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 JANUARY 15, 2024 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 https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream
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 December 18, 2023 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of December 2023 Financials
7. Approval of December 2023 Bills
8. Directors Report
9. Discussion/Action on a proposal for design engineering for the Big Foot Lift Station forcemain replacement and relocation
10. Discussion/Action on utility improvements along the WisDOT STH 50 project corridor
11. Discussion/Action on a proposal for a replacement scum pump at the WWTP
12. Discussion/Action on a request for water service by Grand Geneva Resort & Spa for an employee dormitory
13. Discussion/Action on the Pioneer Estates Water and Sanitary sewer agreements and related Utility metering and billing
14. Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the purchase and/or sale of real estate
15. Motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in the closed session
16. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday December 18, 2023, 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

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

Roll Call – Lyon, Klein, Howell, Frame, Nord, Binn & Stanczak

Staff in Attendance – Gajewski & Busch

Comments from the public as allowed by Wis. Statutes §19.84(2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
None

Approve Utility Commission Minutes from November 20, 2023, as prepared and distributed.
Howell/Frame motion to approve. Passed unanimously.

Acknowledgement of Correspondence
Thank you from the Bauman Family for card & flower condolences.

Approval of November 2023 Financials
Howell/Stanczak motion to approve. Passed unanimously.

Approval of November 2023 Bills
Binn/Klein motion to approve. Passed unanimously.

Director's Report
Gajewski reviewed the submitted Director's report.
Frame/Stanczak motion to approve the Director's report. Passed unanimously.

Discussion/Action on proposed cellular equipment modifications by AT&T at the Host Tower
Gajewski said that this has been back and forth for review and revision during the first part of the year and was actually signed off by Dixon Engineering back in June. The carrier has not been in touch since then, but they are now ready to begin the work.
Howell/Frame motion to approve. Passed unanimously.

Discussion/Action on professional services agreement with Clean Water Engineering
Gajewski said this is a two-year agreement. Clean Water Engineering have done our cross-connection inspections for the past four years. The only difference with this new contract is a slight increase in the per inspection cost. Discussion was had on satisfaction of service and the challenges of starting out during Covid.
Howell/Frame motion to approve the Professional Services Agreement with Clean Water Engineering. Passed unanimously.

Discussion/Action on acceptance of water and sanitary sewer improvements – Symphony Bay Phase 4
The utility improvements along Soprano, Debussy & Beethoven were installed in 2021 and were all inspected by Kapur & Associates. The final walk through has been completed and the Developer is requesting that the utility improvements be accepted by the Utility Commission. If accepted, they

would be booked as assets in 2023. Discussion regarding any problems encountered and what procedures should be followed before acceptance of the utilities. Gajewski is comfortable accepting them based on Kapur's recommendations.
Frame/Binn motion to approve the acceptance of water and sewer improvements of Symphony Bay phase 4. Passed unanimously.

Discussion/Action on request for participation in tuition reimbursement program for Jo Busch – Utilities Coordinator
Gajewski reported that Busch had approached him about participating in a program she had found for anyone involved in Local Government. The program is run through the UW Madison Division of Extension in conjunction with Wisconsin Counties Association and Leadership Wisconsin inc. It's a series of online classes and in person seminars held in Steven's Point. The timing of finding this opportunity was such that the budget had already been approved, hence why it is listed on the agenda today. He recommends approval.
Howell/Nord motion to approve. Passed unanimously.

Discussion/Action on the proposed scope of work to be performed on Well #5
Gajewski gave the history of the findings when the well was pulled, cleaned and inspected. He detailed the recommended scope of work and discussion was had regarding the timeline. Gajewski reported that a chemical treatment was being recommended and Water Well Solutions have already applied for, and received, DNR approval for this. Discussion was had on pumping capacity. The budgeted amount of $60K for this project is less than the expected cost of $72K but this has been accounted for in tonight's budget amendment. Discussion was had on the timeline for the work,
Frame/Binn motion to approve the proposed scope of work for well #5. Passed unanimously.

Discussion/Action on utility improvements along the WisDOT STH project corridor
Gajewski gave an update on this project. The soil boring results show sandstone at around 20 feet deep and therefore the deep gravity sewer installation would require a 60-foot-wide trench. The practicalities combined with the cost of this make it an unsuitable option and alternatives need to be found. The DOT are looking to do environmental studies for their portion of the project in Spring of 2024. Discussion was had regarding timelines and when Gajewski could present alternate options to the Commission.
Frame/Howell motion to direct staff to investigate the alternatives to the deep gravity sewer option. Passed unanimously.

Discussion/Action on Resolution 2023-002 Amending the 2023 Water & Wastewater Utility Budgets
Gajewski explained that the Utility has not previously made budget amendments, but it is good housekeeping. The amendments shown use the Public Service Commission's requirements for accounts that have a difference of 15% and more than $10K. Nord confirmed that this is something the city do as well, and he would recommend it.
Frame/Howell motion to approve the amendments to the 2023 Water & Wastewater budgets.

Howell/Frame motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the purchase and/or sale of property, and to include City staff.

The Commission convened into closed session on a roll call vote at 4:38pm.

Klein/Nord 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 4:52pm.

No action taken.

Adjourn
Binn/Stanczak motion to adjourn at 4:53pm. Passed unanimously.

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 12 / 2023

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2023 Budget	YTD vs Budget	YTD % of Budget *100%*	Prior YTD 2022	Prior YTD 5 Year Avg.
INTEREST EARNED	31,463	307,121	69,600	237,521	441.27%	80,764	31,845
CUSTOMER SALES	447,172	2,147,183	2,104,937	42,246	102.01%	2,075,868	1,975,085
OTHER REVENUE	979	16,669	11,225	5,444	148.50%	12,880	10,601
CAPITAL CONTRIBUTIONS	4,103	458,417	205,150	253,267	223.45%	594,854	302,007
TOTAL REVENUES	**483,718**	**2,929,389**	**2,390,912**	**538,477**	**122.52%**	**2,764,367**	**2,319,537**
EXPENSES							
TOTAL OUTSIDE SERVICES	18,292	291,771	408,455	-116,684	71.43%	326,140	309,449
TOTAL OPERATING EXPENSES	2,413	38,509	45,550	-7,041	84.54%	35,118	31,262
TOTAL INSURANCE	0	25,269	29,450	-4,181	85.80%	21,962	24,736
TOTAL SALARY & BENEFITS	78,620	675,018	668,150	6,868	101.03%	551,596	544,531
TOTAL LAB SUPPLIES	131	18,146	21,250	-3,104	85.39%	22,488	17,317
TOTAL MISCELLANEOUS EXPENSE	0	142	1,000	-858	14.17%	187	643
TOTAL MAINTENANCE	3,784	225,366	301,600	-76,234	74.72%	145,503	227,027
TOTAL OPERATION & MAINTENANCE EXPENSES	**103,241**	**1,274,221**	**1,475,455**	**-201,234**	**86.36%**	**1,102,994**	**1,154,964**
REVENUES OVER O&M EXPENSES	**380,477**	**1,655,169**	**915,457**	**739,712**		**1,661,374**	**1,164,574**
TOTAL CAPITAL OUTLAY	18,883	35,484	1,324,700	-1,289,216	2.68%	119,257	75,604
REVENUES OVER TOTAL EXPENSES	**361,594**	**1,619,685**	**-409,243**	**2,028,928**		**1,542,117**	**1,088,969**
TOTAL CASH TRANSFERS	633,135	1,821,358	-413,250	2,234,608	-440.74%	834,280	502,340
NET CHANGE IN CASH BALANCE	**-271,541**	**-201,673**	**4,007**	**-205,680**		**707,837**	**586,629**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Wastewater Utility Fund Cash	702,629	-625,936	76,693
LGIP #10 - Capital Project Fund	3,184,910	445,826	3,630,736
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,775,884	8,118	1,784,002
LGIP #13 - Equipment Replacement Fund	1,577,919	111,519	1,689,438
TOTAL WASTEWATER CASH AND INVESTMENT	**7,241,341**	**-60,472**	**7,180,869**

