible level transducer to be provided per above comments. Include mfr/model info in the item list. This transducer should not be mounted on the same suspension system as the float switches. Provide separate stainless steel rope, mounting hardware and strain relief for this instrument.

Sheets 1.6 – 1.10

- Clarify why is the disconnect for the 1 ton HVAC unit (item 14) located on the north exterior wall and if it can this be moved to the left side of the unit
- On drawing 1.7, indicate voltage/phase of HVAC unit and wall heater identified by items 14 and 16.
- Item 32 on drawing 1.7 indicates panelboard is 480V, 3 phase 100Amp. Provide panelboard as 480/277V, three-phase, four wire.
- Item 37 on drawing 1.7 still indicates an ACH580 HVAC drive. As noted previously, an ABB ACQ drive, or equal, shall be provided.
- Junction box for level controls and pump aux cables shall have metal barrier to separate intrinsically safe float and transducer wiring from the discrete aux cable wiring per NEC requirements.
- Drawing 1.7 shows 3'-6" NEC required clearance between the 480V equipment and panels on opposite walls. NEC table 110.26(A)(1) requires the working space for the 480V equipment to be 48-inches per condition 3 in row two.
- Relocate south light fixture in generator room away from the generator exhaust pipe or eliminate this fixture and provide the two other fixtures with higher lumen output.
- Move smoke/CO detector in generator room to location away from generator exhaust silencer/piping to prevent nuisance tripping.
- Confirm/provide generator with flexible stainless steel exhaust connector.
- Confirm that the radiator duct length is adequate for the installation and acceptable to the generator manufacturer.
- Confirm with generator manufacturer whether the current exhaust pipe configuration with multiple bends is recommended.
- All exterior receptacles should have cast metal "while-in-use" covers.
- Confirm the expanded metal cage identified as item 42 extends below both disconnects and the junction box. We assume the design intent is to have no seal-offs on the conduits from the wet well, and the manufacturers cables will pass through the expanded metal cage (vented area) then terminate in the disconnects and j-box that are greater than 18" above grade and outside the rated space.
- The Utility Commission's SCADA integrator will need to conduct a radio path study to determine exact requirements for the antenna height and orientation at the lift station. The lift station should be provided with a conduit mast having weather head supported off the building wall/fascia for integrator's installation of antenna and antenna cable. A mast length of 10 feet should be assumed, however final length required should be coordinated with the SCADA integrator.

Specification Comments (dated September 2021)

- In general, the specifications do not fully reflect what is shown on the most recently submitted drawings and includes information that conflicts with what is included in the Design Report revised March 22, 2022. Revise specifications to match the equipment being provided based on all submittal review comments and correspondence with the owner.
- Page 1 indicates NEMA 12 control panel but page 3 says NEMA 1.

- Page 3: Electric service should be stated as 480/277V, three-phase, 4-wire. Contractor/developer is responsible for coordinating electric service with the electric utility.
- Page 3: The text references a one-line diagram, but none was ever included in any of the submittal materials.
- Page 4: Manufacturer's cables for floats, submersible level transducer, and pump aux signals are to be spliced at junction box on the building exterior.
- Page 9: Owner has selected a three float backup system.
- Page 10:
 - a. Flowmeter should be specified with IP68 rating and have potted cable (factory installed or field installed).
 - b. Generator output should be stated as 480/277V, three-phase, 4-wire.
 - c. Generator should be specified with permanent magnet generator (PMG) excitation system.
- Page 15:
 - a. Genset warranty should be specified as 5 year
 - b. Provide info on automatic transfer switch. ATS should be specified with programmed transition feature and 5 year warranty.
- Page 18: Intrusion system was eliminated by UC.
- Page 19 states pump disconnects to be provided. With AFDs, the disconnect switch position should be monitored by the control panel, and the pump VFD should not be allowed to operate when the switch is in the off position.
- Page 20: Distribution panelboard should be stated as 480/277V, three-phase, 4-wire.

Design Report (Dated April 2022)

- In general, the design report does not fully reflect what is shown on the most recently submitted drawings and includes information that conflicts with what is included in the Specifications dated September 13, 2021. Revise design report to match the equipment being provided based on all submittal review comments and correspondence with the owner.
- Page 4: constant speed pumps are noted.
- Page 5:
 - a. Pumps also provide motor high temperature signal through the manufacturers cable, to be monitored by the control panel and SCADA.
 - b. The text talks about non-rated pumps that are continuously submerged, but explosion proof pumps should be provided.
- Page 6:
 - a. No seal-offs should be installed at the wet well. The submitted design has the manufacturers cables going through conduit to the expanded metal box.
 - b. Revise description of backup level control system to match two float system per the previous review comments.
- The Xylem pump curve sheets indicate pump motor voltage as 400V. Provide revised datasheets for 460V pump motors.

