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 AUGUST 19, 2024 4:00 PM
COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

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 July 15, 2024 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of July 2024 Financials
7. Approval of July 2024 Bills
8. Directors Report
9. Discussion/Action on the potential award of the Big Foot Lift Station Force Main Replacement Project
10. Discussion/Action on the proposed scope of services for surveying and engineering to replace the culverts along the Well 5 access road
11. Discussion/Action on a proposal from Verizon Connect for vehicle and equipment tracking subscription services
12. 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 a requested ground lease with VB 500 II, LLC on PIN NLY3200008
13. Motion to return to open session pursuant to Wisconsin Statues 19.85 (2) and take action on any items discussed in closed session
14. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday July 15, 2024 4:00pm
Council Chambers, City Hall – 626 Geneva St

THIS MEETING WAS HELD IN PERSON

Call Meeting to Order – Krause called the meeting to order at 4:03pm

Roll Call – Krause, Howell, Fesenmaier, Binn & Marquardt Excused: Lyon

Staff in Attendance – Gajewski & Busch

Also in attendance: Krisztina Dommer of Lauterbach & Amen, LLP

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

Approve Utility Commission Minutes from June 17, 2024, as prepared and distributed
Howell/Binn motion to approve. Passed 5-0.

Acknowledgement of Correspondence
None

Approval of June 2024 Financials
Binn/Fesenmaier motion to approve. Passed 5-0.

Approval of June 2024 Bills
Howell/Binn motion to approve. Passed 5-0.

Director's Report
Gajewski reviewed the submitted Directors Report. Discussion was had regarding DNR approval timelines with regard to the Big Foot Lift Station project. Discussion was also had on PFAS and the historical use of sailboat plaza before it was a park. Gajewski stated that the closest well in proximity to sailboat plaza had a no detect sample result in the initial round of PFAS testing.

Presentation of 2023 Lake Geneva Utility Commission Annual Financial Report and Management Letter by Lauterbach & Amen, LLP
Krisztina Dommer of Lauterbach & Amen, LLP, presented the Utility Commission's 2023 Annual Financial Report & Management Letter. She explained that the funds in the reports are included in the City's financial statements as well. The Utility's presentation only includes the water utility and sewer utility funds. Dommer said the audit process was smooth and they gave an unmodified audit opinion, which is what we should be hoping for.

Discussion/Action on a proposal from Lexipol to draft policy and procedural manuals for the Utility
Gajewski explained that the city has recently updated and consolidated their policy and procedures manuals. The Utility Commission has historically had its own set of policies and procedures and so Gajewski feels now would be the time to update ours as well. The quoted amount from Lexipol includes the initial work compiling the manuals, and also an annual review and update of any required federal/legal changes. This work was not included in the 2024 budget, which is why it is

being brought to the Commission now and the cost can be covered from general funds. Discussion was had on whether our current policies are in digital format or not and also on who the policies would apply to. The estimated time to start the project is two weeks.
Howell/Binn motion to proceed with drafting the policy and procedures manual with Lexipol as proposed. Passed 5-0.

Adjourn
Binn/Howell motion to adjourn at 4:22pm. Passed 5-0.

/s/ J Busch

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 7 / 2024

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget *58%*	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	35,207	233,811	229,600	4,211	101.8%	159,997	41,473
CUSTOMER SALES	26,168	997,053	2,166,137	-1,169,084	46.0%	1,013,638	974,908
OTHER REVENUE	2,298	10,954	11,760	-806	93.1%	9,236	6,803
CAPITAL CONTRIBUTIONS	5,968	83,552	59,680	23,872	140.0%	415,522	155,839
TOTAL REVENUES	**69,641**	**1,325,371**	**2,467,177**	**-1,141,806**	**53.7%**	**1,598,394**	**1,179,024**
EXPENSES							
TOTAL OUTSIDE SERVICES	22,013	168,122	430,343	-262,221	39.1%	167,932	158,895
TOTAL OPERATING EXPENSES	1,666	21,454	53,090	-31,636	40.4%	20,578	18,613
TOTAL INSURANCE	0	16,846	35,975	-19,129	46.8%	16,846	14,196
TOTAL SALARY & BENEFITS	53,945	379,081	653,911	-274,830	58.0%	386,871	314,963
TOTAL LAB SUPPLIES	608	12,997	22,800	-9,803	57.0%	14,546	13,742
TOTAL MISCELLANEOUS EXPENSE	96	96	1,000	-904	9.6%	123	236
TOTAL MAINTENANCE	10,279	106,655	366,700	-260,045	29.1%	84,644	79,122
TOTAL OPERATION & MAINTENANCE EXPENSES	**88,607**	**705,250**	**1,563,819**	**-858,569**	**45.1%**	**691,539**	**599,767**
REVENUES OVER O&M EXPENSES	**-18,966**	**620,121**	**903,358**	**-283,237**		**906,855**	**579,257**
TOTAL CAPITAL OUTLAY	12,835	85,456	1,226,075	-1,140,619	7.0%	38,091	63,352
REVENUES OVER TOTAL EXPENSES	**-31,801**	**534,665**	**-322,717**	**857,382**		**868,763**	**515,906**
TOTAL CASH TRANSFERS	73,626	639,035	328,120	310,915	194.8%	1,004,620	713,209
NET CHANGE IN CASH BALANCE	**-105,427**	**-104,370**	**-650,837**	**546,467**		**-135,857**	**-197,303**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Wastewater Utility Fund Cash	-77,883	312,641	234,759
LGIP #10 - Capital Project Fund	3,738,881	17,158	3,756,039
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,909,143	47,192	1,956,335
LGIP #13 - Equipment Replacement Fund	1,735,240	7,963	1,743,203
LGIP #14 - Wastewater Operating Reserves Fund	286,321	1,314	287,635
TOTAL WASTEWATER CASH AND INVESTMENT	**7,591,701**	**386,268**	**7,977,969**

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 7 / 2024

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget *58%*	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	22,011	143,636	134,300	9,336	107.0%	91,655	23,579
CUSTOMER SALES	2,649	856,804	1,882,606	-1,025,802	45.5%	878,282	856,400
OTHER REVENUE	5,998	284,430	316,710	-32,280	89.8%	273,104	253,590
CAPITAL CONTRIBUTIONS	4,220	73,501	42,200	31,301	174.2%	377,546	140,540
TOTAL REVENUES	**34,878**	**1,358,372**	**2,375,816**	**-1,017,444**	**57.2%**	**1,620,586**	**1,274,110**
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	4,092	34,501	76,000	-41,499	45.4%	39,347	32,544
TOTAL SOURCE OF SUPPLY - MAINTENANCE	705	39,851	16,300	23,551	244.5%	9,281	6,467
TOTAL PUMPING EXPENSE - OPERATION	5,763	37,954	86,700	-48,746	43.8%	41,472	37,591
TOTAL PUMPING EXPENSE - MAINTENANCE	754	25,905	101,950	-76,045	25.4%	6,202	13,192
TOTAL WATER TREATMENT - OPERATION	3,285	49,032	121,550	-72,518	40.3%	63,466	53,772
TOTAL WATER TREATMENT - MAINTENANCE	3,543	28,108	81,150	-53,042	34.6%	46,991	47,010
TOTAL TRANS. & DISTRIBUTION - OPERATION	2,785	34,336	57,350	-23,014	59.9%	35,743	25,468
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	16,585	188,816	215,400	-26,584	87.7%	91,501	89,314
TOTAL CUSTOMER ACCOUNTS	5,129	41,572	79,080	-37,508	52.6%	46,562	38,527
TOTAL ADMIN & GENERAL OPERATIONS	45,209	291,487	506,421	-214,934	57.6%	300,781	237,899
TOTAL OTHER EXPENSES	25,000	167,500	273,000	-105,500	61.4%	175,000	177,800
TOTAL OPERATION & MAINTENANCE EXPENSES	**112,849**	**939,062**	**1,614,901**	**-675,839**	**58.1%**	**856,346**	**759,583**
REVENUES OVER O&M EXPENSES	**-77,971**	**419,310**	**760,915**	**-341,605**		**764,241**	**514,527**
TOTAL CAPITAL OUTLAY	17,714	95,250	807,975	-712,725	11.8%	467,089	181,505
REVENUES OVER TOTAL EXPENSES	**-95,685**	**324,060**	**-47,060**	**371,120**		**297,151**	**333,022**
TOTAL CASH TRANSFERS	61,742	969,415	-67,500	1,036,915	-1436.2%	700,548	467,852
NET CHANGE IN CASH BALANCE	**-157,428**	**-645,355**	**20,440**	**-665,795**		**-403,396**	**-134,830**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Water Utility Fund Cash	-102,098	253,818	151,721
LGIP #1 - Capital Project Fund	2,421,031	11,110	2,432,142
LGIP #2 - Impact Fee Fund	1,140,101	44,975	1,185,076
LGIP #3 - Equipment Replacement Fund	848,310	3,893	852,203
LGIP #4 - Water Operating Reserves Fund	384,520	1,765	386,285
TOTAL WATER FUND CASH AND INVESTMENT	**4,691,865**	**315,561**	**5,007,426**