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 12 / 2023

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2023 Budget	YTD vs Budget	YTD % of Budget *100%*	Prior YTD 2022	Prior YTD 5 Year Avg.
INTEREST EARNED	17,684	532,639	61,200	471,439	870.33%	45,880	17,459
CUSTOMER SALES	422,927	1,877,998	1,833,474	44,524	102.43%	1,841,730	1,678,049
OTHER REVENUE	3,759	296,056	306,498	-10,442	96.59%	290,753	269,553
CAPITAL CONTRIBUTIONS	2,530	404,536	185,900	218,636	217.61%	164,955	232,758
TOTAL REVENUES	**446,900**	**3,111,229**	**2,387,072**	**724,157**	**130.34%**	**2,343,318**	**2,197,818**
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	5,834	69,038	69,850	-812	98.84%	65,361	56,529
TOTAL SOURCE OF SUPPLY - MAINTENANCE	208	14,133	66,500	-52,367	21.25%	9,604	47,980
TOTAL PUMPING EXPENSE - OPERATION	5,592	73,573	83,500	-9,927	88.11%	75,735	69,171
TOTAL PUMPING EXPENSE - MAINTENANCE	571	9,477	45,950	-36,473	20.63%	6,164	17,608
TOTAL WATER TREATMENT - OPERATION	11,011	100,672	116,900	-16,228	86.12%	100,943	90,511
TOTAL WATER TREATMENT - MAINTENANCE	7,277	77,098	76,000	1,098	101.44%	85,237	89,540
TOTAL TRANS. & DISTRIBUTION - OPERATION	7,257	62,762	63,900	-1,138	98.22%	40,711	34,005
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	18,919	163,782	194,150	-30,368	84.36%	256,103	175,590
TOTAL CUSTOMER ACCOUNTS	8,022	79,916	76,025	3,891	105.12%	69,239	62,207
TOTAL ADMIN & GENERAL OPERATIONS	50,023	499,566	463,540	36,026	107.77%	401,358	366,277
TOTAL OTHER EXPENSES	25,000	300,000	310,000	-10,000	96.77%	261,304	273,204
TOTAL OPERATION & MAINTENANCE EXPENSES	**139,716**	**1,450,018**	**1,566,315**	**-116,297**	**92.58%**	**1,371,756**	**1,282,623**
REVENUES OVER O&M EXPENSES	**307,185**	**1,661,211**	**820,757**	**840,454**		**971,562**	**915,195**
TOTAL CAPITAL OUTLAY	16,837	574,829	576,000	-1,171	99.80%	70,936	196,876
REVENUES OVER TOTAL EXPENSES	**290,347**	**1,086,382**	**244,757**	**841,625**		**900,626**	**718,319**
TOTAL CASH TRANSFERS	17,684	837,644	241,600	596,044	346.71%	536,680	218,808
NET CHANGE IN CASH BALANCE	**272,664**	**248,738**	**3,157**	**245,581**		**363,946**	**499,512**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Water Utility Fund Cash	254,246	181,501	435,747
LGIP #1 - Capital Project Fund	1,993,718	9,113	2,002,831
LGIP #2 - Impact Fee Fund	1,052,728	4,812	1,057,540
LGIP #3 - Equipment Replacement Fund	822,161	3,758	825,919
TOTAL WATER FUND CASH AND INVESTMENT	**4,122,853**	**199,185**	**4,322,038**

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				
CIVIC SYSTEMS, LLC				
CVC24084	12/19/2023	SEMI ANNUAL SUPPORT 2024	61-00-00-52660 OUTSIDE SERVICES EMPLOYED	2,282.50
Total CIVIC SYSTEMS, LLC:				2,282.50
HD SUPPLY INC				
INV00237884	01/05/2024	CHLORIDE TEST STRIPS-HAUL	61-00-00-64000 LABORATORY SUPPLIES	10,290.63
Total HD SUPPLY INC:				10,290.63
UNITED LABORATORIES				
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93500 MAINT-LAB BLDG	617.94
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93501 MAINT-HEADWORKS BLDG	617.92
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93503 MAINT-PROCESS BLDG	617.92
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	617.92
INV396212	12/21/2023	POLYMER SOLVENT	61-00-00-93607 MAINT-DEWATERING-B/PRESS EQUIP	4,601.30
Total UNITED LABORATORIES:				7,073.00
AMAZON CAPITAL SERVICES				
89C4-NOV 202	12/01/2023	SCAG MOWER MAINTENANCE	61-00-00-93700 MAINT-VEHICLES & EQUIP	165.99
Total AMAZON CAPITAL SERVICES:				165.99
UNITED LABORATORIES				
INV396212	12/21/2023	TRIUMPH RUST CONVERTER	61-00-00-93700 MAINT-VEHICLES & EQUIP	142.98
INV396212	12/21/2023	LINE MINER SEWER LINE MAIN	61-00-00-93810 MAINT-MAINS	3,427.92
Total UNITED LABORATORIES:				3,570.90
Total 61:				23,383.02
62				
ALLIANT ENERGY				
576425000023	01/03/2024	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	5,023.23
Total ALLIANT ENERGY:				5,023.23
AMAZON CAPITAL SERVICES				
89C4-NOV 202	12/01/2023	OFFICE SUPPLIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	23.41
Total AMAZON CAPITAL SERVICES:				23.41
CIVIC SYSTEMS, LLC				
CVC24084	12/19/2023	SEMI ANNUAL SUPPORT 2024	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	2,282.50
Total CIVIC SYSTEMS, LLC:				2,282.50
Total 62:				7,329.14

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Grand Totals:				30,712.16

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				
NORTHERN LAKE SERVICE INC				
2321303	12/13/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
2321923	12/27/2023	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
2400072	01/02/2024	FOURTH QTR MW TESTING	61-00-00-52100 LABORATORY SERVICES	775.32
2400085	01/02/2024	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	293.79
Total NORTHERN LAKE SERVICE INC:				1,656.69
WE ENERGIES				
4839348250	12/12/2023	LAGRANGE DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	19.94
4841177000	12/13/2023	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	16.99
Total WE ENERGIES:				36.93
CIVIC SYSTEMS, LLC				
CVC24084	12/19/2023	SEMI ANNUAL SUPPORT 2024	61-00-00-52660 OUTSIDE SERVICES EMPLOYED	2,282.50
Total CIVIC SYSTEMS, LLC:				2,282.50
VELOCITY				
#2023164	12/31/2023	AV, OFFICE & AZURE LICENSIN	61-00-00-53050 COMPUTER EXPENSE	157.25
#2023165	12/31/2023	SERVER UPDATES, P2P NETW	61-00-00-53050 COMPUTER EXPENSE	270.00
#2024009	01/05/2024	ANTIVIRUS, OFFICE & AZURE LI	61-00-00-53050 COMPUTER EXPENSE	157.25
Total VELOCITY:				584.50
WI DEPT OF ADMINISTRATION				
505-00000840	10/10/2023	IRONPORT ACCT FEE	61-00-00-53050 COMPUTER EXPENSE	3.06
505-00000850	11/13/2023	IRONPORT ACCT FEE	61-00-00-53050 COMPUTER EXPENSE	3.05
505-00000868	12/11/2023	IRONPORT ACCT FEE	61-00-00-53050 COMPUTER EXPENSE	3.06
Total WI DEPT OF ADMINISTRATION:				9.17
CHARTER COMMUNICATIONS				
012395112112	12/11/2023	DEC INTERNET SVC	61-00-00-53100 OFFICE SUPPLIES EXPENSE	109.98
Total CHARTER COMMUNICATIONS:				109.98
MARTIN BUSINESS GROUP				
1302980	12/20/2023	SERVICE CONTRACT/COPIES	61-00-00-53100 OFFICE SUPPLIES EXPENSE	126.05
Total MARTIN BUSINESS GROUP:				126.05
ODP BUSINESS SOLUTIONS LLC				
347055025001	12/21/2023	COPY PAPER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	22.63
348643102001	12/29/2023	CLASP ENVELOPES, BINDERS,	61-00-00-53100 OFFICE SUPPLIES EXPENSE	22.48
348643374001	12/29/2023	4" BINDERS	61-00-00-53100 OFFICE SUPPLIES EXPENSE	9.60
348643375001	12/29/2023	LABELS	61-00-00-53100 OFFICE SUPPLIES EXPENSE	40.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ODP BUSINESS SOLUTIONS LLC:				95.69
AT&T				
262248865612	12/13/2023	DEC 2023 MONTHLY PHONE BI	61-00-00-53110 TELEPHONE EXPENSE	114.74
Total AT&T:				114.74
AT&T LONG DISTANCE				
816988240-12	12/04/2023	262-248-2339	61-00-00-53110 TELEPHONE EXPENSE	.20
Total AT&T LONG DISTANCE:				.20
US CELLULAR				
0620929174	12/04/2023	WWTF MONTHLY PHONE BILL	61-00-00-53110 TELEPHONE EXPENSE	120.00
Total US CELLULAR:				120.00
UNITED STATES POST OFFICE				
USPS010424	01/04/2024	2024 BULK POSTAGE PERMIT #	61-00-00-53120 POSTAGE	1,500.00
Total UNITED STATES POST OFFICE:				1,500.00
BUMPER TO BUMPER AUTO PARTS				
662-481289	12/22/2023	DEF - BOBCAT	61-00-00-53510 OPERATIONS-EQUIPMENT	44.38
Total BUMPER TO BUMPER AUTO PARTS:				44.38
CAPITAL ONE				
763332613780	11/28/2023	PAPER TOWEL,BLEACH, MARK	61-00-00-64000 LABORATORY SUPPLIES	65.16
Total CAPITAL ONE:				65.16
CULLIGAN OF BURLINGTON				
500X03022106	12/31/2023	LAB WATER	61-00-00-64000 LABORATORY SUPPLIES	394.60
500X03022106	12/31/2023	LAB WATER	61-00-00-64000 LABORATORY SUPPLIES	212.06
Total CULLIGAN OF BURLINGTON:				606.66
HD SUPPLY INC				
INV00224543	12/18/2023	B.O.D. TESTING-LAB SUPP	61-00-00-64000 LABORATORY SUPPLIES	52.76
INV00224552	12/18/2023	CHLORIDE TEST STRIPS-HAUL	61-00-00-64000 LABORATORY SUPPLIES	78.55
INV00231909	12/28/2023	CHLORIDE TEST STRIPS-HAUL	61-00-00-64000 LABORATORY SUPPLIES	2,431.68
INV00237884	01/05/2024	CHLORIDE TEST STRIPS-HAUL	61-00-00-64000 LABORATORY SUPPLIES	10,290.63
INV00240574	01/09/2024	GROUNDWATER TESTING LAB	61-00-00-64000 LABORATORY SUPPLIES	237.33
Total HD SUPPLY INC:				13,090.95
CAPITAL ONE				
893332612995	11/28/2023	KITCHEN SUPP, PLATES,CUTTL	61-00-00-65000 OTHER OPERATING SUPPLIES-KITCH	55.62
Total CAPITAL ONE:				55.62
SECURIAN FINANCIAL GROUP				
FEB 2024 LIFE	01/01/2024	FEB LIFE INS 2024	61-00-00-92630 LIFE INSURANCE EXPENSE	10.73

