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 DECEMBER 19, 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 November 21, 2022 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of November 2022 Financials
7. Approval of the November 2022 Bills
8. Directors Report
9. Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding the Utility Director.
10. Motion to return to open session pursuant to Wisconsin Statues 19.85 (2) and take action on any items discussed in closed session
11. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday November 21, 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 4pm

Roll Call – Lyon, Klein, Howell, Nord, Binn & Stanczak. Excused: Hedlund

Staff in Attendance – Busch & 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 October 17, 2022, as prepared & distributed
Howell/Binn motion to approve the minutes as presented. Passed 6-0.

Acknowledgement of correspondence
None

Approval of the October 2022 Financials
Binn/Stanczak motion to approve. Passed 6-0.

Approval of the October 2022 Bills
Howell/Binn motion to approve. Passed 6-0.

Director's Report
Gajewki gave an overview of the submitted Director's report. He added that Randy Langer from Strand & Associates would be appearing via zoom for item #17 on the agenda.
Klein/Binn motion to approve the Director's report. Passed 6-0.

Election of Officers – Commission President & Commission Secretary
Lyon stated that this is an annual process.
Howell/Nord motion to nominate Lyon as president.
Nord/Howell motion to close the nominations and appoint Lyon as Utility Commission president. Passed 6-0.
Binn/Klein motion to nominate Hedlund as secretary.
Howell/Binn motion to close the nominations.
Binn/Klein motion to elect Hedlund as Utility Commission secretary. Passed 6-0.

Discussion/Action on proposed revisions to the Billing Clerk & Office Manager job descriptions
Gajewski explained that during the McGrath wage and compensation study, these two positions had recommended title changes. The descriptions being presented include those title changes and other small housekeeping changes. Discussion followed. There are no changes to the scope of work for these positions.
Howell/Stanczak motion to approve the job descriptions as presented. Passed 6-0.

Discussion/Action on acceptance of water and sanitary sewer improvements – Stone Ridge Phase 2A
Gajewski reported that Kapur issued a letter of recommendation to accept these improvements and all the information is in the packet. Discussion followed. Gajewski is in agreement with the recommendation.
Klein/Binn motion to approve the acceptance of water and sanitary sewer improvements for Stone Ridge Phase 2A. Passed 6-0.

Discussion /Action on WisDOT STH 50 project and associated utility improvements
This project is in the planning stages and Gajewski gave the latest update to anticipated timelines. There are a lot of things to consider and plan for. No action is required at this time and Gajewski will continue to bring updates as he receives them.

Discussion/Action on the release of bid for the Hauled Waste Receiving Facility project
Randy Langer from Strand & Associates appeared via zoom and gave an update on the project. He advised that it is ready to go out for bid and there are contractors who are aware of the project that they believe will bid on it. Final costs will be determined at bid opening in January and then it can be decided whether using Clean Water Funds is the best way to go. Discussion followed.
Howell/Binn motion to direct Gajewski to start the bidding process. Passed 6-0.

Discussion/Action on the 2023 Wastewater Utility and Water Utility budgets
Gajewski went over the Wastewater budget and explained the small changes that have occurred since the preliminary version was presented.
Binn/Howell motion to approve the water and wastewater budgets for 2023. Passed 6-0.

Lyon/Stanczak motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding hiring a Wastewater Operator and include Gajewski in the closed session.

The Commission convened into closed session on a roll call vote at 4:35pm.

Howell/Klein 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 returned to open session on a roll call vote at 4:54pm.

Stanczak/Binn motion to proceed with an employment offer as discussed in closed session. Passed 6-0.

Adjourn
Lyon/Howell motion to adjourn at 4:55pm. Passed 6-0.