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					
ALLIANT ENERGY/WPL					
280954000024	08/01/2024	HASKINS ST SEWER PLANT	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	17,269.69
Total ALLIANT ENERGY/WPL:					17,269.69
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	DEWALT BATTERY	61-00-00-53500	OPERATIONS TOOLS & EQUIP	115.00
89CA-JUN 202	07/01/2024	4 PK WINCH HD SOLENOID REL	61-00-00-53510	OPERATIONS-EQUIPMENT	39.99
Total AMAZON CAPITAL SERVICES:					154.99
PORTA-PAINTING INC					
23504	07/24/2024	EXTERIOR BUILDING PAINTING	61-00-00-93501	MAINT-HEADWORKS BLDG	9,935.81
23505	07/24/2024	INTERIOR PAINTING	61-00-00-93501	MAINT-HEADWORKS BLDG	5,718.33
23547	08/14/2024	HEADWORKS PAINTING	61-00-00-93501	MAINT-HEADWORKS BLDG	19,975.00
23505	07/24/2024	INTERIOR PAINTING	61-00-00-93502	MAINT-DIGESTER & AER/TRANS BLD	7,106.67
23504	07/24/2024	EXTERIOR BUILDING PAINTING	61-00-00-93503	MAINT-PROCESS BLDG	4,383.45
23504	07/24/2024	EXTERIOR BUILDING PAINTING	61-00-00-93504	MAINT-EFFLUENT BLDG	2,980.74
Total PORTA-PAINTING INC:					50,100.00
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	BARSCREEN WATER SOLENOI	61-00-00-93601	MAINT-HEADWORKS EQUIP	66.39
Total AMAZON CAPITAL SERVICES:					66.39
JWC ENVIRONMENTAL					
119184	06/14/2024	BAR SCREEN MAINT	61-00-00-93601	MAINT-HEADWORKS EQUIP	7,782.86
Total JWC ENVIRONMENTAL:					7,782.86
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	DIGESTER BLOWER FUSE	61-00-00-93602	MAINT-DIGESTERS EQUIP	53.89
Total AMAZON CAPITAL SERVICES:					53.89
ASPHALT CONTRACTORS INC					
24158	05/28/2024	ROAD PATCHES SEWER	61-00-00-93810	MAINT-MAINS	978.11
Total ASPHALT CONTRACTORS INC:					978.11
Total 61:					76,405.93
62					
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	LOBBY CHAIR-OFFICE RENOVA	62-00-00-10700	CONSTRUCTION WORK IN PROCESS	72.98
89CA-JUN 202	07/01/2024	CONFERENCE ROOM CHAIRS-	62-00-00-10700	CONSTRUCTION WORK IN PROCESS	695.95
Total AMAZON CAPITAL SERVICES:					768.93

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
MARTELLE WATER TREATMENT					
27448	07/15/2024	SODIUM HYPOCHLORITE	62-00-00-60200	CHEMICALS	1,474.92
Total MARTELLE WATER TREATMENT:					1,474.92
ALLIANT ENERGY/WPL					
576425000024	08/01/2024	MAIN ST ENGINE ROOM	62-00-00-62300	PUMPING POWER PURCHASED	5,526.25
Total ALLIANT ENERGY/WPL:					5,526.25
MARTELLE WATER TREATMENT					
27448	07/15/2024	HYDROFLUOSILICIC ACID, CHL	62-00-00-64100	CHEMICALS	5,556.32
Total MARTELLE WATER TREATMENT:					5,556.32
ASPHALT CONTRACTORS INC					
24158	05/28/2024	ROAD PATCHES WATER	62-00-00-67300	MAINT OF MAINS & VALVES	4,399.26
24158	05/28/2024	ROAD PATCHES WATER	62-00-00-67500	MAINT SERVICES & CURB BOX	391.23
Total ASPHALT CONTRACTORS INC:					4,790.49
DOWN TO EARTH					
8404	07/15/2024	SERVICE REPLACEMENTS NO	62-00-00-67500	MAINT SERVICES & CURB BOX	14,478.00
Total DOWN TO EARTH:					14,478.00
Total 62:					32,594.91
Grand Totals:					109,000.84

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

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

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					
2410929	07/10/2024	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	309.38
2411153	07/12/2024	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	309.38
2411547	07/19/2024	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	309.38
2411970	08/01/2024	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	309.38
2412009	07/24/2024	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	309.38
2412952	08/08/2024	WEEKLY NITROGEN TESTING	61-00-00-52100	LABORATORY SERVICES	309.38
Total NORTHERN LAKE SERVICE INC:					1,856.28
WE ENERGIES					
5096528878	07/11/2024	HASKINS ST DEWATERING BLD	61-00-00-52500	UTILITY-GAS-PLANT	9.90
5096741882	07/11/2024	HASKINS ST WWTF-SEWER PL	61-00-00-52500	UTILITY-GAS-PLANT	29.36
5097600102	07/11/2024	HASKINS ST WEST BLDG-STOR	61-00-00-52500	UTILITY-GAS-PLANT	10.95
5094389916	07/10/2024	EDGEWOOD DR LIFT STN	61-00-00-52505	UTILITY-GAS-COLLECTION SYSTEM	11.37
5100002952	07/15/2024	LAGRANGE DR LIFT STN	61-00-00-52505	UTILITY-GAS-COLLECTION SYSTEM	16.46
5102369020	07/16/2024	BIG FOOT LIFT STATION	61-00-00-52505	UTILITY-GAS-COLLECTION SYSTEM	26.76
5132876464	08/09/2024	EDGEWOOD DR LIFT STN	61-00-00-52505	UTILITY-GAS-COLLECTION SYSTEM	11.79
Total WE ENERGIES:					116.59
ALLIANT ENERGY/WPL					
143875000024	08/01/2024	191 HASKINS ST DEWATER BLD	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	241.63
280954000024	08/01/2024	HASKINS ST SEWER PLANT	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	17,269.69
507753000024	08/01/2024	361 W MAIN ST SIGN	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	18.96
974671000024	08/01/2024	361 MAIN ST HALLWAY	61-00-00-52520	UTILTITY-ELECTRICITY-PLANT	191.86
055361000024	08/01/2024	361 MAIN ST CC LIFT	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	85.86
141180000024	08/01/2024	LAGRANGE DR LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	230.11
277971000024	08/01/2024	MARIANE TER LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	48.82
307955000024	08/01/2024	MAXWELL ST LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	54.37
327113000024	08/01/2024	BAYVIEW DR LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	34.22
599411000024	08/01/2024	361 STATE ROAD 120 BIG FOOT	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	281.43
962961000024	08/01/2024	EDGEWOOD DR LIFT STN	61-00-00-52525	UTILTITY-ELECTRICITY-COLL SYS	187.94
Total ALLIANT ENERGY/WPL:					18,644.89
VELOCITY					
2024125	08/02/2024	AV, OFFICE & AZURE LICENSIN	61-00-00-53050	COMPUTER EXPENSE	157.25
2024126	08/02/2024	AV, OFFICE & AZURE LICENSIN	61-00-00-53050	COMPUTER EXPENSE	157.25
Total VELOCITY:					314.50
WI DEPT OF ADMINISTRATION					
505-00000927	06/30/2024	IRONPORT ACCT FEE 06/2024	61-00-00-53050	COMPUTER EXPENSE	3.05
Total WI DEPT OF ADMINISTRATION:					3.05
CHARTER COMMUNICATIONS					
152473801072	07/22/2024	INTERNET SVC JUL 2024	61-00-00-53100	OFFICE SUPPLIES EXPENSE	119.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CHARTER COMMUNICATIONS:				119.98
HOME DEPOT CREDIT SERVICES				
3510068	08/01/2024	OFFICE MARKERS	61-00-00-53100 OFFICE SUPPLIES EXPENSE	7.95
Total HOME DEPOT CREDIT SERVICES:				7.95
MARTIN BUSINESS GROUP				
1309524	07/22/2024	SERVICE CONTRACT/COPIES	61-00-00-53100 OFFICE SUPPLIES EXPENSE	156.13
Total MARTIN BUSINESS GROUP:				156.13
RUBBER STAMPS UNLIMITED INC				
88039	07/10/2024	STAMPS FOR CHECKS	61-00-00-53100 OFFICE SUPPLIES EXPENSE	35.00
Total RUBBER STAMPS UNLIMITED INC:				35.00
AT&T				
262248865607	07/13/2024	JULY 2024 MONTHLY PHONE BI	61-00-00-53110 TELEPHONE EXPENSE	115.76
Total AT&T:				115.76
FNBO				
554328641762	06/24/2024	VONAGE PHONE SVC 6/23/2024	61-00-00-53110 TELEPHONE EXPENSE	132.47
554328642062	07/24/2024	VONAGE PHONE SVC 7/23/2024	61-00-00-53110 TELEPHONE EXPENSE	133.02
Total FNBO:				265.49
US CELLULAR				
0664363898	07/04/2024	WWTF MONTHLY PHONE BILL	61-00-00-53110 TELEPHONE EXPENSE	137.52
Total US CELLULAR:				137.52
BAUMAN, KEN				
BAUMAN0719	07/19/2024	REIMB CEU 6/6/24-CLASSIC CO	61-00-00-53300 TRAVEL & MILEAGE EXPENSE	71.02
BAUMAN0719	07/19/2024	REIMB CEU 6/6/24-CLASSIC CO	61-00-00-53320 CONFERENCES & SCHOOL	90.00
Total BAUMAN, KEN:				161.02
AMAZON CAPITAL SERVICES				
89CA-JUN 202	07/01/2024	DEWALT BATTERY	61-00-00-53500 OPERATIONS TOOLS & EQUIP	115.00
Total AMAZON CAPITAL SERVICES:				115.00
DUNN LUMBER				
1771711	07/10/2024	WASP KILLER FOR PLANT GRO	61-00-00-53500 OPERATIONS TOOLS & EQUIP	68.28
Total DUNN LUMBER:				68.28
HOME DEPOT CREDIT SERVICES				
3510068	08/01/2024	TREE BRANCH CUTTERS	61-00-00-53500 OPERATIONS TOOLS & EQUIP	39.98
Total HOME DEPOT CREDIT SERVICES:				39.98
AMAZON CAPITAL SERVICES				
89CA-JUN 202	07/01/2024	4 PK WINCH HD SOLENOID REL	61-00-00-53510 OPERATIONS-EQUIPMENT	39.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total AMAZON CAPITAL SERVICES:				39.99
BUMPER TO BUMPER				
06620488808	07/15/2024	SCAG MOWER MAINT-BELT	61-00-00-53510 OPERATIONS-EQUIPMENT	52.29
Total BUMPER TO BUMPER:				52.29
CAPITAL ONE				
454198661395	07/16/2024	BATTERY-WELDER MAINT	61-00-00-53510 OPERATIONS-EQUIPMENT	147.18
Total CAPITAL ONE:				147.18
DEL'S SERVICE				
DELJUN2024	07/01/2024	GASOLINE	61-00-00-53520 OPERATIONS-VEHICLES	210.12
Total DEL'S SERVICE:				210.12
AMERICAN INDUSTRIAL MEDICAL				
24199LG	07/25/2024	HEARING TESTS	61-00-00-53900 FIRST AID & SAFETY SUPPLIES	156.92
Total AMERICAN INDUSTRIAL MEDICAL:				156.92
CINTAS FIRST AID & SAFETY				
5222525536	07/29/2024	RESTOCK FIRST AID SUPPLIES	61-00-00-53900 FIRST AID & SAFETY SUPPLIES	103.52
Total CINTAS FIRST AID & SAFETY:				103.52
HOME DEPOT CREDIT SERVICES				
3510068	08/01/2024	GLOVES	61-00-00-53900 FIRST AID & SAFETY SUPPLIES	6.74
Total HOME DEPOT CREDIT SERVICES:				6.74
HD SUPPLY INC				
INV00450851	08/12/2024	HAULER CHLORIDE TEST STRI	61-00-00-64000 LABORATORY SUPPLIES	340.63
Total HD SUPPLY INC:				340.63
HOME DEPOT CREDIT SERVICES				
25466	07/15/2024	BLEACH	61-00-00-64000 LABORATORY SUPPLIES	5.78
Total HOME DEPOT CREDIT SERVICES:				5.78
NCL OF WISCONSIN				
506373	07/15/2024	PH 7 & 10 BUFFER	61-00-00-64000 LABORATORY SUPPLIES	370.42
Total NCL OF WISCONSIN:				370.42
KAPUR & ASSOCIATES INC				
125519	05/20/2024	GIS UPDATES-CCTV-SVCS 2/4/2	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	218.00
126644	07/22/2024	GIS UPDATES-CCTV	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	327.00
Total KAPUR & ASSOCIATES INC:				545.00
LEXIPOL LLC				
INVLEX112399	08/06/2024	UTILITY POLICY MANUAL-APVD	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,116.50