May 12, 2022

Mr. Josh Gajewski
City of Lake Geneva
Utility Commission Director
626 Geneva Street
Lake Geneva, WI 53147

Re: Utilities Impact Fee Technical Memorandum
Engineering Services Proposal

Dear Josh,

The City is undertaking a comprehensive effort to update its impact fees. The last impact fee assessment was conducted in 2004. Since then, a lot has changed in the City. We understand that in the last five years alone, approximately 400 to 500 homes have been built in the City.

The City is facing continued development pressure. As a premier Midwest seasonal destination, developments come to the City. The City realizes that it has to position itself to have the funds necessary to update its parks, streets, public spaces, and utilities to accommodate and stay ahead of development.

The City is undertaking a comprehensive effort to update its impact fees. The last impact fee assessment was conducted in 2004. This assessment included consideration of public works, library, fire protection, parks and recreation and utilities. The utilities section of this assessment was conducted by an engineering firm. Since 2004, a lot has changed in the City. The City is due for an updated Impact Fee Needs Assessment to plan for the next 20 years. Based on coordination with City Utility staff, we understand that the City would like more focus on water and wastewater treatment on this assessment compared to the 2004 study.

The City has coordinated with Ruekert & Mielke, Inc. (R/M) in the past couple months on a general approach for an impact fee assessment including public works, library, fire protection, parks, police, and utilities. In the last three weeks through our coordination, we have realized that the utility impact fees are significantly more involved than the other components. A comprehensive engineering assessment is required to plan for water and sanitary sewer utilities. This proposal is for the water and sanitary sewer portion of the larger impact assessment.

Based on our recent coordination with the City on your needs, we propose the following scope of services for this project.

1. Read and understand past water and wastewater studies. Recognize development in the City since plans were written.
2. Review current service areas and extent of utilities in service areas.
3. Identify existing capacities in service areas. Identify limitations of capacities.
 - a. Analyze water and sewer mains for capacity. Water mains greater than or equal to 12-inches will be analyzed and sewer gravity interceptors will be analyzed. Water main capacity would be analyzed based on typical headloss per 1,000 feet and/or typical velocities. Sewer interceptors would be analyzed based on Mannings's equation. Sewer force mains will be analyzed based on a velocity of 6 feet per second.
 - b. Conduct a supply and storage analysis for the water system. This includes wells, pumping stations, and storage facilities.

Mr. Josh Gajewski
City of Lake Geneva
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- c. Analyze water filtration plant capacity.
 - d. Analyze sewage pumping station capacities.
 - e. Analyze wastewater treatment facility capacity with flows and pollutant loadings.
4. Project future needed capacities for items 3a through 3e above from planned development and land use maps. Breakout needed capacities in specific zones of City (e.g. water pressure zones and sewer sheds). Water demands and sewer flow rates will be estimated based on utility reporting. In general, SCADA records will not be analyzed in great detail. Water demands and sewer flow rates will be uniform for a given land use across the different zones.
 5. Have review meeting with City.
 6. Develop basic conceptual parameters of needed water and sewer facilities.
 7. Assign costs to needed improvements.
 8. Write draft memorandum. The memorandum will be formatted similar to the 2004 document and will use the tabular format.
 9. Have review meeting with City.
 10. Finalize memorandum for incorporation into larger impact fee study.

This scope of services assumes that the City will provide R/M accurate records and system maps for water mains, sewer interceptors and force mains. The City would also provide R/M current land use maps. We also assume also the City will provide R/M the existing sewer basins.

We propose to provide the above services for a lump sum cost of \$48,146.00. If R/M is chosen as the City Engineer, we will have to become familiar with the City's water and sanitary sewer systems. In this case, R/M would offer a \$4,000 discount since some of the work to analyze existing conditions will be needed with the role of City Engineer.

R/M would complete the above scope of work within 5 months of receiving utility approval.

Services not included in this scope include:

1. Detailed design of facilities.
2. Sanitary sewer modeling. Sewer capacities will be determined by type and average slope of mains. Existing peak flows will be estimated by flow records at pump stations.
3. Water system modeling. The analysis will not be detailed enough to warrant water modeling of the overall system. Peak day and peak hour water demands will be estimated from existing records.