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 11 / 2022

FUND 61 - WASTEWATER UTILITY

REVENUES	**Current Period**	**YTD**	**2022 Budget**	**YTD vs Budget**	**YTD % of Budget** *91.7%*	**Prior YTD 2021**	**Prior YTD 5 Year Avg.**
INTEREST EARNED	16,073	62,265	10,300	51,965	604.52%	2,602	17,947
CUSTOMER SALES	29,945	1,631,922	2,102,450	-470,528	77.62%	1,652,324	1,442,405
OTHER REVENUE	1,227	11,893	10,725	1,168	110.89%	12,541	18,479
CAPITAL CONTRIBUTIONS	13,055	172,699	186,500	-13,801	92.60%	193,960	171,031
TOTAL REVENUES	**60,300**	**1,878,780**	**2,309,975**	**-431,195**	**81.33%**	**1,861,427**	**1,649,861**
EXPENSES							
TOTAL OUTSIDE SERVICES	27,995	258,827	392,025	-133,198	66.02%	221,879	231,533
TOTAL OPERATING EXPENSES	3,681	32,140	43,350	-11,210	74.14%	31,854	25,228
TOTAL INSURANCE	0	21,962	29,900	-7,938	73.45%	20,456	19,382
TOTAL SALARY & BENEFITS	50,740	515,328	603,797	-88,469	85.35%	461,138	489,295
TOTAL LAB SUPPLIES	3,266	21,436	22,600	-1,164	94.85%	17,555	11,904
TOTAL MISCELLANEOUS EXPENSE	32	121	1,000	-879	12.08%	593	1,737
TOTAL MAINTENANCE	1,054	91,767	404,200	-312,433	22.70%	291,892	162,307
TOTAL OPERATION & MAINTENANCE EXPENSES	**86,767**	**941,580**	**1,496,872**	**-555,292**	**62.90%**	**1,045,367**	**941,386**
REVENUES OVER O&M EXPENSES	**-26,466**	**937,200**	**813,103**	**124,097**		**816,061**	**708,475**
TOTAL CAPITAL OUTLAY	-5,228	156,220	1,395,500	-1,239,280	11.19%	42,887	108,007
REVENUES OVER TOTAL EXPENSES	**-21,238**	**780,980**	**-582,397**	**1,363,377**		**773,174**	**600,468**
TOTAL CASH TRANSFERS	0	1,233,755	-587,150	1,820,905	-210.13%	971,580	598,354
NET CHANGE IN CASH BALANCE	**-21,238**	**-452,775**	**4,753**	**-457,528**		**-198,406**	**2,114**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Wastewater Utility Fund Cash	499,515	-18,206	481,310
LGIP #10 - Capital Project Fund	2,809,357	8,589	2,817,946
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,177,702	3,601	1,181,303
LGIP #13 - Equipment Replacement Fund	1,270,172	3,883	1,274,055
TOTAL WASTEWATER CASH AND INVESTMENT	**5,756,746**	**-2,133**	**5,754,613**

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 11 / 2022

FUND 62 - WATER UTILITY

REVENUES	**Current Period**	**YTD**	**2022 Budget**	**YTD vs Budget**	**YTD % of Budget** *91.7%*	**Prior YTD 2021**	**Prior YTD 5 Year Avg.**
INTEREST EARNED	9,098	35,514	3,275	32,239	1084.39%	1,451	7,924
CUSTOMER SALES	14,927	1,425,332	1,815,347	-390,015	78.52%	1,457,118	1,336,102
OTHER REVENUE	2,484	280,162	294,401	-14,239	95.16%	278,902	256,682
CAPITAL CONTRIBUTIONS	11,830	156,494	169,000	-12,506	92.60%	550,760	224,289
TOTAL REVENUES	**38,339**	**1,897,502**	**2,282,023**	**-384,521**	**83.15%**	**2,288,231**	**1,824,998**
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	5,202	56,585	59,000	-2,415	95.91%	50,211	50,758
TOTAL SOURCE OF SUPPLY - MAINTENANCE	351	9,377	9,600	-223	97.68%	11,442	31,972
TOTAL PUMPING EXPENSE - OPERATION	5,787	62,604	74,350	-11,746	84.20%	61,023	64,018
TOTAL PUMPING EXPENSE - MAINTENANCE	1,843	6,008	25,700	-19,692	23.38%	51,080	19,014
TOTAL WATER TREATMENT - OPERATION	10,398	84,156	96,950	-12,794	86.80%	73,161	81,336
TOTAL WATER TREATMENT - MAINTENANCE	6,507	70,280	64,700	5,580	108.62%	144,332	78,297
TOTAL TRANS. & DISTRIBUTION - OPERATION	5,879	42,733	47,800	-5,067	89.40%	40,571	37,766
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	10,775	251,123	254,350	-3,227	98.73%	167,345	143,089
TOTAL CUSTOMER ACCOUNTS	6,413	62,511	67,150	-4,639	93.09%	58,691	58,715
TOTAL ADMIN & GENERAL OPERATIONS	36,876	405,497	446,413	-40,916	90.83%	324,748	341,373
TOTAL OTHER EXPENSES	0	250,000	305,000	-55,000	81.97%	275,000	229,386
TOTAL OPERATION & MAINTENANCE EXPENSES	**90,031**	**1,300,873**	**1,451,013**	**-150,140**	**89.65%**	**1,257,603**	**1,135,724**
REVENUES OVER O&M EXPENSES	**-51,692**	**596,629**	**831,010**	**-234,381**		**1,030,628**	**689,274**
TOTAL CAPITAL OUTLAY	18,076	135,720	435,100	-299,380	31.19%	204,547	345,813
REVENUES OVER TOTAL EXPENSES	**-69,768**	**460,909**	**395,910**	**64,999**		**826,081**	**343,460**
TOTAL CASH TRANSFERS	0	756,030	390,000	366,030	193.85%	1,065,480	-24,562
NET CHANGE IN CASH BALANCE	**-69,768**	**-295,121**	**5,910**	**-301,031**		**-239,399**	**368,022**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Water Utility Fund Cash	436,172	-37,516	398,656
LGIP #1 - Capital Project Fund	1,647,207	5,036	1,652,243
LGIP #2 - Impact Fee Fund	548,110	1,676	549,786
LGIP #3 - Equipment Replacement Fund	780,442	2,386	782,828
TOTAL WATER FUND CASH AND INVESTMENT	**3,411,931**	**-28,419**	**3,383,512**