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
Total LEXIPOL LLC:					1,116.50
SECURIAN FINANCIAL GROUP INC					
LIFE-SEP-2024	08/01/2024	SEP LIFE INS 2024	61-00-00-92630	LIFE INSURANCE EXPENSE	11.75
Total SECURIAN FINANCIAL GROUP INC:					11.75
FIRST SUPPLY LLC					
14239967-00	07/18/2024	WATER PIPING-HEADWORK BL	61-00-00-93501	MAINT-HEADWORKS BLDG	1,122.93
Total FIRST SUPPLY LLC:					1,122.93
HOME DEPOT CREDIT SERVICES					
9972804	07/26/2024	STRUTS-DRAIN PIPE CLAMPS	61-00-00-93501	MAINT-HEADWORKS BLDG	101.52
Total HOME DEPOT CREDIT SERVICES:					101.52
PORTA-PAINTING INC					
23504	07/24/2024	EXTERIOR BUILDING PAINTING	61-00-00-93501	MAINT-HEADWORKS BLDG	9,935.81
23505	07/24/2024	INTERIOR PAINTING	61-00-00-93501	MAINT-HEADWORKS BLDG	5,718.33
23547	08/14/2024	HEADWORKS PAINTING	61-00-00-93501	MAINT-HEADWORKS BLDG	19,975.00
23505	07/24/2024	INTERIOR PAINTING	61-00-00-93502	MAINT-DIGESTER & AER/TRANS BLD	7,106.67
Total PORTA-PAINTING INC:					42,735.81
DUNN LUMBER					
1779342	07/18/2024	TAPE & EPOXY-PROCESS BLD	61-00-00-93503	MAINT-PROCESS BLDG	13.98
Total DUNN LUMBER:					13.98
PORTA-PAINTING INC					
23504	07/24/2024	EXTERIOR BUILDING PAINTING	61-00-00-93503	MAINT-PROCESS BLDG	4,383.45
23504	07/24/2024	EXTERIOR BUILDING PAINTING	61-00-00-93504	MAINT-EFFLUENT BLDG	2,980.74
Total PORTA-PAINTING INC:					7,364.19
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	BARSCREEN WATER SOLENOI	61-00-00-93601	MAINT-HEADWORKS EQUIP	66.39
Total AMAZON CAPITAL SERVICES:					66.39
HOME DEPOT CREDIT SERVICES					
2020382	07/23/2024	KNOCKOUT SEAL & WASHER-H	61-00-00-93601	MAINT-HEADWORKS EQUIP	12.15
513671	07/15/2024	CLR-HEADWORKS EQUIP WAS	61-00-00-93601	MAINT-HEADWORKS EQUIP	24.68
Total HOME DEPOT CREDIT SERVICES:					36.83
JWC ENVIRONMENTAL					
119184	06/14/2024	BAR SCREEN MAINT	61-00-00-93601	MAINT-HEADWORKS EQUIP	7,782.86
Total JWC ENVIRONMENTAL:					7,782.86
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	DIGESTER BLOWER FUSE	61-00-00-93602	MAINT-DIGESTERS EQUIP	53.89