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total SECURIAN FINANCIAL GROUP:				10.73
PFI FASHIONS INC				
109823	01/02/2024	2024 UNIFORMS	61-00-00-92650 UNIFORM/CLOTHING EXPENSE	599.05
109825	12/28/2023	2024 UNIFORMS	61-00-00-92650 UNIFORM/CLOTHING EXPENSE	182.93
Total PFI FASHIONS INC:				781.98
UNITED LABORATORIES				
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93500 MAINT-LAB BLDG	617.94
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93501 MAINT-HEADWORKS BLDG	617.92
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93503 MAINT-PROCESS BLDG	617.92
INV396212	12/21/2023	EARTH SMART DIRTY FIGHTER	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	617.92
Total UNITED LABORATORIES:				2,471.70
DUNN LUMBER				
1618957	01/05/2024	RAS PUMPS MAINT-NIPPLE & E	61-00-00-93603 MAINT-PROCESS EQUIP	29.34
Total DUNN LUMBER:				29.34
UNITED LABORATORIES				
INV396212	12/21/2023	POLYMER SOLVENT	61-00-00-93607 MAINT-DEWATERING-B/PRESS EQUIP	4,601.30
Total UNITED LABORATORIES:				4,601.30
ADVANCE AUTO PARTS				
719333474502	12/13/2023	MINI BULBS-BOBCAT MAINT	61-00-00-93700 MAINT-VEHICLES & EQUIP	11.88
Total ADVANCE AUTO PARTS:				11.88
AMAZON CAPITAL SERVICES				
89C4-NOV 202	12/01/2023	SCAG MOWER MAINTENANCE	61-00-00-93700 MAINT-VEHICLES & EQUIP	165.99
Total AMAZON CAPITAL SERVICES:				165.99
BUMPER TO BUMPER AUTO PARTS				
662-481628	01/04/2024	OIL CHANGES-#50, #51, #54	61-00-00-93700 MAINT-VEHICLES & EQUIP	113.77
Total BUMPER TO BUMPER AUTO PARTS:				113.77
ITU ABSORB TECH INC				
8261259	01/05/2024	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	32.88
Total ITU ABSORB TECH INC:				32.88
UNITED LABORATORIES				
INV396212	12/21/2023	TRIUMPH RUST CONVERTER	61-00-00-93700 MAINT-VEHICLES & EQUIP	142.98
Total UNITED LABORATORIES:				142.98
DOWN TO EARTH				
8257	01/02/2024	BIGFOOT LS FORCEMAIN BREA	61-00-00-93810 MAINT-MAINS	3,350.50
Total DOWN TO EARTH:				3,350.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
PATS SERVICES INC				
1000576	12/20/2023	BIG FOOT LS-FORCEMAIN BRE	61-00-00-93810 MAINT-MAINS	280.00
Total PATS SERVICES INC:				280.00
SCHMITZ READY MIX INC				
1088594-IN	12/20/2023	BIGFOOT LS FORCEMAIN BREA	61-00-00-93810 MAINT-MAINS	1,740.00
1088861-IN	12/21/2023	BIGFOOT LS FORCEMAIN BREA	61-00-00-93810 MAINT-MAINS	600.25
Total SCHMITZ READY MIX INC:				2,340.25
UNITED LABORATORIES				
INV396212	12/21/2023	LINE MINER SEWER LINE MAIN	61-00-00-93810 MAINT-MAINS	3,427.92
Total UNITED LABORATORIES:				3,427.92
Total 61:				38,260.44
62				
CORE & MAIN LP				
T933531	12/19/2023	TAPPING SADDLES, CORPS	62-00-00-15000 MATERIAL-SUPPLIES	1,009.00
U102109	12/14/2023	3/4L METERS	62-00-00-34600 METERS	2,764.76
U116098	12/19/2023	3/4" S METERS	62-00-00-34600 METERS	3,911.58
Total CORE & MAIN LP:				7,685.34
ALLIANT ENERGY				
972745000023	01/03/2024	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	68.05
Total ALLIANT ENERGY:				68.05
HD SUPPLY INC				
INV00152385	10/03/2023	WELL CHEMICAL FEED-SUCTIO	62-00-00-60300 MISC EXPENSES & UTILITY	123.12
Total HD SUPPLY INC:				123.12
ALLIANT ENERGY				
576425000023	01/03/2024	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	5,023.23
Total ALLIANT ENERGY:				5,023.23
HD SUPPLY INC				
INV00240797	01/09/2024	LAB REAGENTS & SUPPLIES	62-00-00-64200 LABOR & EXPENSES (LAB)	351.99
Total HD SUPPLY INC:				351.99
IDEXX DISTRIBUTION CORP				
3141518255	11/30/2023	COLISURE MEDIA-LAB	62-00-00-64200 LABOR & EXPENSES (LAB)	1,095.61
Total IDEXX DISTRIBUTION CORP:				1,095.61
NORTHERN LAKE SERVICE INC				
2321565	12/19/2023	MANGANESE MONTHLY	62-00-00-64200 LABOR & EXPENSES (LAB)	47.91
Total NORTHERN LAKE SERVICE INC:				47.91