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					
STRAND ASSOCIATES INC					
0190198	11/10/2022	PROF SVCS 10/1/22-10/31/22-S	61-00-00-10700	CONSTRUCTION WORK IN PROCESS	7,049.21
Total STRAND ASSOCIATES INC:					7,049.21
ALLIANT ENERGY					
280954000022	12/01/2022	HASKINS ST SEWER PLANT	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	13,150.70
Total ALLIANT ENERGY:					13,150.70
UNITED LABORATORIES					
INV365208	11/23/2022	PINK MARVEL-LAB BLDG MAIN	61-00-00-93500	MAINT-LAB BLDG	101.40
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93500	MAINT-LAB BLDG	569.80
INV365208	11/23/2022	STRIKE OUT ODOR FIGHTING S	61-00-00-93501	MAINT-HEADWORKS BLDG	293.60
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93501	MAINT-HEADWORKS BLDG	569.80
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93503	MAINT-PROCESS BLDG	569.80
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93507	MAINT-DEWATERING-B/PRESS BLDG	569.80
INV365208	11/23/2022	POLYMER SOLVENT-BELT PRE	61-00-00-93607	MAINT-DEWATERING-B/PRESS EQUIP	6,393.85
INV365208	11/23/2022	WEED/BRUSH KILLER-SEEPAG	61-00-00-93830	MAINT-SEEPAGE CELLS/POND	1,948.10
Total UNITED LABORATORIES:					11,016.15
Total 61:					31,216.06
62					
CARLSON RACINE ROOFING					
31690	12/08/2022	RESV 3 ROOF PROJ-1ST PYMT	62-00-00-10700	CONSTRUCTION WORK IN PROCESS	32,000.00
Total CARLSON RACINE ROOFING:					32,000.00
AMAZON CAPITAL SERVICES					
89C4-OCT 202	10/31/2022	8' LED BULB-ENGINE ROOM TR	62-00-00-93200	MAINTENANCE OF GENERAL PLANT	206.99
Total AMAZON CAPITAL SERVICES:					206.99
Total 62:					32,206.99
Grand Totals:					63,423.05

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount

Dated: _____

Mayor: _____

City Council: _____

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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"