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
Total AMAZON CAPITAL SERVICES:					53.89
ITU ABSORBTECH INC					
8372953	07/19/2024	SHOP RAGS	61-00-00-93700	MAINT-VEHICLES & EQUIP	33.58
Total ITU ABSORBTECH INC:					33.58
HOME DEPOT CREDIT SERVICES					
5518764	06/10/2024	LIFT ZYME APPLICATORS FOR	61-00-00-93800	MAINT-LIFT STATIONS	20.94
Total HOME DEPOT CREDIT SERVICES:					20.94
ASPHALT CONTRACTORS INC					
24158	05/28/2024	ROAD PATCHES SEWER	61-00-00-93810	MAINT-MAINS	978.11
Total ASPHALT CONTRACTORS INC:					978.11
HOME DEPOT CREDIT SERVICES					
25466	07/15/2024	GRINDING SUPP-COLL SYS MAI	61-00-00-93810	MAINT-MAINS	54.35
Total HOME DEPOT CREDIT SERVICES:					54.35
ALLIANT ENERGY/WPL					
252422000024	08/01/2024	E STATE ROAD 50 GATE	61-00-00-93820	MAINT-RECEIVING STATION	19.80
Total ALLIANT ENERGY/WPL:					19.80
HOME DEPOT CREDIT SERVICES					
2521796	07/03/2024	TOILET TANK REPAIR FILL VALV	61-00-00-93820	MAINT-RECEIVING STATION	8.98
Total HOME DEPOT CREDIT SERVICES:					8.98
ADAMS, DAVID J					
210	07/14/2024	SEEPAGE CELL PLOWING 7/10/	61-00-00-93830	MAINT-SEEPAGE CELLS/POND	1,280.00
Total ADAMS, DAVID J:					1,280.00
ALLIANT ENERGY/WPL					
054885000024	08/01/2024	E STATE ROAD 50 SEEPAGE	61-00-00-93830	MAINT-SEEPAGE CELLS/POND	32.97
Total ALLIANT ENERGY/WPL:					32.97
Total 61:					86,971.39
62					
AMAZON CAPITAL SERVICES					
89CA-JUN 202	07/01/2024	LOBBY CHAIR-OFFICE RENOVA	62-00-00-10700	CONSTRUCTION WORK IN PROCESS	72.98
89CA-JUN 202	07/01/2024	CONFERENCE ROOM CHAIRS-	62-00-00-10700	CONSTRUCTION WORK IN PROCESS	695.95
Total AMAZON CAPITAL SERVICES:					768.93
CORE & MAIN LP					
V354609	07/31/2024	METER HORN SWIVELS	62-00-00-15000	MATERIAL-SUPPLIES	248.13
V354767	07/31/2024	1" CURBSTOPS, CB REPAIR LID	62-00-00-15000	MATERIAL-SUPPLIES	1,199.46
V319645	07/25/2024	FXU METER RADIOS DIRECT W	62-00-00-34600	METERS	4,455.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CORE & MAIN LP:				5,902.59
MARTELLE WATER TREATMENT				
27448	07/15/2024	SODIUM HYPOCHLORITE	62-00-00-60200 CHEMICALS	1,474.92
Total MARTELLE WATER TREATMENT:				1,474.92
ALLIANT ENERGY/WPL				
145511000024	08/01/2024	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	1,484.42
327391000024	08/01/2024	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	583.91
348370000024	08/01/2024	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	579.11
972745000024	08/01/2024	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	1,052.29
Total ALLIANT ENERGY/WPL:				3,699.73
WE ENERGIES				
5098160221	07/12/2024	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	7.31
5106988470	07/19/2024	HASKINS ST WELLHOUSE #5	62-00-00-60300 MISC EXPENSES & UTILITY	10.23
Total WE ENERGIES:				17.54
ALLIANT ENERGY/WPL				
347962000024	08/01/2024	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	112.19
576425000024	08/01/2024	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	5,526.25
717061000024	08/01/2024	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	358.32
Total ALLIANT ENERGY/WPL:				5,996.76
WE ENERGIES				
5097113682	07/11/2024	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	31.75
5097431582	07/11/2024	CENTER ST BOOSTER STN	62-00-00-62300 PUMPING POWER PURCHASED	16.42
Total WE ENERGIES:				48.17
MARTELLE WATER TREATMENT				
27448	07/15/2024	HYDROFLUOSILICIC ACID, CHL	62-00-00-64100 CHEMICALS	5,556.32
Total MARTELLE WATER TREATMENT:				5,556.32
ALLIANT ENERGY/WPL				
974671000024	08/01/2024	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	191.87
Total ALLIANT ENERGY/WPL:				191.87
NORTHERN LAKE SERVICE INC				
2411291	07/15/2024	MANGANESE MONTHLY	62-00-00-64200 LABOR & EXPENSES (LAB)	43.81
2413336	08/12/2024	MANGANESE MONTHLY	62-00-00-64200 LABOR & EXPENSES (LAB)	43.81
Total NORTHERN LAKE SERVICE INC:				87.62
WI STATE LABORATORY OF HYGIENE				
781901	07/31/2024	MONTHLY FLUORIDE SPLIT SA	62-00-00-64200 LABOR & EXPENSES (LAB)	29.00
Total WI STATE LABORATORY OF HYGIENE:				29.00

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
ALLIANT ENERGY/WPL					
098433000024	08/01/2024	750 WILD RIDGE DR WATER TO	62-00-00-66100	MAINT OPS-STANDPIPES	186.52
520171000024	08/01/2024	1887 DODGE ST TOWER	62-00-00-66100	MAINT OPS-STANDPIPES	35.46
Total ALLIANT ENERGY/WPL:					221.98
BAY LOCK SERVICE					
50797	07/22/2024	LOCK REPAIR-CENTER ST TOW	62-00-00-67200	RESERVOIR & STANDPIPES	120.00
Total BAY LOCK SERVICE:					120.00
ASPHALT CONTRACTORS INC					
24158	05/28/2024	ROAD PATCHES WATER	62-00-00-67300	MAINT OF MAINS & VALVES	4,399.26
Total ASPHALT CONTRACTORS INC:					4,399.26
C&D LANDSCAPING & DESIGN					
68490	08/01/2024	HWY 120 & H LANDSCAPE RES	62-00-00-67300	MAINT OF MAINS & VALVES	711.50
68491	08/01/2024	WELLS ST-LANDSCAPING RES	62-00-00-67300	MAINT OF MAINS & VALVES	1,149.00
Total C&D LANDSCAPING & DESIGN:					1,860.50
HOME DEPOT CREDIT SERVICES					
8311934	06/17/2024	GRADE STAKES & METAL POST	62-00-00-67300	MAINT OF MAINS & VALVES	52.20
Total HOME DEPOT CREDIT SERVICES:					52.20
ASPHALT CONTRACTORS INC					
24158	05/28/2024	ROAD PATCHES WATER	62-00-00-67500	MAINT SERVICES & CURB BOX	391.23
Total ASPHALT CONTRACTORS INC:					391.23
DOWN TO EARTH					
8404	07/15/2024	SERVICE REPLACEMENTS NO	62-00-00-67500	MAINT SERVICES & CURB BOX	14,478.00
Total DOWN TO EARTH:					14,478.00
GENEVA PLUMBING AND HEATING					
0004922	08/08/2024	1020 NORTH ST-SVC REPLACE	62-00-00-67500	MAINT SERVICES & CURB BOX	165.00
Total GENEVA PLUMBING AND HEATING:					165.00
HUMPHREYS CONTRACTING LLC					
HUMPHREYS0	07/08/2024	CONCRETE RESTORATION/MAI	62-00-00-67500	MAINT SERVICES & CURB BOX	3,348.30
Total HUMPHREYS CONTRACTING LLC:					3,348.30
SCHMITZ READY MIX INC					
1122877-IN	08/06/2024	SLURRY BACKFILL 1119 WHEEL	62-00-00-67500	MAINT SERVICES & CURB BOX	777.15
Total SCHMITZ READY MIX INC:					777.15
HD SUPPLY INC					
INV00429590	07/22/2024	COUPLING-BULK WATER HOSE	62-00-00-67800	MAINT FOUNTAINS & MISC PLANT	55.44
Total HD SUPPLY INC:					55.44

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
AT&T				
262248865607	07/13/2024	JULY 2024 MONTHLY PHONE BI	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	115.76
Total AT&T:				115.76
AT&T LONG DISTANCE				
816988240-06	07/04/2024	262-248-8617	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	.48
Total AT&T LONG DISTANCE:				.48
CHARTER COMMUNICATIONS				
152474701072	07/22/2024	WATER JULY INTERNET	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.98
Total CHARTER COMMUNICATIONS:				119.98
FNBO				
554328641662	06/14/2024	REG OF DEEDS-WATER PLANT-	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	9.00
554328641762	06/24/2024	VONAGE PHONE SVC 6/23/2024	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	132.46
554328642062	07/24/2024	VONAGE PHONE SVC 7/23/2024	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	133.02
Total FNBO:				274.48
MARTIN BUSINESS GROUP				
1309524	07/22/2024	SERVICE CONTRACT/COPIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	156.13
Total MARTIN BUSINESS GROUP:				156.13
RUBBER STAMPS UNLIMITED INC				
88039	07/10/2024	STAMPS FOR CHECKS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	35.00
Total RUBBER STAMPS UNLIMITED INC:				35.00
US CELLULAR				
0664363898	07/04/2024	WATER MONTHLY PHONE BILL	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	255.40
Total US CELLULAR:				255.40
WI DEPT OF ADMINISTRATION				
505-00000927	06/30/2024	IRONPORT ACCT FEE 06/2024	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.06
Total WI DEPT OF ADMINISTRATION:				3.06
CLEAN WATER ENGINEERING LLC				
1072	08/06/2024	MILL CREEK INSPECTION	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	312.50
Total CLEAN WATER ENGINEERING LLC:				312.50
KAPUR & ASSOCIATES INC				
125514	05/20/2024	GIS SUPPORT ON LOGIN-SVCS	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	54.50
125522	05/20/2024	SURVEY ON EAST ST TOWER L	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	870.50
126645	07/22/2024	GIS UPDATES-LSL INVENTORY	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	545.00
Total KAPUR & ASSOCIATES INC:				1,470.00
LEXIPOL LLC				
INVLEX112399	08/06/2024	UTILITY POLICY MANUAL-APVD	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,116.50