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
WI STATE LABORATORY OF HYGIENE				
761361	11/30/2023	MONTHLY FLUORIDE SPLIT SA	62-00-00-64200 LABOR & EXPENSES (LAB)	28.00
764094	12/31/2023	MONTHLY FLUORIDE SPLIT SA	62-00-00-64200 LABOR & EXPENSES (LAB)	28.00
Total WI STATE LABORATORY OF HYGIENE:				56.00
DUNN LUMBER				
1605806	12/15/2023	4" COUPLING	62-00-00-65100 PLANT MAINTENANCE	5.99
1607728	12/18/2023	NUTS & BOLTS-GLUE	62-00-00-65100 PLANT MAINTENANCE	5.99
1608337	12/19/2023	1" BALL VALVES	62-00-00-65100 PLANT MAINTENANCE	95.97
169045	12/15/2023	RETURNED 4" COUPLING	62-00-00-65100 PLANT MAINTENANCE	5.99-
Total DUNN LUMBER:				101.96
WELDERS SUPPLY CO				
3032867	12/31/2023	PROPANE TREATMENT PLANT	62-00-00-65100 PLANT MAINTENANCE	17.36
3032867TX	12/31/2023	SALES TAX-INV 3032867	62-00-00-65100 PLANT MAINTENANCE	.96
3036376	01/09/2024	CREDIT SALES TAX INV 303286	62-00-00-65100 PLANT MAINTENANCE	.96-
Total WELDERS SUPPLY CO:				17.36
ADVANCE AUTO PARTS				
719340103277	01/10/2024	SHOP BATTERY CHARGER-TO	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	174.99
Total ADVANCE AUTO PARTS:				174.99
DUNN LUMBER				
1607348	12/18/2023	DRILL BIT SDS	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	17.99
Total DUNN LUMBER:				17.99
CORRPRO COMPANIES INC				
743539	11/27/2023	ANNUAL CATHODIC PROTECTI	62-00-00-67200 RESERVOIR & STANDPIPES	1,875.00
Total CORRPRO COMPANIES INC:				1,875.00
DOWN TO EARTH				
8233	12/04/2023	FLOW VALVE REHAB	62-00-00-67300 MAINT OF MAINS & VALVES	1,600.00
8237	12/04/2023	792 WELLS - LEAD SVC REPLA	62-00-00-67500 MAINT SERVICES & CURB BOX	4,511.00
8263	01/10/2024	999 S LAKESHORE DR-NEW RE	62-00-00-67500 MAINT SERVICES & CURB BOX	4,476.98
Total DOWN TO EARTH:				10,587.98
SCHMITZ READY MIX INC				
1089563-IN	01/03/2024	999 S LAKESHORE DR-NEW 1"	62-00-00-67500 MAINT SERVICES & CURB BOX	1,325.00
1089563-IN	01/03/2024	EARLY PAY DISCOUNT-999 S LA	62-00-00-67500 MAINT SERVICES & CURB BOX	13.25-
Total SCHMITZ READY MIX INC:				1,311.75
CITY ELECTRIC				
LKG/091556	12/28/2023	ELECTRICAL WIRE-METERS	62-00-00-67600 MAINT OF METERS	98.22
Total CITY ELECTRIC:				98.22
CORE & MAIN LP				
T933531	12/19/2023	METER ADAPTERS 1.5" X 2"	62-00-00-67600 MAINT OF METERS	600.00
U136543	12/22/2023	COMMAND LINK METER PROG	62-00-00-67600 MAINT OF METERS	1,370.53

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CORE & MAIN LP:				1,970.53
DUNN LUMBER				
1597626	12/05/2023	CAULK	62-00-00-67600 MAINT OF METERS	31.57
Total DUNN LUMBER:				31.57
PFI FASHIONS INC				
109823	01/02/2024	2024 UNIFORMS	62-00-00-90200 METER READING EXPENSE	1,333.19
109825	12/28/2023	2024 UNIFORMS	62-00-00-90200 METER READING EXPENSE	182.93
Total PFI FASHIONS INC:				1,516.12
UNITED STATES POST OFFICE				
USPS010424	01/04/2024	2024 BULK POSTAGE PERMIT #	62-00-00-90300 RECORDS & COLLECTION EXPENSE	1,500.00
Total UNITED STATES POST OFFICE:				1,500.00
AMAZON CAPITAL SERVICES				
89C4-NOV 202	12/01/2023	OFFICE SUPPLIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	23.41
Total AMAZON CAPITAL SERVICES:				23.41
AT&T				
262248865612	12/13/2023	DEC 2023 MONTHLY PHONE BI	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	114.74
Total AT&T:				114.74
AT&T LONG DISTANCE				
816988240-12	12/04/2023	262-248-8617	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	.14
Total AT&T LONG DISTANCE:				.14
CAPITAL ONE				
273334693495	11/30/2023	CHRISTMAS LIGHTS/ORNAMEN	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	57.60
463324521302	11/20/2023	COFFEE FILTERS & CREAMER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	10.92
626477495	12/11/2023	CHARGING CABLE FOR TABLE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	46.00
Total CAPITAL ONE:				114.52
CHARTER COMMUNICATIONS				
010682412212	12/21/2023	WATER DECEMBER INTERNET	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.98
Total CHARTER COMMUNICATIONS:				119.98
MARTIN BUSINESS GROUP				
1302980	12/20/2023	SERVICE CONTRACT/COPIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	126.05
Total MARTIN BUSINESS GROUP:				126.05
ODP BUSINESS SOLUTIONS LLC				
347055025001	12/21/2023	COPY PAPER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	22.64
348643102001	12/29/2023	CLASP ENVELOPES, BINDERS,	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	22.48
348643374001	12/29/2023	4" BINDERS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	9.59
348643375001	12/29/2023	LABELS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	40.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ODP BUSINESS SOLUTIONS LLC:				95.69
RACHWAL, TYLER				
RACHWAL120	12/07/2023	12/7/2023 REIMB USED OIL & E	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	100.00
Total RACHWAL, TYLER:				100.00
US CELLULAR				
0620929174	12/04/2023	WATER MONTHLY PHONE BILL	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	222.87
Total US CELLULAR:				222.87
WI DEPT OF ADMINISTRATION				
505-00000840	10/10/2023	IRONPORT ACCT FEE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.05
505-00000850	11/13/2023	IRONPORT ACCT FEE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.06
505-00000868	12/11/2023	IRONPORT ACCT FEE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.05
Total WI DEPT OF ADMINISTRATION:				9.16
CIVIC SYSTEMS, LLC				
CVC24084	12/19/2023	SEMI ANNUAL SUPPORT 2024	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	2,282.50
Total CIVIC SYSTEMS, LLC:				2,282.50
CLEAN WATER ENGINEERING LLC				
1051	12/27/2023	CROSS CONNECTION INSPECT	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	348.00
Total CLEAN WATER ENGINEERING LLC:				348.00
VELOCITY				
#2023164	12/31/2023	AV, OFFICE & AZURE LICENSIN	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	157.25
#2023165	12/31/2023	SERVER UPDATES, P2P NETW	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	270.00
#2024009	01/05/2024	ANTIVIRUS, OFFICE & AZURE LI	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	157.25
Total VELOCITY:				584.50
SECURIAN FINANCIAL GROUP				
FEB 2024 LIFE	01/01/2024	FEB LIFE INS 2024	62-00-00-92630 LIFE INSURANCE EXPENSE	13.61
Total SECURIAN FINANCIAL GROUP:				13.61
CINTAS CORP				
5189347396	12/19/2023	RESTOCK FIRST AID SUPPLIES	62-00-00-93000 MISCELLANEOUS GENERAL EXP	101.76
Total CINTAS CORP:				101.76
DUNN LUMBER				
1601906	12/11/2023	NUTS & BOLTS	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	3.60
Total DUNN LUMBER:				3.60
WELDERS SUPPLY CO				
3022927	11/30/2027	PROPANE	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	17.72
3022927TX	11/30/2023	PROPANE-SALES TAX-CREDIT I	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	.92
3030730	12/21/2023	REFUND SALES TAX-INV# 3022	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	.92-
3036380	01/09/2024	CREDIT SALES TAX INV 302292	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	.92-

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WELDERS SUPPLY CO:				16.80
Total 62:				37,932.05
Grand Totals:				76,192.49
			Customer Refund	12.78
			Jan 2024 Life + Ins paid from Prepaid	24.34
				76,229.61

Dated: ______________________

Mayor: ______________________

City Council: ______________________

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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"

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: January 2024 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

The Utility experienced a significant water main break response on December 21st. The prior day Staff had noted what appeared to be a system leak and scheduled repairs to commence on the 21st. During the excavation of the area, a major failure of the pipe occurred, which caused the excavated area to flood, stopping all work. Due to what was later found to be inaccuracies in mapping records, it took Utility staff approximately 3 ½ hours to isolate the main so repairs could resume. The cause of the break was found to be improper bedding and backfill.