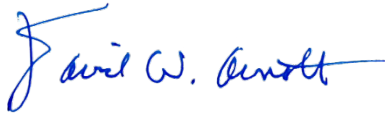
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The above-described professional services will be provided to you in accordance with the attached two-page, **Ruekert & Mielke, Inc.-City of Lake Geneva Term & Conditions** dated March 30, 2022, which are made part of this agreement by reference. Please indicate your acceptance of this agreement by having the appropriate authorized official(s) affix their signature(s) where indicated and returning one fully executed copy to our office.

We look forward to working with you on this project. Please feel free to call me with any questions concerning this proposal.

Respectfully,

RUEKERT & MIELKE, INC.



David W. Arnott, P.E. (WI, IL.)
Team Leader / Senior Project Manager
darnott@ruekert-mielke.com

DWA:sjs

Enclosures

cc: Dave Nord, City of Lake Geneva
Ed Maxwell M.B.A., Ruekert & Mielke, Inc.

Mr. Josh Gajewski
City of Lake Geneva
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May 12, 2022
Page 4

CLIENT NAME:

City of Lake Geneva

Signature: _____

Title: _____

Date: _____

ATTEST:

By: _____

Title: _____

Date: _____

Designated Representative:

Name: _____

Title: _____

Phone Number: _____

ENGINEER:

Ruekert & Mielke, Inc.

Signature:  _____
Ryan T. Amtmann, P.E.

Title: Vice President

Date: May 12, 2022

Designated Representative:

Name: David W. Arnott, P.E.

Title: Team Leader/Senior Project Manager

Phone Number: (262) 953-3080

A. Standards of Performance

The standard of care for all professional services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.

B. Authorized Representative

With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and duties and responsibilities of Owner under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of the respective party whom the individual represents.

C. Payments to Engineer

Invoices will be prepared in accordance with Engineer's standard invoicing practices and will be submitted to Owner by Engineer monthly, unless otherwise agreed. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice therefore, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges.

D. Description of Professional Services.

Professional Services to be performed under this agreement are described and set forth in the attached Exhibit 1. Payments shall be made 30 days after receipt of Engineer's invoice as set forth above. Invoices shall be based upon the amount of time spent on the services performed hereunder and in proportion to the overall project as set forth in the Level of Effort for City of Lake Geneva – Impact Fee Study in Exhibit 1. Time for performance of services is also set forth in the Level of Effort for City of Lake Geneva – Impact Fee Study in Exhibit 1 subject to the conditions noted therein.

E. Ownership and Reuse of Documents

All documents prepared or furnished by Engineer pursuant to this Agreement are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed. Engineer grants Owner a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the documents. Such limited license shall not create any rights in third parties. Reuse of any documents pertaining to this Agreement by Owner shall be at Owner's sole risk; Engineer understands that all documents prepared or furnished by Engineer to Owner may be deemed "public documents," subject to open records law pursuant to Secs.19.31-19.39, Wis. Stats. and subject to disclosure to members of the public.

F. Owner Provided Information

Engineer shall have the right to rely on the accuracy of any information provided by Owner. Engineer will not review this information for accuracy.

G. Limit of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of Engineer and Engineer's officers, directors, partners, employees, agents, and consultants, or any of them to Owner and anyone claiming by, through, or under Owner, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this Agreement from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of Engineer or Engineer's officers, directors, partners, employees, agents, and consultants, or any of them, shall not exceed the total amount of \$2,000,000.

H. Insurance

Engineer will maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability and will provide certificates of insurance to Owner upon request.

I. Termination of Contract

Either party may at any time terminate this Agreement with 7 days written notice for cause in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Owner may terminate this Agreement for convenience with 30 days written notice, or the Project may be suspended by Owner with 30 days written notice. In the event of suspension or cancellation for convenience by Owner, Owner shall pay to Engineer all amounts owing to Engineer under this Agreement, for all work performed up to the effective date of notice.

J. Independent Contractor

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Owner or the Engineer. Engineer's services under this Agreement are being performed solely for the Owner's benefit, and no other entity shall have any claim against Engineer because of this Agreement or the performance or nonperformance of services hereunder. Owner agrees to include a provision in all contracts with contractors and other entities involved in this Project to carry out the intent of this paragraph.

K. Force Majure

Engineer shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond Engineer's reasonable control.

L. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

M. Dispute Resolution

Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in questions between them arising out or relating to this Agreement or the breach thereof ("disputes") to mediation as a condition precedent to litigation.

N. Public Records

Engineer agrees to comply with the requirements of Wisconsin Statutes Sections 19.32 to 19.39 and Sections 19.81 to 19.98 – Wisconsin Public Records Law and Open Meetings Law.