Invoice Number	Invoice Date	Description	GL Account and Title		Net Invoice Amount
Total LEXIPOL LLC:					1,116.50
VELOCITY					
2024125	08/02/2024	AV, OFFICE & AZURE LICENSIN	62-00-00-92300	OUTSIDE SERVICES EMPLOYED	157.25
2024126	08/02/2024	AV, OFFICE & AZURE LICENSIN	62-00-00-92300	OUTSIDE SERVICES EMPLOYED	157.25
Total VELOCITY:					314.50
AMERICAN INDUSTRIAL MEDICAL					
24199LG	07/25/2024	HEARING TESTS	62-00-00-92600	EMPLOYEE PENSIONS & BENEFITS	156.92
Total AMERICAN INDUSTRIAL MEDICAL:					156.92
SECURIAN FINANCIAL GROUP INC					
LIFE-SEP-2024	08/01/2024	SEP LIFE INS 2024	62-00-00-92630	LIFE INSURANCE EXPENSE	13.36
Total SECURIAN FINANCIAL GROUP INC:					13.36
CINTAS FIRST AID & SAFETY					
5222525569	07/29/2024	RESTOCK FIRST AID SUPPLIES	62-00-00-93000	MISCELLANEOUS GENERAL EXP	122.36
Total CINTAS FIRST AID & SAFETY:					122.36
DUNN LUMBER					
1707922	05/03/2024	HAND SOAP	62-00-00-93000	MISCELLANEOUS GENERAL EXP	4.78
Total DUNN LUMBER:					4.78
HOME DEPOT CREDIT SERVICES					
3020550	06/12/2024	CAULK, TAPE, BUCKETS	62-00-00-93000	MISCELLANEOUS GENERAL EXP	49.42
Total HOME DEPOT CREDIT SERVICES:					49.42
DUNN LUMBER					
1786191	07/25/2024	TRIGGER SPRAYER	62-00-00-93200	MAINTENANCE OF GENERAL PLANT	17.99
1802504	08/12/2024	BATTERIES	62-00-00-93200	MAINTENANCE OF GENERAL PLANT	19.27
Total DUNN LUMBER:					37.26
HALVERSON DOOR LLC					
18341	07/26/2024	BRICK GARAGE OVERHEAD D	62-00-00-93200	MAINTENANCE OF GENERAL PLANT	800.00
Total HALVERSON DOOR LLC:					800.00
HOME DEPOT CREDIT SERVICES					
7024437	07/08/2024	CONCRETE FLOOR LEVELER-	62-00-00-93200	MAINTENANCE OF GENERAL PLANT	77.46
Total HOME DEPOT CREDIT SERVICES:					77.46
OFFICE PRO INC					
700690-0	07/31/2024	TOILETRIES, SOAP	62-00-00-93200	MAINTENANCE OF GENERAL PLANT	173.17
Total OFFICE PRO INC:					173.17
DEL'S SERVICE					
DELJUN2024	07/01/2024	GASOLINE	62-00-00-93300	TRANSPORTATION EXPENSE	596.02

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DEL'S SERVICE:				596.02
WELDERS SUPPLY CO				
3097607	07/15/2024	PROPANE-FORKLIFT	62-00-00-93300 TRANSPORTATION EXPENSE	155.84
Total WELDERS SUPPLY CO:				155.84
Total 62:				56,002.89
Grand Totals:				142,974.28
			Customer Refunds (3) +	1094.70
				144,068.98

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: August 2024 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Staff continues to update and input data into the GIS site for the upcoming service line inventory deadline for the Revised Lead and Copper Rule.

Staff coordinated with DPW in several locations within the 2024 paving project to abandon several older and deteriorated valve pits to install our current standard of road boxes prior to paving.

Replacement of a lead service was completed on Wheeler St., which included the private side replacement in coordination with the Utility's work.

We're in the early stages of planning for the installation of the standby generator that was approved and delivered earlier this year. This work is anticipated to be completed near the end of October.

WASTEWATER OPERATIONS

Staff continued working with Engineering for the Big Foot Lift Station project, which is noticed on the August agenda for the potential award of the project. Additional project updates are provided in the Background Information portion of this report.

The sanitary lift station for Phase 5 of Symphony Bay successfully completed the start up process and we anticipate the last of the telemetry equipment to be installed by the end of August.

The 2024 CCTV project has transitioned to the televising portion of work, which is anticipated to wrap up within the next week.

The exterior building paint and headwork paint projects that were awarded in June have been completed and will be closed out upon approval of the final invoice payment.

OFFICE & ADMINISTRATION

The utility improvements for Phase 7 of Symphony Bay are scheduled to start in August and continue for approximately 2 months. A final walk-through of Phase 5 is planned for late August where final punchlist items will be addressed before the public improvements move toward the dedication process.

The upcoming 2025 budget process is scheduled to move forward similarly to prior years, with a preliminary draft of capital projects being presented at the September meeting, the draft O&M budget presented at the October meeting, and the final draft ready for potential adoption at the November meeting.

9. Big Foot Lift Station Force Main Replacement Project

This project was advertised for bidding, with an original bid opening date of 8/13/24. An addendum was issued to ultimately push the bid opening back to 8/19/24 and to adjust project milestones back by approximately one month, in response to feedback provided by Contractors aware of the project. The addenda were issued in the hope of securing the interest of multiple potential bidders, given the concerns raised about the project timelines as they relate to the weather delays that most companies have experienced this season.

As a result, Staff and Engineering do not have a summary or recommended action available as of the drafting of this report. However, the bid tabulation will be issued to the Commission as soon as possible on Monday, along with a recommendation for an award. Copies of the information will also be provided at the meeting.

A formal recommendation will be provided to the Commission at the August meeting.

10. Surveying & Engineering – White River Culvert Replacement

The Utility has historically used a former service road of Hillmoor Golf Course which begins on Haskins St. and allows access to Wellhouse 5, the associated transmission main to the Water Treatment Plant, as well as the East Interceptor Sewer that runs to the Wastewater Treatment Plant.

Part of the access drive includes 4 – 48" culverts that provide a crossing over the White River. These culverts have been in deteriorating condition for some time, and during recent rains, a significant washout occurred on the upstream side of the culverts.

In response, the Utility and DPW staff contacted two engineering firms to discuss the potential replacement of the culverts and the processes necessary to complete the permitting and design work ahead of construction.

Copies of two proposals have been included in the meeting packet for Commission review. The scope of services would push the project toward bidding on the eventual replacement of the structures, and Staff would return for the hopeful award of the work after the bidding process is completed. This project was not anticipated as part of the 2024 budgetary process, and Staff would recommend that the professional services be funded from the respective Capital Project Funds, split 60/40 between the Water Utility and Wastewater Utility.

Action is recommended to approve the proposals from Ellena Engineering Consultants and Kapur & Associated for surveying and engineering services necessary to replace culverts along the Well 5 access road.

11. Vehicle & Equipment Tracking Services

Over the past several months, Staff has been working with representatives of Verizon to prepare a scope of services that includes the supplying of equipment and its installation as well as a monitoring platform for vehicle and asset tracking services of the Utility fleet.

While the total cost is well below Staff's approval authority, the subscription services are provided for a 12-month period, which inherently would affect the yet-to-be-approved 2025 Utility budget. As such, Staff is requesting the Commission to provide direction on this item.

Action is recommended to approve the proposal from Verizon Connect for vehicle and asset tracking subscriptions.

12. Closed Session – Ground Lease Request - VB 500 II, LLC

Staff will be in attendance at the meeting and will participate in the closed session at the direction of the Commission to provide additional information on the noticed item.

HASKINS ST
PIONEER DR
ALWORTH ST
WATER ST
Culverts @ White River Crossing
Municipal Utility Easement Area

1224 South Pine Street
Burlington, WI 53105
T: 262.767.2747 • F: 262.767.2750

TASK ORDER NUMBER #36

CIVIL ENGINEERING SERVICES

This task order is made as of August 7, 2024 under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva (Owner)** and **Kapur (Engineer)**. This Task Order is made for the following purpose:

WETLAND DELINEATION & STRUCTURE/TOPOGRAPHIC SURVEY

Wetlands are regulated under the US Environmental Protection Agency Clean Water Act and jurisdictional authority of wetlands rests with the US Army Corps of Engineers. In addition, the WDNR and local municipalities have regulatory authority over wetlands. Kapur has completed a wetland reconnaissance and has determined that a wetland delineation is required for review and concurrence for establishment of the wetland protective areas by the US ACOE and DNR. As required by WDNR/ACOE Wetland Guidance, Kapur will also visually assess a 75'-offset area from the proposed project site locations.

The access road culverts located to the Southeast of Haskins Street and south of the Wastewater Treatment Facility are in need of replacement. Kapur has been requested to provide structure and topographic survey consistent with FEMA and DNR hydraulic modeling requirements. The vertical elevations will be recorded in NGVD 29 to match the FEMA regulatory model datum.