Staff responded to a water main break the night of January 11th on Lookout Dr., just north of Linda Ln. crews were able to be mobilized and repairs were completed in the early hours of January 12th.

WASTEWATER OPERATIONS

Early on December 20th staff noted a potential system leak on the east side of S Lakeshore Dr., just south of South St. Crews were mobilized for an exploratory excavation of the area, where a pipe failure in the forcemain from the Big Foot Lift Station was noted. The pencil-sized pinhole was repaired and the system was put back online by late morning the same day.

Staff have begun to itemize the scope of work for the 2024 CCTV program, which we anticipate will be finalized and sent to the contractor by the end of February.

OFFICE & ADMINISTRATION

The fourth quarter is nearing completion with bills having a due date of January 20, 2024.

Staff across the Utility have begun the process of compiling data for multiple year-end reports. Representatives from Lauterbach & Amen are scheduled to be on-site on January 25th and 26th to start fieldwork for the 2023 audit process.

Last month the Commission approved Jo Busch to participate in a Local Government Leadership Academy through the Utility's Tuition Reimbursement Program. Since that time, Jo took the initiative to apply for tuition reimbursement through a grant, which was approved. As a result, the Utility will now only need to cover materials, time, and travel expenses for Jo's enrollment.

9. Big Foot Lift Station Forcemain – Design Engineering

Staff have continued correspondence with representatives at MSA Professional Services to proceed with the evaluation of the forcemain replacement and potential relocation. Since the last meeting, Staff requested a proposal from MSA to provide engineering services through the design and bidding phase of the potential project. Given the continued failures in the forcemain, Staff believes this project should proceed in a "time is of the essence" manner, with the hope that the project could be completed late in 2024 or early 2025.

Action is recommended to approve the proposal from MSA Professional Services for design and bidding services for the Big Foot Lift Station Forcemain Replacement project.

10. STH 50 Utility Improvements

As directed in December, Staff has worked with MSA to continue with the evaluation of potential utility improvements along the project corridor, along with project alternatives available to accommodate future development west of the city. This evaluation work is ongoing, however representatives from MSA will be in attendance to review the project alternatives in greater detail. It is currently anticipated that a formal summary of the Staff requested improvements will be available at the February meeting so the Commission can provide formal direction as found appropriate.

Staff does not have a formal recommendation to the Commission at this time.

11. Replacement Scum Pump Proposal - WWTP

Late in 2023 Staff recognized the early signs of seal failure with one of the scum pumps utilized at the Wastewater Treatment Plant. Quotes were obtained for the repair parts, which total a little less than $3,300. Additionally, Staff noted that this unit has been rebuilt on two earlier occasions, so a quote for an entire replacement pumping assembly was obtained. It is the Staff's recommendation to replace the pump rather than rebuild it, and use the existing unit as an emergency backup.

Action is recommended to approve the replacement Borger scum pump as proposed by Mulcahy Shaw Water.

12. Request for Water Service – Grand Geneva Resort & Spa Employee Housing

Staff was made aware of site construction adjacent to the Grand Geneva Resort & Spa (GGR) in late October 2023. Since that time, numerous conversations have taken place between the Utility, City, and GGR, including the potential installation of municipal water service to the new employee dormitory building being constructed. Staff has since contacted engineering to evaluate the existing capacity available to the GGR and the requested connection at the dormitory site. This evaluation is the first step necessary for Commission review and potential approval of a new connection to the municipal water system. If conceptually approved, Staff would work with GGR representatives to submit the documentation necessary to finalize the approval. As this work is ongoing, Staff will provide additional details of the system evaluation to the Commission at the meeting.

A formal staff recommendation will be made to the Commission at the 1/15/24 meeting.

13. Pioneer Estates – Water & Sewer Agreements – Metering & Billing

In March and October of 2023, the Commission reviewed and ultimately approved the installation of water service to a proposed lot redevelopment within Pioneer Estates. While not directly tied to that approval, Staff recommended the Commission pursue revising the Water and Sewer Agreements with Pioneer to better align with historic practices, regulatory codes, and the Utility's rate and billing requirements. Copies of the subject agreements are included in packets for Commission review.

In October of 2023, Staff met with representatives of Pioneer Estates to discuss the Agreements and changes that would align them with current operations and regulations. Unfortunately, Staff's attempts to continue the conversation past the initial meeting have gone largely unanswered, and there is concern that communications may fall apart as they have in the past. Additionally, Staff remains concerned about portions of the Agreements and MOU, given that in many cases they contradict each other, and they no longer align with the Utility's rate case, billing procedures, or the regulatory code that guides much of its customer relations.

Of primary concern to Staff are the following:

- Revising language to reflect the current PSC Tariff for water service, fire protection and related sanitary sewer user charges approved by the Commission;
- Revise language to affirm that Pioneer Estates owns and maintains the private water and sanitary sewer collection systems within the property;
- Revise language to align with PSC regulations for metering per PSC 185.53;
- Obtain necessary easements for Utility owned improvements within Pioneer Estates.

Staff requests direction from the Commission on potential revisions to the Water and Sanitary Sewer Agreements with Pioneer Estates.

14. Closed Session

Staff will be present at the meeting to attend the closed session at the direction of the Commission.

Task Order

To: **Lake Geneva Utility Commission**
Josh Gajewski
361 W. Main Street
Lake Geneva, WI 53147

Date of Issuance: **01/09/2024**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: Bigfoot Lift Station – Forcemain Replacement

The scope of the work authorized is: See Attachment 'B'

The schedule to perform the work is: approximate start: 01/01/2024
approximate completion: 01/01/2026

The estimated fee for the work is: $62,750.00 at Standard MSA Rates (See Attachments 'A' & 'B')

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

LAKE GENEVA UTILITY COMMISSION	**MSA PROFESSIONAL SERVICES, INC.**
______________________________	______________________________
Josh Gajewski	Joseph M. DeYoung
Utility Director	Regional Service Line Leader
Date:______________________	Date: 1/10/24
Attest:	1702 Pankratz Street
	Madison, WI 53704
______________________________	Phone: +1 (608) 242-6646
Clerk Name:__________________	Fax: (608) 242-5664
Date:______________________	

Lake Geneva Utility Commission
Lake Geneva, WI 53147
Phone: (262) 248-6644

ATTACHMENT B:
RATE SCHEDULE

CLASSIFICATION	LABOR RATE
Administrative	$ 75 – $150/hr.
Architects	$ 75 – $215/hr.
Community Development Specialists	$135 – $185/hr.
Digital Design	$175 – $195/hr.
Environmental Scientists/Hydrogeologists	$105 – $185/hr.
Geographic Information Systems (GIS)	$ 95 – $185/hr.
Housing Administration	$ 95 – $170/hr.
HR	$ 135 - $150/hr.
Inspectors/Zoning Administrators	$105 – $130/hr.
IT Support	$175 – $195/hr.
Land Surveying	$ 75 – $185/hr.
Landscape Designers & Architects	$ 75 – $215/hr.
Planners	$ 75 – $205/hr.
Principals	$210 – $315/hr.
Professional Engineers/Designers of Engineering Systems	$150 – $200/hr.
Project Managers	$150 – $230/hr.
Real Estate Professionals	$135 – $165/hr.
Staff Engineers	$ 75 – $145/hr.
Technicians	$ 95 – $150/hr.
Wastewater Treatment Plant Operator	$ 90 – $115/hr.

REIMBURSABLE EXPENSES	
Copies/Prints	Rate based on volume
Specs/Reports	$10
Copies	$0.12/page
Plots	$0.006/sq.in.
Flash Drive	$10
GPS Equipment	$20/hour
Dini Laser Level	$30/per day
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + $5/day
Mileage – MSA Vehicle	$0.75 mile standard/
	$0.67 mile for DOT
Nuclear Density Testing	$25.00/day + $10/test
Organic Vapor Field Meter	$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment	$20/hour - $15/hour for DOT
Stakes/Lath/Rods	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing	At cost
Geodimeter	$30/hour
Drone Flight	$375/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2024.