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
61					
STRAND ASSOCIATES INC					
0190198	11/10/2022	PROF SVCS 10/1/22-10/31/22-S	61-00-00-10700	CONSTRUCTION WORK IN PROCESS	7,049.21
Total STRAND ASSOCIATES INC:					7,049.21
NORTHERN LAKE SERVICE INC					
430007	11/28/2022	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	244.94
430263	12/01/2022	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	244.94
430537	12/07/2022	4TH QUARTER 2022 MW TESTI	61-00-00-52100	LABORATORY SERVICES	1,633.74
430683	12/12/2022	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	264.37
430737	12/12/2022	4TH QUARTER 2022 SLUDGE T	61-00-00-52100	LABORATORY SERVICES	679.46
Total NORTHERN LAKE SERVICE INC:					3,067.45
ALLIANT ENERGY					
143875000022	12/01/2022	191 HASKINS ST DEWATER BLD	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	304.01
280954000022	12/01/2022	HASKINS ST SEWER PLANT	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	13,150.70
507753000022	12/01/2022	361 W MAIN ST SIGN	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	35.41
974671000022	12/01/2022	361 MAIN ST HALLWAY	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	94.65
055361000022	12/01/2022	361 MAIN ST CC LIFT	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	66.52
141180000022	12/01/2022	LAGRANGE DR LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	152.35
277971000022	12/01/2022	MARIANE TER LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	32.55
307955000022	12/01/2022	MAXWELL ST LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	28.46
327113000022	12/01/2022	BAYVIEW DR LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	45.11
599411000022	12/01/2022	361 STATE ROAD 120 BIG FOOT	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	230.26
962961000022	12/01/2022	EDGEWOOD DR LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	273.01
Total ALLIANT ENERGY:					14,413.03
FIRST NATIONAL BANK OF OMAHA					
554295023227	11/18/2022	ACROBAT PRO SUBSCR	61-00-00-53050	COMPUTER EXPENSE	126.54
754182323131	11/09/2022	DOMAIN RENEWALS	61-00-00-53050	COMPUTER EXPENSE	41.34
754182323131	11/09/2022	DOMAIN RENEWALS	61-00-00-53050	COMPUTER EXPENSE	41.34
Total FIRST NATIONAL BANK OF OMAHA:					209.22
VELOCITY					
2022077	12/05/2022	IT SUPPORT SVCS, 9/19 & 11/15	61-00-00-53050	COMPUTER EXPENSE	500.75
Total VELOCITY:					500.75
CHARTER COMMUNICATIONS					
0123951111122	11/22/2022	INTERNET SVC NOVEMBER	61-00-00-53100	OFFICE SUPPLIES EXPENSE	79.98
Total CHARTER COMMUNICATIONS:					79.98
LAKE GENEVA REGIONAL NEWS					
130-00154120	10/25/2022	2023 LGRN SUBSCRIPTION-1 Y	61-00-00-53100	OFFICE SUPPLIES EXPENSE	52.50

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
Total LAKE GENEVA REGIONAL NEWS:					52.50
MARTIN BUSINESS GROUP					
1291749	11/20/2022	SERVICE CONTRACT/COPIES	61-00-00-53100	OFFICE SUPPLIES EXPENSE	112.54
Total MARTIN BUSINESS GROUP:					112.54
ODP BUSINESS SOLUTIONS LLC					
275765488001	11/16/2022	BINDER CLIPS	61-00-00-53100	OFFICE SUPPLIES EXPENSE	8.04
279417946001	11/22/2022	COPY PAPER & ADDING MACH	61-00-00-53100	OFFICE SUPPLIES EXPENSE	36.71
280521753001	11/23/2022	DRY ERASE CLEANER & ERAS	61-00-00-53100	OFFICE SUPPLIES EXPENSE	8.56
Total ODP BUSINESS SOLUTIONS LLC:					53.31
AT&T					
262248865611-	11/13/2022	NOVEMBER 2022 TELEPHONE	61-00-00-53110	TELEPHONE EXPENSE	114.35
Total AT&T:					114.35
AT&T LONG DISTANCE					
816988240-10	11/04/2022	262-248-2394 OCT	61-00-00-53110	TELEPHONE EXPENSE	2.87
Total AT&T LONG DISTANCE:					2.87
FIRST NATIONAL BANK OF OMAHA					
554328623282	11/24/2022	VONAGE PHONE SVC 11/23/202	61-00-00-53110	TELEPHONE EXPENSE	132.85
Total FIRST NATIONAL BANK OF OMAHA:					132.85
PITNEY BOWES GLOBAL LEASE					
3316628639	11/25/2022	9/2022-12/2022 POSTAGE METE	61-00-00-53120	POSTAGE	86.52
Total PITNEY BOWES GLOBAL LEASE:					86.52
DUNN LUMBER					
1291626	12/09/2022	TANK MAPP GAS-SHOP EQUIP	61-00-00-53500	OPERATIONS TOOLS & EQUIP	14.69
Total DUNN LUMBER:					14.69
USA BLUE BOOK					
199932	12/08/2022	DRUM SYPHON PUMP-BARREL	61-00-00-53500	OPERATIONS TOOLS & EQUIP	58.89
Total USA BLUE BOOK:					58.89
CINTAS CORP					
5133495596	11/17/2022	RESTOCK FIRST AID SUPPLIES	61-00-00-53900	FIRST AID & SAFETY SUPPLIES	78.64
Total CINTAS CORP:					78.64
DUNN LUMBER					
1271303	11/16/2022	GLOVES-DEREK	61-00-00-53900	FIRST AID & SAFETY SUPPLIES	7.83
1291626	12/09/2022	LEATHER GLOVES	61-00-00-53900	FIRST AID & SAFETY SUPPLIES	30.36
Total DUNN LUMBER:					38.19