Section A. – Scope of Services

Engineer shall perform the following Services:

WETLAND DELINEATION

The wetland delineation process is based on the *1987 Corps of Engineering Wetland Delineation Manual* and is comprised of three steps 1) an off-site review of maps and aerial imagery including the WDNR Wisconsin Wetland Inventory and Wetland Indicator maps and aerial photographs, 2) an on-site field investigation for wetlands and composition of a wetland delineation report and 3) submitting the report to the WDNR, applying for concurrence, and meeting the DNR on-site for concurrence.

During the on-site investigation, potential wetland areas are tested based on three parameters: hydrology, hydric soils, and hydrophytic vegetation. All areas testing positive in those three areas are legally defined as wetland and flagged.

- The wetland delineations will be conducted by WDNR Assured Wetland Delineator, Dave Meyer from Wetland and Waterway Consulting, LLC.
- Assured Delineator will flag the wetland boundaries.
- Kapur will survey the flags and import the survey data to create the wetland delineation exhibit and provide the wetland delineation figure and coordination for report completion.

The scope and fees are determined based upon our understanding of the project as described in this proposal. Expansion or changes to the scope of work, performance time, or unanticipated site conditions may require a contract amendment.

STRUCTURE AND TOPOGRAPHIC SURVEY

Perform survey of existing structures including size, upstream and downstream inverts, materials, embankment geometry, and roadway crossing for 25-ft along drive either side beyond structure, and other hydraulic characteristics.

- A topographic survey will be performed at the structure and at upstream/downstream bounding cross-section as determined by engineer. The survey will record the channel geometry, top of banks, and span the 100-year floodplain limits. Structure survey data will be provided to engineer.
- Survey data will be uploaded into AutoCAD 3D and provided to the engineer as a point file. No preparation of exhibits or construction plans are anticipated.
- Kapur will provide site control and bench marks for future construction work.

Kapur will locate and detail all visible site improvements within the indicated area on the attached map, including but not limited to, major vegetation, culvert structures, utilities, cross sections, and wetland delineation areas. Individual tree locations are included, although large groups of trees will be field located to the edge of major tree lines. Below ground utilities will be field surveyed based on Digger's Hotline field locations. If applicable, Manholes will be located, and depths will be measured if confined space entry is not required. If a confined space crew is required, it will be completed on a time and material basis. Kapur will require any existing plans from the owner that will aid in locating existing utilities. Kapur will collect ground elevations over the balance of the site.

This proposal is for a topographic survey only and does not include easements, platting, boundary, or construction layout work. These services can be provided at an additional fee. A current title policy will need to be provided by the Owner.

Section B. – Schedule

Engineer shall perform the Scope of Services and deliver the related Documents according to the following tentative schedule:

Survey data provided to engineer with Wetland Delineation and report completion by August 30th, 2024.

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed Five Thousand and Seven Hundred Dollars ($5700), payable according to the following terms:

A not-to-exceed amount based on the rates as listed in Attachment A of the Agreement, plus direct expenses. Cost plus services are limited to an agreed maximum figure unless amended.

Engineer may request a change to the billing hours if scope changes, beyond the control of the Engineer, resulting in an extension of the schedule or necessitates a change in personnel.

Compensation for Additional Services (if any) shall be paid by Owner to Engineer according to the hourly billing rates shown in Attachment A of the Agreement.

IN WITNESS WHEREOF, the Owner and Engineer have executed the Task Order.

Owner: City of Lake Geneva	Engineer: Kapur & Associates, Inc.
By: _____	By: Naomi Rauch, P.E.
Signature: _____	Signature: Naomi Rauch
Title: _____	Title: Associate
Date: _____	Date: 08-09-2024

AGREEMENT for PROFESSIONAL ENGINEERING SERVICES

Date: July 25, 2024

Project: Culvert Replacement Project
Access Road to Public Well
Lake Geneva, Wisconsin

Client: Josh Gajewski, Utility Director
Lake Geneva Utility Commission

Lake Geneva, WI 53147
Office: (262)248-2311 x403
E-mail: jgajewski@lgutilities.org

Consultant: Ellena Engineering Consultants, L.L.C.
700 Pilgrim Parkway, Suite 100
Elm Grove, Wisconsin 53122
Phone: (262) 719-6183
Fax: (866) 457-2584
E-mail: mellena@eeceng.com

Scope of services provided by CONSULTANT:

1. ***Topographic & Wetland Survey (and possible soils)……BY OTHERS.***
2. ***Obtain Available Data, Run initial hydraulic model, Meet with Corps, WDNR and City to determine probability of a culvert crossing before proceeding with additional work scope (20 days).***
3. ***Culvert Crossing Plan (Hydraulic model, Culvert Detail Plan & Profile, Erosion Control and Sequencing Plan (45-60 days).***
4. ***Seek WDNR Chapter 30 permit to construct culvert & restore roadway in the floodway area (45-60 days).***
5. ***NOTE: No change to floodplain mapping. FEMA permitting not required.***

Note: It is the intension of the Consultant to work closely with the Client to achieve your objectives when developing the property. The Client is encouraged to contact the Consultant at any time if there is a concern or question regarding the project. Survey, Soils & Wetland investigation by others in accordance with WDNR requirements. All Permit fees by Client.

Method of Payment:

☐ Not to exceed fee of **Twenty Four Thousand Five Hundred Dollars ($24,500.00).**

Consultant:_____ **Client:**_____

Date: July 25, 2024 **Date:**_____

Verizon Connect Reveal

Vehicle and asset tracking
Integrated Video dashcams

verizon connect

A total fleet platform to move your business forward

Doing business has become increasingly difficult in the fleet space where you rely on vehicles and drivers to get work done. If you're looking to keep tabs on safety, compliance or productivity in an efficient, digital way, Verizon Connect Reveal is the platform that can deliver.

Get one software solution to manage your entire fleet of vehicles, drivers, jobs and assets. Reveal takes your fleet data and gives you meaningful insights to help you make better-informed decisions for your business.

Our award-winning user interface offers maps, dashboards, graphs and reports to help you take action.

- Cut costs by reducing idling and unnecessary fuel use
- Promote safety by coaching drivers and showing them where they can improve
- Increase productivity with better routes and visibility into fleet activities

The perks of Reveal include:

- Access to your software on any web browser and easy self-installation of your hardware
- A suite of mobile apps to manage your business from home or the field
- One system, one login to access your entire fleet

Contents

Live map	1
Route replay	2
Dashboards and scorecards	3
Alerts	4
Reports	5
Types of reports	6
Geofencing	7
Mobile app	8
Vehicle maintenance	9
Additional solutions for Reveal	10
Integrated Video	11
Asset tracking	13
Logbook for Reveal	14
Peripherals	15
Hardware	16

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Live map

See your entire crew on one screen

The live map feature shows you where all your vehicles are in near real time.

It can help you:

- Dispatch more efficiently
- Improve response times
- Reduce the time spent calling drivers for updates

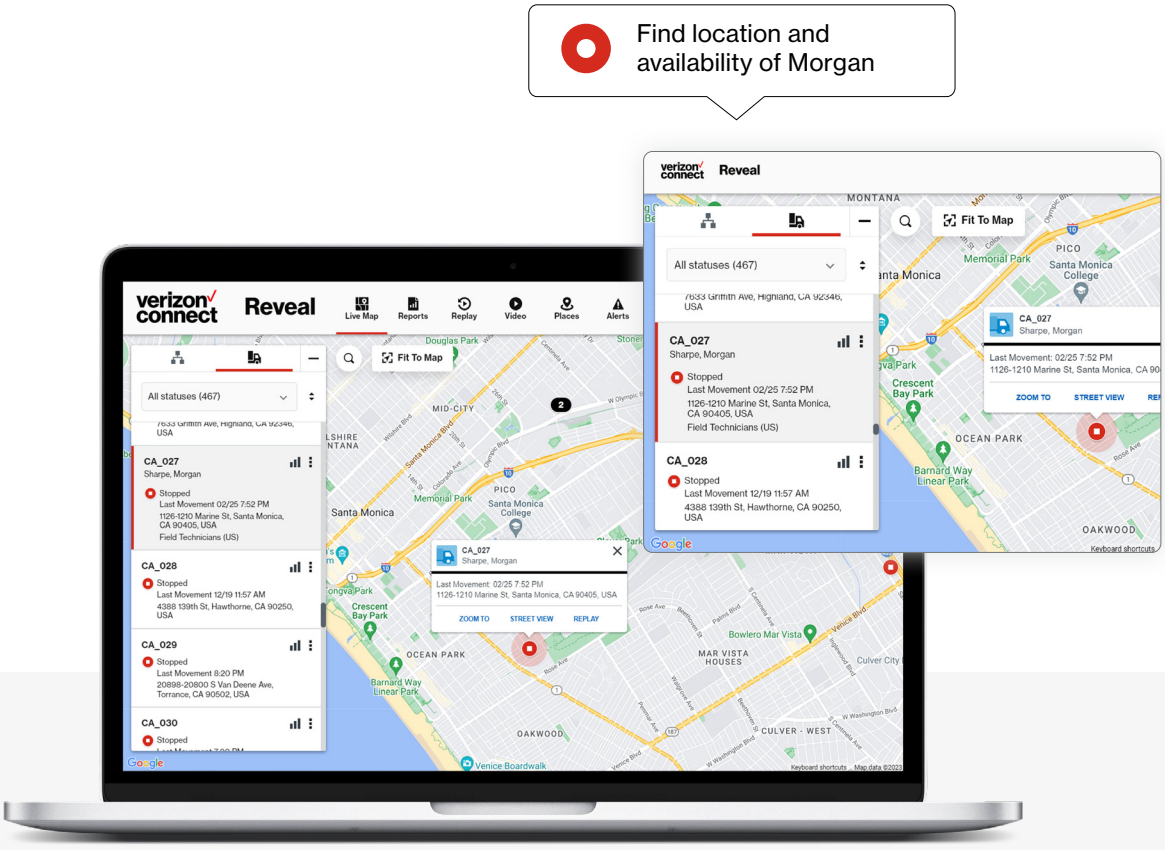
Solve problems fast and stay on schedule.