ATTACHMENT B:
SCOPE OF SERVICES

Project Understanding

The Lake Geneva Utility Commission requested that MSA design replacement sanitary sewer force main on S. Lakeshore Drive and West South Street. This will include the installation of new force main starting at the existing Bigfoot Lift Station on S. Lakeshore Drive and extending north and east along South Street. It will be connected to existing sanitary sewer facilities on both ends. Additionally, the existing sanitary force main on Elm Street and South Lake Shore Drive to La Grange Dr, approximately 640 LF, is planned to be abandoned in place, while the remaining portion of the force main extending northward from La Grange Dr is to remain 6" and dedicated to the La Grange Lift Station. This will likely require future maintenance cleaning as velocities within the force main will be below the minimum velocity threshold to prevent solids settling.

MSA will evaluate the hydraulics of both the Big Foot & LaGrange lift stations to determine effect of a new and relocated forcemain on the pumping hydraulics. It may be that upgraded pumps at the LaGrange lift station is advisable, but not included within the scope of this project.

Based on discussions between the Utility Director and MSA, the scope of the additional work is to install approximately 2700 linear feet of new sanitary force main. Additionally, concrete air release manholes and valves, asphalt patches, drilling trenches, regrading and restoration of disturbed lawn areas will be included as necessary within the project limits to install the new main.

Scope of Services:

1. Topographic survey and field measurements limited to surface features within the route. Topo can be limited to features impacted by the anticipated directional drilling including underground utilities that will be marked by others, manholes, hydrants and edge of pavement. Features within the anticipated route of the forcemain will be obtained in the survey. Survey will be limited to the ROW of Lake Geneva.
2. Lift Station Sizing & Hydraulic Review
    a. Big Foot Lift Station
        i. New force main routing impact on existing pumps head and flow conditions
        ii. Preparation of Engineering Design Report/Design Calculations for submittal to DNR
            1. Air Release Manhole Locations
    b. La Grange Drive Lift Station
        i. Decoupled and reuse of existing force main impact on existing pumps head and flow conditions.
3. Design Phase
    a. Complete site/civil layout, piping, and directional drilling plan
    b. Prepare plan and profile drawings and details for proposed force main
    c. Prepare and submit permit application on behalf of the Owner including:
        i. WisDNR Wastewater System Approval Request Form 3400-205
        ii. WisDNR Sewer Extension Permit Form 3400-160
        iii. WisDNR Sewer Specification Checklist Form 3400-095 (If necessary)
        iv. WisDNR Sanitary Sewer Submittal Form 3400-059 (If necessary)
4. Development of plans and specifications for use as Bid Documents for solicitation of a bids under the public bidding requirements of the Owner and the State of Wisconsin.
5. Engineering Design Report per the requirements of the Wisconsin Department of Natural Resources (WDNR)
6. Submit Plans, Specifications, and Engineering Design Report for review and approval by WDNR. Respond to WDNR comments and modify documents as necessary for approval.
7. Prepare Contract Documents in preparation for bid.
8. Complete a final construction cost estimate.

9. Bidding Phase
    a. Facilitate advertisement for bids in the local newspaper and on Quest CDN
    b. Answer bidder questions and issue addenda, as necessary
    c. Conduct online bidding through QuestCDN
    d. Evaluate bids and recommend lowest responsive bidder to Utility
    e. Develop and administer construction contracts (EJCDC format)

Additional services:

- Construction-related services shall be provided in 2024. Due to the uncertainty and timing of the project, MSA will provide services as directed by the City of Lake Geneva Utility Commission. Services include construction administration, construction observation, staking, and project closeout. Fees for this work are To Be Determined and not included in the current fee breakdown.

Assumptions:

1. The work shall include design of the above improvements.
2. There are no current surface improvements planned to the roadways along the project corridor.
3. Construction-related services are a time & material basis as directed by the City of Lake Geneva utility staff.
4. The cost for the ad for bids is the responsibility of the owner.
5. No soil borings are included as part of the estimate but can be coordinated by MSA if needed. Cost of the soil borings are the responsibility of the City.
6. Big Foot lift station sizing and service area are not to be reevaluated but assumed fixed per existing design. Hydraulics will be estimated for future force main routing and provided in the design report and DNR permitting needs. It is assumed that WisDNR Lift Station Design Checklist 3400-168 will not be required as modifications to the lift stations are not anticipated.

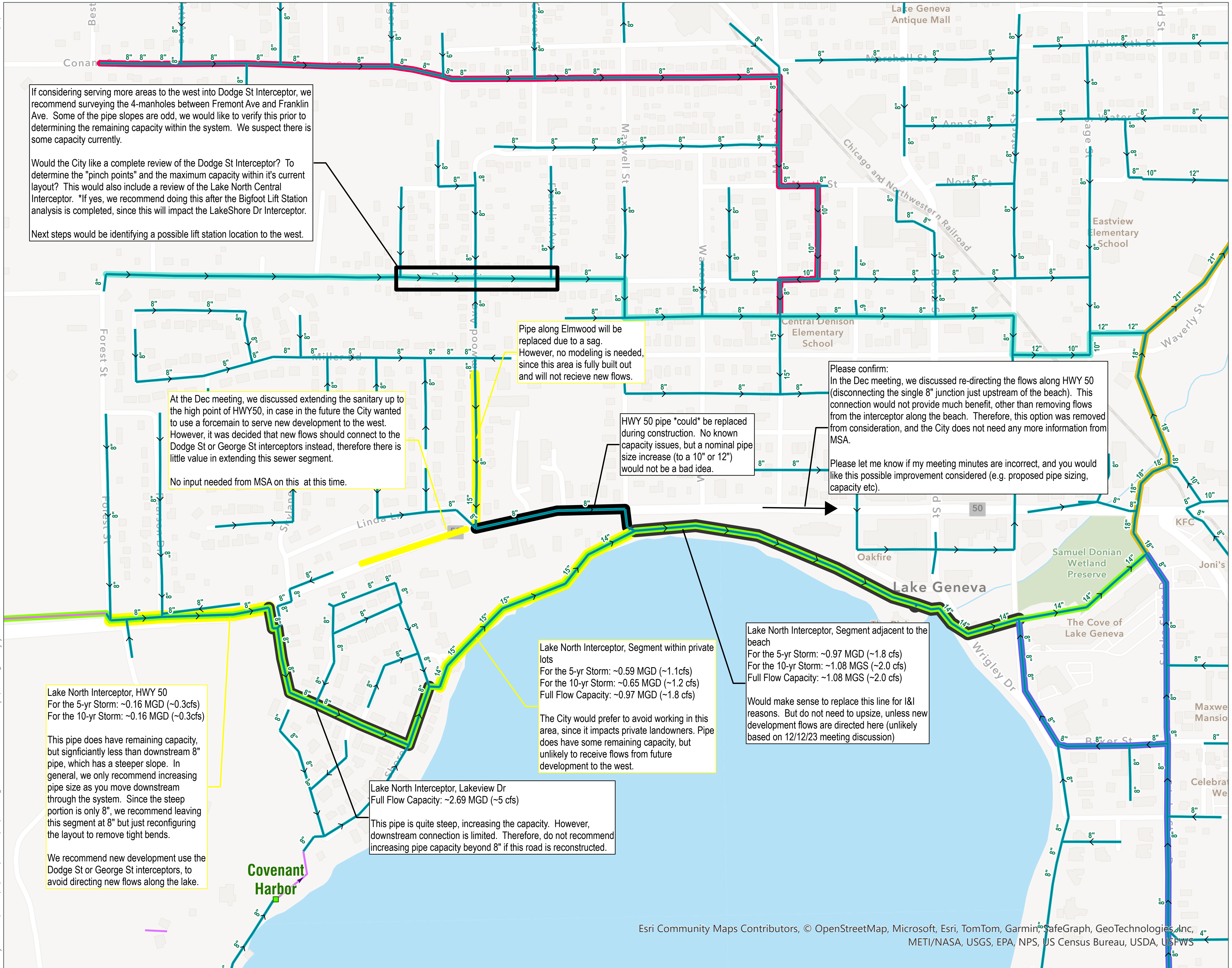
Fees

Phase Description	***Task Description***	***Hours***	***Fees***
Project Design, Bidding and Administration	*Project Design*	*400-hrs*	*$62,750.00*
Utility Improvements CRS	*Observation & Construction Management*	*To be authorized by Lake Geneva Utility*	*T&M*