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
FIRST NATIONAL BANK OF OMAHA					
554328623212	11/17/2022	EASEMENT DOCUMENTS	61-00-00-53990	MISCELLANEOUS EXPENSE	20.00
Total FIRST NATIONAL BANK OF OMAHA:					20.00
USA BLUE BOOK					
199932	12/08/2022	HAULER TEST STRIPS	61-00-00-64000	LABORATORY SUPPLIES	469.56
Total USA BLUE BOOK:					469.56
KAPUR & ASSOCIATES INC					
116039	10/31/2022	GIS UPDATES	61-00-00-92300	OUTSIDE SERVICES EMPLOYED	87.00
Total KAPUR & ASSOCIATES INC:					87.00
RUEKERT & MIELKE INC					
144312	12/06/2022	IMPACT FEE-TECHNICAL MEMO	61-00-00-92300	OUTSIDE SERVICES EMPLOYED	2,407.30
Total RUEKERT & MIELKE INC:					2,407.30
UNITED LABORATORIES					
INV365208	11/23/2022	PINK MARVEL-LAB BLDG MAIN	61-00-00-93500	MAINT-LAB BLDG	101.40
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93500	MAINT-LAB BLDG	569.80
INV365208	11/23/2022	STRIKE OUT ODOR FIGHTING S	61-00-00-93501	MAINT-HEADWORKS BLDG	293.60
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93501	MAINT-HEADWORKS BLDG	569.80
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93503	MAINT-PROCESS BLDG	569.80
Total UNITED LABORATORIES:					2,104.40
HOME DEPOT CREDIT					
6521892	11/17/2022	LED BULBS-DEWATERING BLD	61-00-00-93507	MAINT-DEWATERING-B/PRESS BLDG	39.94
Total HOME DEPOT CREDIT:					39.94
UNITED LABORATORIES					
INV365208	11/23/2022	EARTH SMART DIRTY FIGHTER	61-00-00-93507	MAINT-DEWATERING-B/PRESS BLDG	569.80
Total UNITED LABORATORIES:					569.80
DUNN LUMBER					
1291878	12/09/2022	NUTS & BOLTS-WAS CHECK VA	61-00-00-93603	MAINT-PROCESS EQUIP	4.76
Total DUNN LUMBER:					4.76
UNITED LABORATORIES					
INV365208	11/23/2022	POLYMER SOLVENT-BELT PRE	61-00-00-93607	MAINT-DEWATERING-B/PRESS EQUIP	6,393.85
Total UNITED LABORATORIES:					6,393.85
BUMPER TO BUMPER AUTO PARTS					
662-466366	12/13/2022	OIL & FILTERS-TRUCK MAINT 5	61-00-00-93700	MAINT-VEHICLES & EQUIP	395.87
662-466367	12/13/2022	RETURN AIR FILTER	61-00-00-93700	MAINT-VEHICLES & EQUIP	26.39-
Total BUMPER TO BUMPER AUTO PARTS:					369.48
ITU ABSORB TECH INC					
8035351	12/09/2022	SHOP RAGS	61-00-00-93700	MAINT-VEHICLES & EQUIP	32.20