The vehicle status pane shows you everything you need to know about any driver or vehicle at a glance. Right-click to:

Find the nearest vehicles

Save a special location

Send directions to your team



verizon connect

Route replay

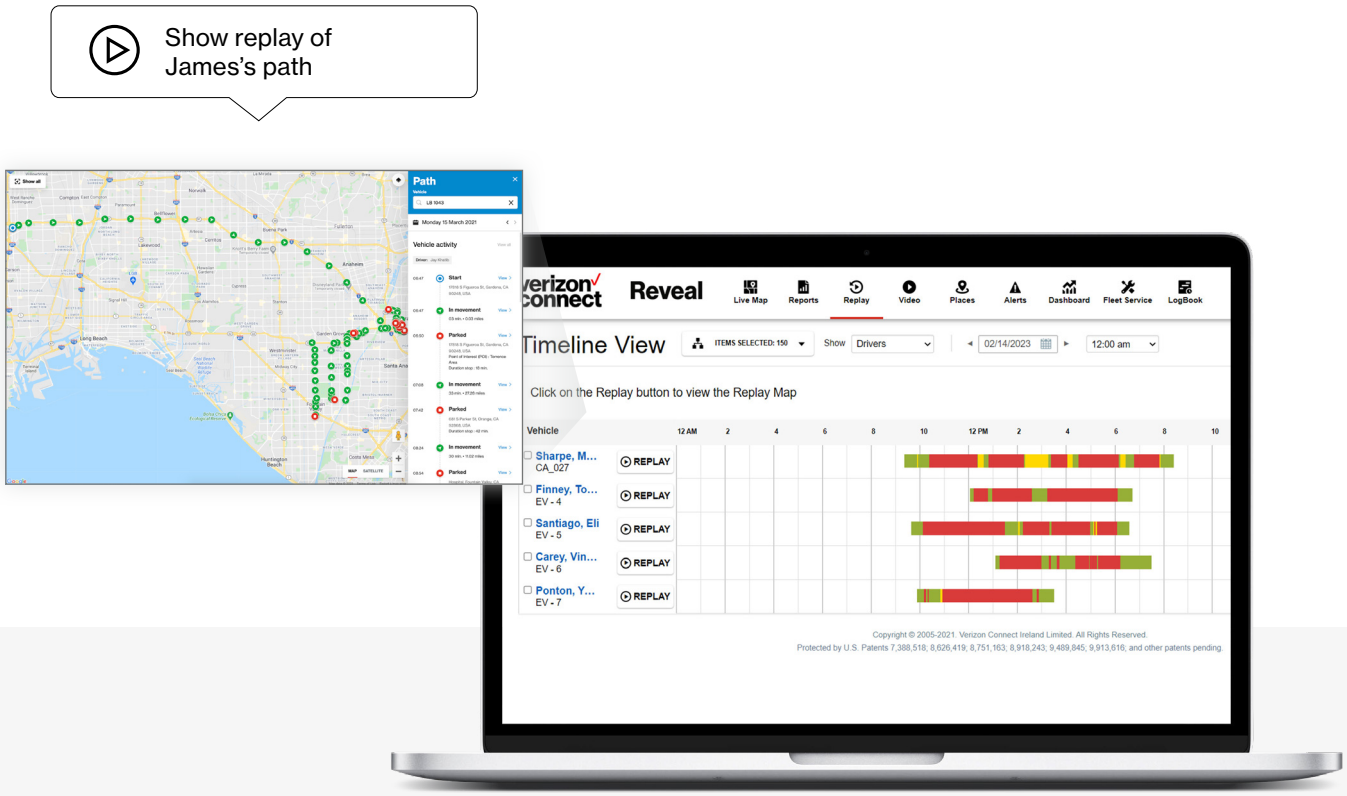
Follow the breadcrumbs

This feature helps you spot early starts or finishes and off-hours activity. You can watch a trip from startup to shutdown with an interactive display of vehicle and driver activity.

See color-coded vehicle status, which highlights long stops and excessive idling

View interactive timeline segments for location and trip details

Drill down into full replay mode for one or multiple vehicles



Dashboards and scorecards

Metrics that make a difference

Reveal tracks the hours spent and miles driven by vehicle and driver, and then it translates that into dollars. You can see a display of your team's performance using your operational costs, such as how an inefficient route can impact your payroll expense.

Driver behavior can impact your bottom line. Our dashboard translates data points into insights that matter to your business, including:

- After-hours driving
- Modeled payroll expense
- Safety scores
- Vehicle maintenance expense
- Wasted fuel

Set driver performance standards

Measuring your team against benchmarks shows you how each driver is doing compared to others. You can see who your top and bottom performers are with stack rankings, and a driver scorecard provides data to help you coach for better behaviors. Scorecards can also be used to create a driver safety program with healthy competition and incentives to improve scores.

Alerts

Solve problems as they happen

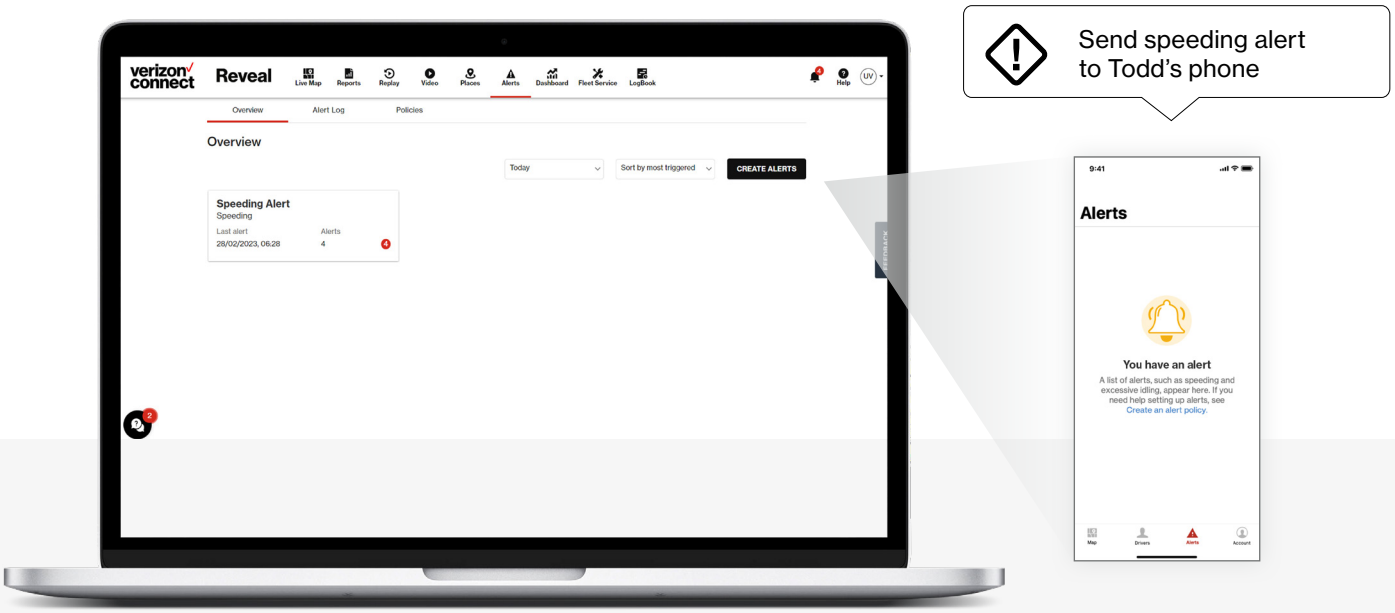
Instant alerts help you correct a situation with a vehicle or driver when something goes wrong.