Sanitary Review

HWY 50 and Dodge St Interceptor

Lake Geneva
Walworth County, WI



- Force Main
- Gravity Main
- Dodge Street Interceptor
- George Street Interceptor
- Lake North Central Interceptor
- Lake North Interceptor
- Lake Shore Drive Interceptor

Sanitary_Mains selection 4
- Sanitary_Mains selection 4

Sanitary_Mains selection 5
- Sanitary_Mains selection 5

MSA

0 0.1 Miles

Print Date: 1/11/2024

Printed By: aconverse, File: G:\07\07815\07815011\GIS\07815011_LakeGenevaWaterServiceLine.aprx, HWY50_SanitarySystemReview

Rotary Lobe Pumps
Macerator Technology

BÖRGER®

Boerger LLC - 2860 Water Tower Place - Chanhassen, MN 55317 - USA

Mulcahy Shaw Water, Inc
N57 W6316 Center Street
Cedarburg, WI 53012-0000

Quote

No.: **31008093**
Date: 10/31/2023

RFQ no.:	FW: Lake Geneva, WI	**Inside Sales Person:**	Chris Beseres
RFQ date:	10/31/2023	**E-mail:**	cbe@boergerllc.com
Customer No.:	100074	**Phone:**	612-435-7332
Contact:		**Code:**	CBEBJJ
Phone:	+1 (262) 241-1199		
Cell phone:			

Pos.	Description	Description	Quantity	Unit Price:	Total Price:
100.0	**71005685** **Blueline PL Replacement**				

Quote

No.: 31008093

Pos.	Description	Description	Quantity	Unit Price:	Total Price:
101.0	**PP1SARCFAAAADCCC16**		1 pcs		

Börger Rotary Lobe Pump PL100
Similar to s/n 22107374 1.1
supplied without flanges
Product series: BLUEline
Version: Classic

Casing:
One-piece Blockcasing
from Grey Cast Iron EN-GJL-250 (GG25)
with easily replaceable axial and radial casing liners
Axial casing protection liners from Hard Metal
Radial casing protection liners from Hard Metal (MIP®)

Rotor geometry:
Tri-lobe, entirely elastomer coated, screw form,
for almost pulsation-free operation
Rotor coating: NBR
Free ball entry D = 40 mm
Displacement: 0,89 l/rev

Shaft seal:
single-acting mechanical seals, type LW
Material code according EN 12756 [DIN 24960]: R1 R1 P D
Seal faces: Duronit V/Duronit V
Dynamic O-rings: NBR
Seal holding bushes: 1.0503
Stationary O-Rings: NBR

PL replacement	**$11,221.20**	**$11,221.20 USD**

Value of goods:	$	11,221.20 USD
Net value:	$	11,221.20 USD
Tax: (0.00 %):	$	0.00 USD
Total amount:	**$**	**11,221.20 USD**

BOERGER LLC
2860 Water Tower Place
Chanhassen, MN 55317
p 612.435.7300
f 612.435.7301
e america@boerger.com
w www.boerger.com

Quote

No.: 31008093

Invoice address:
Mulcahy Shaw Water, Inc
N57 W6316 Center Street
Cedarburg, WI 53012

Delivery address:
Mulcahy Shaw Water, Inc
N57 W6316 Center Street
Cedarburg, WI 53012

Terms Of Payment	30 days net
Estimated Delivery:	2 Weeks
Dispatch Type:	Less than Truck Load
Price Valid To:	11/30/2023
Shipping Terms:	FOT Minneapolis

Best regards

Boerger LLC
Chris Beseres
Phone: 612-435-7332
Website: www.boerger.com

Regional Manager:
Bryan Viitala
612-435-7329

Notes:
1. BOERGER, LLC’s standard Terms and Conditions apply and are an integral part of this quotation unless specifically noted otherwise in this proposal.
2. Delivery, installation, wiring, field painting, start-up and instructional services are not included unless specifically noted otherwise in this proposal.
3. Anchor bolts, pressure gauges, valves, drainage piping, starters, variable frequency drives and control equipment or any other items are not included unless specifically noted otherwise in this proposal.
4. BOERGER, LLC will review plans and specifications and will offer technical assistance and certified pump drawings for construction. The responsibility for pump station layout, access, seismic calculations including local PE stamp, etc., shall be by others.
5. This proposal is offered as an acceptable pumping system based upon descriptive items listed above. Deviations from the equipment described could result in price adjustment.
6. A BOERGER, LLC field engineer may be provided, as noted above, in a supervisory capacity only. Any and all costs associated with labor, set-up, etc., for the tests are to be by contractor.
7. Credit Card purchases will incur a 3% Processing Fee.

SANITARY SEWER CONNECTION AGREEMENT

AGREEMENT, made and entered into this 3 day of May 89, 1989, by and between the City of Lake Geneva, a municipal corporation, hereinafter referred to as "City" and Pioneer Mobile Homes, Inc., hereinafter referred to as "Owner".

RECITALS

A. Owner is in the process of developing a tract of land located at C.T.H. "H" South, Town of Bloomfield in the County of Walworth, State of Wisconsin, as an addition to its mobile home park.

B. Owner desires that the City extend and provide to such property city sewer service to serve the same, and the City, under certain conditions and stipulations, is agreeable thereto.

In consideration of the mutual agreements and covenants set forth herein, the parties agree as follows:

SECTION ONE

SEWER SYSTEM

A. PAYMENT TO CITY

Within 30 days after the execution of this agreement Owner will pay City the sum of $20,300.00, such sum to be applied to the cost of engineering and legal services for constructing installing, and extending the services herein described. In addition, Owner shall within 10 days after opening of bids provide the City with cash or an irrevocable letter of credit in the amount of the construction cost evidencing Owner's ability to pay for said costs.

B. CONSTRUCTION, OWNERSHIP AND MAINTENANCE OF SYSTEM

The sewer system referred to herein and contemplated hereby, shall be constructed by City but shall be and remain the sole and exclusive property of Owner. The system shall consist of a lift station on Owner's property and a force main which will be located in the right-of-way of C.T.H. "H" West of the traveled portion thereof and will connect with the City sewer system at the end of line manhole in South Street opposite Badger High School. The City will provide emergency generator service to pump the lift station sump in the event such services become necessary. Owner shall construct, provide, and maintain the sewer collection system within the mobile home park expansion area. Plans to be approved by City and inspection of system during construction by City. The parties contemplate that units presently located in the park will remain on soil absorption disposal systems at the present time but may connect to the sewer in the future. City shall have the right to fix rates applicable to use of said sewer system which shall be the same as for other users of the City sewers plus appropriate fees for maintenance, operation, and billing costs.

C. INDIVIDUAL CONNECTIONS

Tenants in Owner's mobile home park may connect to the sewer system upon obtaining a permit from City and paying a permit fee determined by the number of drainage units in the mobile home at $35.00 per drainage unit. A drainage unit is a floor drain, fixture or appliance that has a drain or dispenses wastewater. Owner shall certify in writing to City the number of drainage units in the mobile home being connected. In no event shall the permit fee be less than $100.00 nor more than $500.00.

D. REIMBURSEMENT TO OWNER

In the event any other property owner connects a main or lateral to the sewer main herein referred to, such owner shall be assessed by City on a lineal feet basis for the distance from the City limits as they now exist to the point of connection of such main or lateral using the initial construction cost of the main as the basis and City shall reimburse Owner the amount of such assessment. Connections by other property Owners shall be assessed in a like way and reimbursement made to Owner if such subsequent connection is farther from the City limits as they now exist than an earlier connection.

SECTION TWO

GENERAL

A. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the parties hereto. The agreement shall not be altered or amended, except by agreement in writing, executed by the parties hereto.

B. BINDING EFFECT

Time is of the essence of this contract. Such contract shall be binding upon and inure to the benefit of heirs, personal representatives successors, and assigns of the parties.