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
Total ITU ABSORB TECH INC:					32.20
DIGGERS HOTLINE					
221 1 39101	11/30/2022	NOVEMBER 2022 EMAIL FEES	61-00-00-93810	MAINT-MAINS	77.87
Total DIGGERS HOTLINE:					77.87
USA BLUE BOOK					
199932	12/08/2022	COUPLINGS-COLLECTION SYS	61-00-00-93810	MAINT-MAINS	114.67
Total USA BLUE BOOK:					114.67
ALLIANT ENERGY					
252422000022	12/01/2022	E STATE ROAD 50 GATE	61-00-00-93820	MAINT-RECEIVING STATION	17.53
054885000022	12/01/2022	E STATE ROAD 50 SEEPAGE	61-00-00-93830	MAINT-SEEPAGE CELLS/POND	87.26
Total ALLIANT ENERGY:					104.79
UNITED LABORATORIES					
INV365208	11/23/2022	WEED/BRUSH KILLER-SEEPAG	61-00-00-93830	MAINT-SEEPAGE CELLS/POND	1,948.10
Total UNITED LABORATORIES:					1,948.10
SYSTEMS DESIGN					
23398	11/23/2022	IRRIGATION SHUTDOWN	61-00-00-93910	MAINTENANCE-OTHER	80.00
Total SYSTEMS DESIGN:					80.00
Total 61:					40,888.71
62					
CARLSON RACINE ROOFING					
31690	12/08/2022	RESV 3 ROOF PROJ-1ST PYMT	62-00-00-10700	CONSTRUCTION WORK IN PROCESS	32,000.00
Total CARLSON RACINE ROOFING:					32,000.00
DIXON ENGINEERING INC					
22-1441	12/06/2022	CD REVIEW-VERUZIB HOST TO	62-00-00-23830	DEPOSITS	1,750.00
Total DIXON ENGINEERING INC:					1,750.00
CORE & MAIN LP					
R955859	11/21/2022	METERS-NEW 3/4S	62-00-00-34600	METERS	3,840.00
Total CORE & MAIN LP:					3,840.00
MARTELLE WATER TREATMENT					
24378	12/02/2022	SODIUM HYPOCHLORITE	62-00-00-60200	CHEMICALS	1,391.96
Total MARTELLE WATER TREATMENT:					1,391.96
ALLIANT ENERGY					
145511000022	12/01/2022	361 MAIN ST WELL 2	62-00-00-60300	MISC EXPENSES & UTILITY	869.22
327391000022	12/01/2022	WAVERLY ST WELL 4	62-00-00-60300	MISC EXPENSES & UTILITY	574.66
348370000022	12/01/2022	WAVERLY ST WELL 3	62-00-00-60300	MISC EXPENSES & UTILITY	515.64
972745000022	12/01/2022	HASKINS ST WELL 5	62-00-00-60300	MISC EXPENSES & UTILITY	368.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
347962000022	12/01/2022	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	88.07
576425000022	12/01/2022	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	4,409.52
717061000022	12/01/2022	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	250.69
Total ALLIANT ENERGY:				7,076.30
MARTELLE WATER TREATMENT				
24378	12/02/2022	CHLORINE	62-00-00-64100 CHEMICALS	68.10
Total MARTELLE WATER TREATMENT:				68.10
ALLIANT ENERGY				
974671000022	12/01/2022	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	94.66
Total ALLIANT ENERGY:				94.66
IDEXX DISTRIBUTION CORP				
3119161053	12/06/2022	COLISURE-BACTI MEDIA	62-00-00-64200 LABOR & EXPENSES (LAB)	1,011.22
Total IDEXX DISTRIBUTION CORP:				1,011.22
NORTHERN LAKE SERVICE INC				
430873	12/13/2022	MANGANESE MONTHLLY	62-00-00-64200 LABOR & EXPENSES (LAB)	41.28
Total NORTHERN LAKE SERVICE INC:				41.28
WI DEPT OF AG TRADE & CONSUMER				
5637432983	12/06/2022	WDATCP ANNUAL LAB LICENSE	62-00-00-64200 LABOR & EXPENSES (LAB)	408.00
Total WI DEPT OF AG TRADE & CONSUMER:				408.00
WI STATE LABORATORY OF HYGIENE				
729800	11/30/2022	MONTHLY FLUORIDE SPLIT SA	62-00-00-64200 LABOR & EXPENSES (LAB)	28.00
Total WI STATE LABORATORY OF HYGIENE:				28.00
HOME DEPOT CREDIT				
1010955	12/02/2022	HEADLAMP-LIGHTS IRON PIT	62-00-00-65100 PLANT MAINTENANCE	55.94
9161262	11/04/2022	COUPLINGS/CONN-CENTER ST	62-00-00-65200 MAINT WATER TREATMENT EQUIP	30.41
Total HOME DEPOT CREDIT:				86.35
ALLIANT ENERGY				
098433000022	12/01/2022	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	113.70
520171000022	12/01/2022	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	116.13
Total ALLIANT ENERGY:				229.83
DUNN LUMBER				
1292753	12/12/2022	GLOVES, TORCH GAS	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	37.12
Total DUNN LUMBER:				37.12
HOME DEPOT CREDIT				
8025449	11/15/2022	MASON STRING LINE	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	7.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total HOME DEPOT CREDIT:				7.50
DIGGERS HOTLINE				
221 1 39101	11/30/2022	NOVEMBER 2022 EMAIL FEES	62-00-00-67300 MAINT OF MAINS & VALVES	38.93
Total DIGGERS HOTLINE:				38.93
DUNN LUMBER				
1290020	12/07/2022	U POST & FENCE POSTS-VALV	62-00-00-67300 MAINT OF MAINS & VALVES	20.84
Total DUNN LUMBER:				20.84
SCHMITZ READY MIX INC				
1026863-IN	12/07/2022	TEMP CONCRETE ROAD PATC	62-00-00-67300 MAINT OF MAINS & VALVES	410.00
Total SCHMITZ READY MIX INC:				410.00
ASPHALT CONTRACTORS INC				
22808	11/17/2022	11/16/2022 ASPHALT PATCHING	62-00-00-67500 MAINT SERVICES & CURB BOX	2,957.00
Total ASPHALT CONTRACTORS INC:				2,957.00
C&D LANDSCAPING & DESIGN				
66614	11/30/2022	880 S LAKESHORE DR SVC VAL	62-00-00-67500 MAINT SERVICES & CURB BOX	1,385.00
Total C&D LANDSCAPING & DESIGN:				1,385.00
DIGGERS HOTLINE				
221 1 39101	11/30/2022	NOVEMBER 2022 EMAIL FEES	62-00-00-67500 MAINT SERVICES & CURB BOX	38.93
Total DIGGERS HOTLINE:				38.93
DOWN TO EARTH				
7976	12/09/2022	4" SVC VALVE REPLACE-880 S	62-00-00-67500 MAINT SERVICES & CURB BOX	2,650.00
Total DOWN TO EARTH:				2,650.00
DUNN LUMBER				
1284362	12/01/2022	FITTINGS-LARGE METER TESTI	62-00-00-67600 MAINT OF METERS	75.14
1290020	12/07/2022	VALVES, NIPPLES, PLUGS, ELB	62-00-00-67600 MAINT OF METERS	82.62
1292664	12/12/2022	WIRE LUBE	62-00-00-67800 MAINT FOUNTAINS & MISC PLANT	11.26
Total DUNN LUMBER:				169.02
AT&T				
262248865611-	11/13/2022	NOVEMBER 2022 TELEPHONE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	114.35
Total AT&T:				114.35
AT&T LONG DISTANCE				
816988240-10	11/04/2022	262-248-0589 OCT	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	.43
816988240-11	12/04/2022	262-248-8617 NOV	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	1.99
Total AT&T LONG DISTANCE:				2.42

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
CHARTER COMMUNICATIONS				
010682411212	11/21/2022	WATER NOVEMBER INTERNET	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.98
Total CHARTER COMMUNICATIONS:				119.98
FIRST NATIONAL BANK OF OMAHA				
551315823120	11/08/2022	MICROSOFT LICENSE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	105.49
554295023227	11/18/2022	ACROBAT PRO SUBSCR	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	126.53
554328623282	11/24/2022	VONAGE PHONE SVC 11/23/202	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	132.86
Total FIRST NATIONAL BANK OF OMAHA:				364.88
LAKE GENEVA REGIONAL NEWS				
130-00154120	10/25/2022	2023 LGRN SUBSCRIPTION-1 Y	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	52.50
Total LAKE GENEVA REGIONAL NEWS:				52.50
MARTIN BUSINESS GROUP				
1291749	11/20/2022	SERVICE CONTRACT/COPIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	112.55
Total MARTIN BUSINESS GROUP:				112.55
ODP BUSINESS SOLUTIONS LLC				
275759492001	11/16/2022	CHAIR MAT-DIRECTORS OFFIC	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	109.98
275765484001	11/18/2022	2023 CALENDAR-LAB	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	15.00
275765488001	11/16/2022	BINDER CLIPS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	8.05
279417946001	11/22/2022	COPY PAPER & ADDING MACH	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	36.70
280521753001	11/23/2022	DRY ERASE CLEANER & ERAS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	8.55
Total ODP BUSINESS SOLUTIONS LLC:				178.28
PITNEY BOWES GLOBAL LEASE				
3316628639	11/25/2022	9/2022-12/2022 POSTAGE METE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	86.52
Total PITNEY BOWES GLOBAL LEASE:				86.52
VELOCITY				
2022077	12/05/2022	IT SUPPORT SVCS, 9/19 & 11/15	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	414.75
Total VELOCITY:				414.75
RUEKERT & MIELKE INC				
144312	12/06/2022	IMPACT FEE-TECHNICAL MEMO	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	2,407.30
Total RUEKERT & MIELKE INC:				2,407.30
S.J. ELECTRO SYSTEMS LLC (SJE)				
CD99463009	12/13/2022	ANNUAL SCADA SOFTWARE SU	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	600.00
Total S.J. ELECTRO SYSTEMS LLC (SJE):				600.00
CINTAS CORP				
5133495525	11/17/2022	FIRST AID CABINET RESTOCK	62-00-00-93000 MISCELLANEOUS GENERAL EXP	115.69
Total CINTAS CORP:				115.69