C. ANNEXATION

At such time as the property of Owner becomes contiguous to the

the corporate limits of the City of Lake Geneva, Owner shall annex said property to the City. In that event, City shall assume and become responsible for all repair and maintenance to the force main and lift station referred to above.

IN WITNESS WHEREOF, the parties have executed this agreement at Lake Geneva, Wisconsin, the day and year first above written.

City of Lake Geneva

by Spyro Condos Mayor

ATTEST:

Colleen Abraham City Clerk

Pioneer Mobile Homes, Inc.

by Dan Daniels

ATTEST:

Janese Pelech

WATER CONNECTION AGREEMENT

AGREEMENT, made and entered into this 3 day of May 89, 1989, by and between the City of Lake Geneva Water Commission, a municipal corporation, hereinafter referred to as "Water Utility" and Pioneer Mobile Homes, Inc., hereinafter referred to as "Owner".

RECITALS

A. Owner is in the process of developing a tract of land located at C.T.H. "H" South, Town of Bloomfield in the County of Walworth, State of Wisconsin, as an addition to its mobile home park.

B. Owner desires that the Water Utility extend and provide to such property city water service to serve the same, and the Water Utility, under certain conditions and stipulations, is agreeable thereto.

In consideration of the mutual agreements and covenants set forth herein, the parties agree as follows:

SECTION ONE

WATER SYSTEM

A. PAYMENT TO WATER UTILITY

Within 30 days after the execution of this agreement Owner will pay the Water Utility the sum of $23,250.00, such sum to be applied to the cost of engineering and legal services for construction, installing, and extending the services herein described. In addition, Owner shall within 10 days after opening of bids provide the Water Utility with cash or an irrevocable letter of credit in the amount of the construction cost evidencing Owner's ability to pay for said costs.

PRESENTED AT
COMMISSION MEETING APR 13 1989

B. CONSTRUCTION, OWNERSHIP, AND MAINTENANCE OF SYSTEM

The water system referred to herein and contemplated hereby shall be the remain the sole and exclusive property of the Water Utility. A 12" main shall be constructed from the Northeast corner of the intersection of C.T.H. "H" and Bloomfield Road and South Street in the highway right-of-way of C.T.H. "H" East of the traveled portion thereof to the North property line of Owner to a hydrant to be placed at the main entry drive of the mobile home park. Owner and persons to whom Owner sells or rents shall have no interest, right, title, or ownership therein. The Water Utility shall have the right to extend, improve, maintain, and enlarge the same as it deems necessary, fix the rates applicable thereto which shall be the same as for other outside users of city water, change the same from time to time, and adopt rules and regulations to control, regulate, and govern the use of such facilities. Owner shall construct the water distribution system within the mobile home park from the aforementioned hydrant and shall be the Owner of such distribution system. Interior water system distribution plans shall be approved by the Water Utility. Water Utility will not require a central meter for measuring the volume of water used by tenants in the mobile home park.

C. INDIVIDUAL CONNECTIONS

Water furnished to tenants in Owner's mobile home park shall be metered to each such tenant's unit and such tenants shall be required to connect to the distribution system and to pay the Water Utility a permit fee of $5.00 per unit.

D. REIMBURSEMENT TO OWNER

In the event any other property owner connects a lateral to the water main herein referred to, such owner shall be assessed by the Water Utility on a lineal foot basis using the initial construction cost of the main as the basis and Water Utility shall reimburse Owner the amount of such assessment, in accordance with Public Service Commission rules relating thereto. Connections by property owners shall be assessed by class being residential or commercial and industrial. Any main installed farther from the City limits as the main now exists, the hookup connection fee shall be negotiated by the Utility and Pioneer Mobile Homes, Inc. Any other persons or development connecting to this main shall be also negotiated.

E. EASEMENTS

It is contemplated that all construction will take place in the right-of-way of C.T.H. "H". In the event any easements, permits or rights-of-way outside the limits of C.T.H. "H" are or become necessary, they shall be acquired by the Water Utility and extend to and be in the name of the Water Utility but at Owner's sole expense.

SECTION TWO

GENERAL

A. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the parties hereto. The agreement shall not be altered or amended, except by agreement in writing, executed by the parties hereto.

B. BINDING EFFECT

Time is of the essence of this contract. Such contract shall be binding upon and inure to the benefit of heirs, personal representatives, successors, and assigns of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement at Lake Geneva, Wisconsin, the day and year first written above.

Lake Geneva Water Commission

by B. A. Breitweiser Sec. Tr.

ATTEST:

B. Jedda

Pioneer Mobile Home, Inc.

by Dan Daniels

ATTEST:

Janice Pelech

PRESENTED AT COMMISSION MEETING APR 13 1989

WATER COMMISSION

Water and Sewer

PHONE 248-2311

361 Main Street

Lake Geneva, Wisconsin 53147

LETTER OF UNDERSTANDING

August 14,1989

1. 30 Foot easement for watermain.

2. No structure shall be built or placed within this easement or within 15 feet of the watermain.

3. All water service will have shutoffs or curb stops located at end of easement and all curb boxes shall have shutoff rods within 12" of top of box.

4. All new units shall have their own service with curb box.

5. All meters shall be set in a meter setter or meterhorn with valves before and after. Meters shall have easy access.

6. All remotes readers shall be located on post in an accessible location. All wire shall be in conduit for remote readers.

7. Upon installation and acceptance of new watermain and services, Pioneer Mobile Homes, Inc. shall dedicate the new water system to the City of Lake Geneva Water Commission.

8. The Water Commission shall maintain this water system. All water main breaks to be repaired by the Water Commission. All repair work to the roads shall be the responsibility of Pioneer Mobile Homes, Inc.

9. Private fire protection charge on all hydrants within the Park.

10. Water rates shall be as authorized by Public Service Commission including the 25% suburban charge.

The above statements were presented at a meeting between the Lake Geneva Water Commission and Pioneer Mobile Homes, Inc. In attendance were Ed Lemmen, Doug Mushel, Patrick Romenesko representing the Water Commission. Representing Pioneer Mobile Homes, Inc. were Dan Daniels, Bill Henry. Also in attendance was Wally Utter of Mann Bros., Inc. The above is being sent to you for your review. Please submit any changes to Ed Lemmen or this Letter of Understanding will be filed.

Thank you

E.C. Lem

E.C."Ed"Lemmen

Note: All other condition remain as per Water and Sewer Connection Agreement.

SECRETARY'S MINUTES

NAME ------------------------------ Lake Geneva Water Commission
MINUTES --------------------------- Regular Meeting
PLACE ----------------------------- Water Department
DATE ------------------------------ August 10, 1989
TIME -------------------------------5:00 PM

Meeting opened at 5:00 PM by President Jedda.

Members present: Jedda, Fermano, Mushel, Brellenthin, Hibbard, Dale and Supt. Lemmen. Absent: Boilini and Mayor Condos.

Minutes of July meeting read and approved as read.

No old business, no report on the following: tower, reservoir site or well site.

Report on meeting held in Madison with the Wisconsin Public Service Commission August 2, 1989 at 9:30 AM. Attending the meeting were Frank Jedda, Ed Lemmen, Doug Mushel, and Pat Romemesko. Discussion was held on metering Pioneer Mobile Home Park on a per unit basis. For the Lake Geneva Water Commission to do this, the following conditions shall be enforced. The water connection agreement: A 30 foot or more easement upon installation and acceptance of new water services. Pioneer Mobile Home Inc. shall dedicate the new water system over to the City of Lake Geneva Water Commission. Water rates shall be as authorized by the Public Service Commission including the 25% suburban charge.

The 20 year limit on water main assessments that are deferred is on water main that was originally paid for by customer contributions, not utility financed projects.

The water only meter hook-up and rate charges will be a decision by PSC after the required letter is received by them.

New business, Pioneer Construction is to be completed by the 20th of August. Barbara Jean Estates under testing now and Sentry project is underway.

Moved by Fermano, seconded by Dale to fund attendance to AWWA State Seminar for members and superintendent.

The computer system is obsolete, further discussion and information necessary. Superintendent to arrange meeting as soon as possible for meter change. Report back on September 7th.

Moved by Brellenthin, seconded by Hibbard to pay bills. Carried.

Moved by Brellenthin, seconded by Dale to adjourn.

Bidell J. Brellenthin
Secretary