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
HOME DEPOT CREDIT				
2010303	11/11/2022	GLOVES	62-00-00-93000 MISCELLANEOUS GENERAL EXP	10.97
3024850	11/10/2022	GLOVES/SPILL ABSORBER	62-00-00-93000 MISCELLANEOUS GENERAL EXP	35.90
9025268	11/14/2022	GLOVES	62-00-00-93000 MISCELLANEOUS GENERAL EXP	10.97
Total HOME DEPOT CREDIT:				57.84
SYSTEMS DESIGN				
23398	11/23/2022	IRRIGATION SHUTDOWN	62-00-00-93000 MISCELLANEOUS GENERAL EXP	80.00
Total SYSTEMS DESIGN:				80.00
WI RURAL WATER ASSN				
2610	12/01/2022	WRWA ANNUAL MEMBERSHIP	62-00-00-93000 MISCELLANEOUS GENERAL EXP	550.00
Total WI RURAL WATER ASSN:				550.00
AMAZON CAPITAL SERVICES				
89C4-OCT 202	10/31/2022	8' LED BULB-ENGINE ROOM TR	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	206.99
Total AMAZON CAPITAL SERVICES:				206.99
HOME DEPOT CREDIT				
9025278	11/14/2022	8' GALV DECK LEDGER-PLANT	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	7.98
Total HOME DEPOT CREDIT:				7.98
Total 62:				61,212.07
Grand Totals:				102,100.78

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount

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: December 2022 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

The transition to a new polyphosphate, which is added for corrosion control and iron sequestration, was completed on December 15th. Follow-up compliance sampling will be required in March of 2023 and will be submitted to DNR for additional guidance.

The Mariane Terrance and Pine Tree Ln. water main project was posted for bidding and the bid opening was held on December 15, 2022. Due to the tight turnaround time, this project will be presented to the Commission and PWC in January for the recommendation of award.

Staff has been testing large diameter meters and has completed roughly half of the annual testing requirements, but anticipates reaching compliance within the 4-year cycle outlined in the PSC code.

Additional maintenance work that has been performed includes the replacement of a large diameter service valve on S Lakeshore Dr., which subsequently initiated the replacement of a water main valve, as it was found to be leaking.

WASTEWATER OPERATIONS

Sewer main televising for 2022 was completed in mid-December and we await the final condition reports and video files for review. The CCTV work did reveal what is anticipated to be a water system leak, which had not yet surfaced. Staff will be working to excavate the expected main break within the coming week.

The Hauled Waste Facility Improvement project has been let and the bid opening is scheduled for January 10, 2023. The project is expected to be on the January meeting agenda for the award and assignment of the contract.

Additional work that has been completed includes the replacement of the WWTP SCADA dialer, reinstallation of the grit pump at the WWTP, effluent pump #3 at the WWTP has been pulled for PM service and we await the reinstallation, and staff completed root treatment of roughly 5,000 linear feet of sewer main.

OFFICE & ADMINISTRATION

Staff has received a draft of the technical memorandum for impact fee revisions prepared by Ruekert-Mielke. A joint staff review meeting was held, and it is anticipated that the report will be available for preliminary Commission review at the January 2023 meeting.

Staff has been working on the WWTP discharge permit renewal with the WDNR and will finalize the application for submittal by the January 3, 2023 deadline. The permit renewal is anticipated to be issued by the WDNR in June of 2023.

Annual reviews have been completed for all staff within the Utility. Given the extended interval between evaluation periods with the new compensation study, staff felt it appropriate to evaluate employees at this time. A hybrid review form was developed by staff for use this year, which blends the prior evaluation form and what is anticipated to be utilized in upcoming reviews.