By setting a policy, you'll receive an alert the moment unwanted behaviors occur, such as speeding, extended idling or entering forbidden areas. Policy types that would trigger an alert can be based on activity, idling, geofencing, harsh driving and ignition.

You control who receives alerts, which alerts they get and how they receive them. You can also deliver alerts directly to drivers via email or text.

Some alert types include:

- Inactivity
- Late start
- Sensor activation
- Speeding
- Towing
- Dashcam footage
- Geofence activity



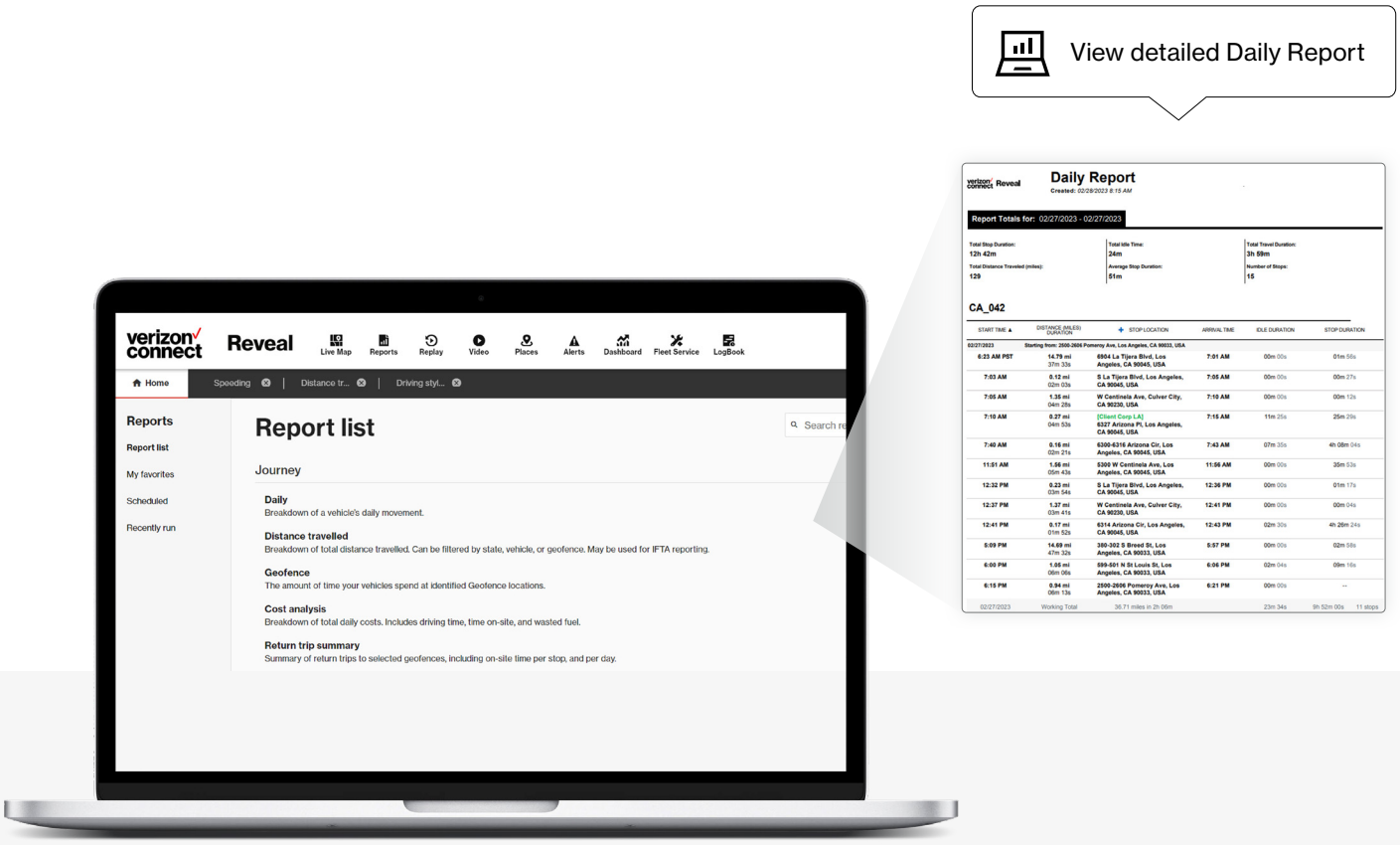
verizon connect

Reports

Delivered to you, the way you want them

Reports are how business owners, fleet managers and other staff guide action. Reveal gives you access to reports that provide a story, so good decisions can be made.

Reveal identifies which driver is in which vehicle, so your data is accurate. It also delivers reports to your inbox based on your preferences, whether that's daily, weekly or quarterly. The reports are scannable and allow you to click into more detail when needed. Share reports with coworkers and give them the appropriate access level based on responsibilities.



Types of reports

The five main report types are based on fuel, activity, driving style, summary and timecard data.

Fuel reports

- Fuel Efficiency Report
- Fuel Purchased Report
- Lost Fuel Report
- Carbon Footprint Report

Activity reports

- Cost Analysis Report
- Daily Report
- Detailed Report
- Geofence Report
- Proximity Report
- Sensor Report
- Speeding Report
- User Activity Report
- Vehicle Maintenance Report

Driving style reports

Rank drivers from 0 to 100 with our proprietary safety score.

- Driving Style Summary Report
- Harsh Driving Incident Report

Summary reports

- Distance Traveled Report
- Exception Report
- Custom Summary Report

Timecard reports

Cross-reference our reports with your accounting system to help streamline payroll and customer invoicing.

- Daily Timecard Report
- Payroll Summary Report
- Weekly Timesheet Report

Talk to your Sales Team for a complete list of all reports available.

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Geofencing

Create boundaries for your business

Geofencing is a feature that sets borders around geographical areas that are meaningful to your business.

This can include repeat customer or pick-up locations, employee homes and your business address. Then you can see when your drivers enter and leave those areas. You can drill down to see rankings, vital statistics and stop-by-stop details.

Reveal also analyzes the size, shape and activity around the geofences and proactively points out corrections so you can accurately capture activity.

Get quick access to the:

Number of visits at a location and the details of when those stops happened

Average time spent at every location

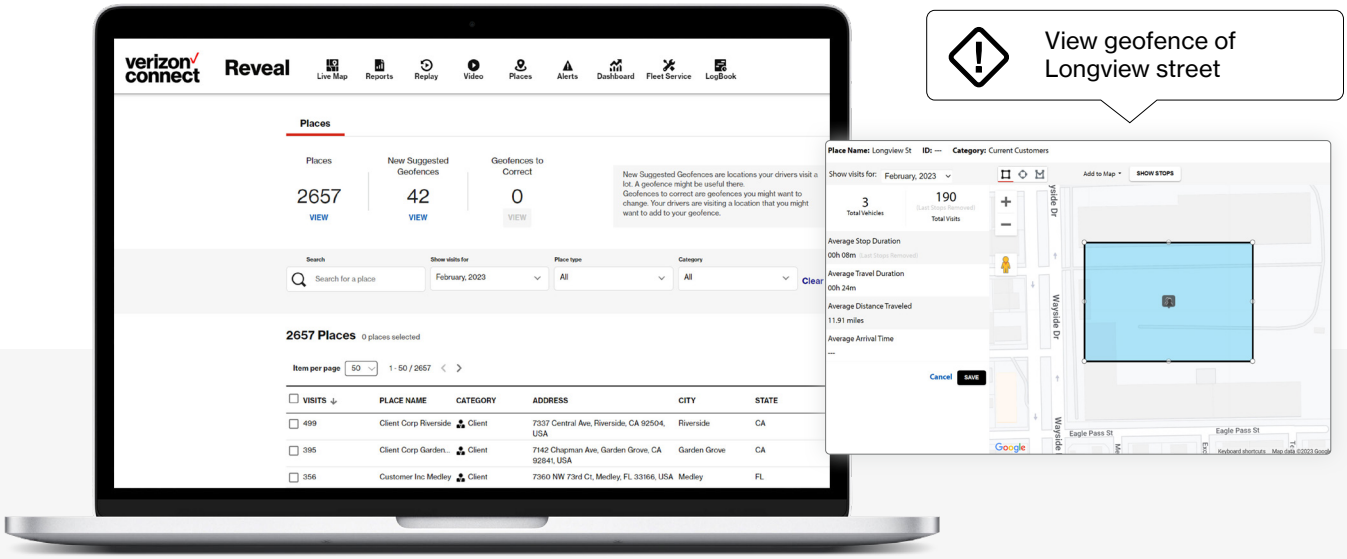
Average time spent traveling to and from the location

Geofences to correct

This feature analyzes vehicle activity and lets you know when you may have a geofence that needs to be adjusted.

New suggested geofences

This feature analyzes activity and creates geofences for you.



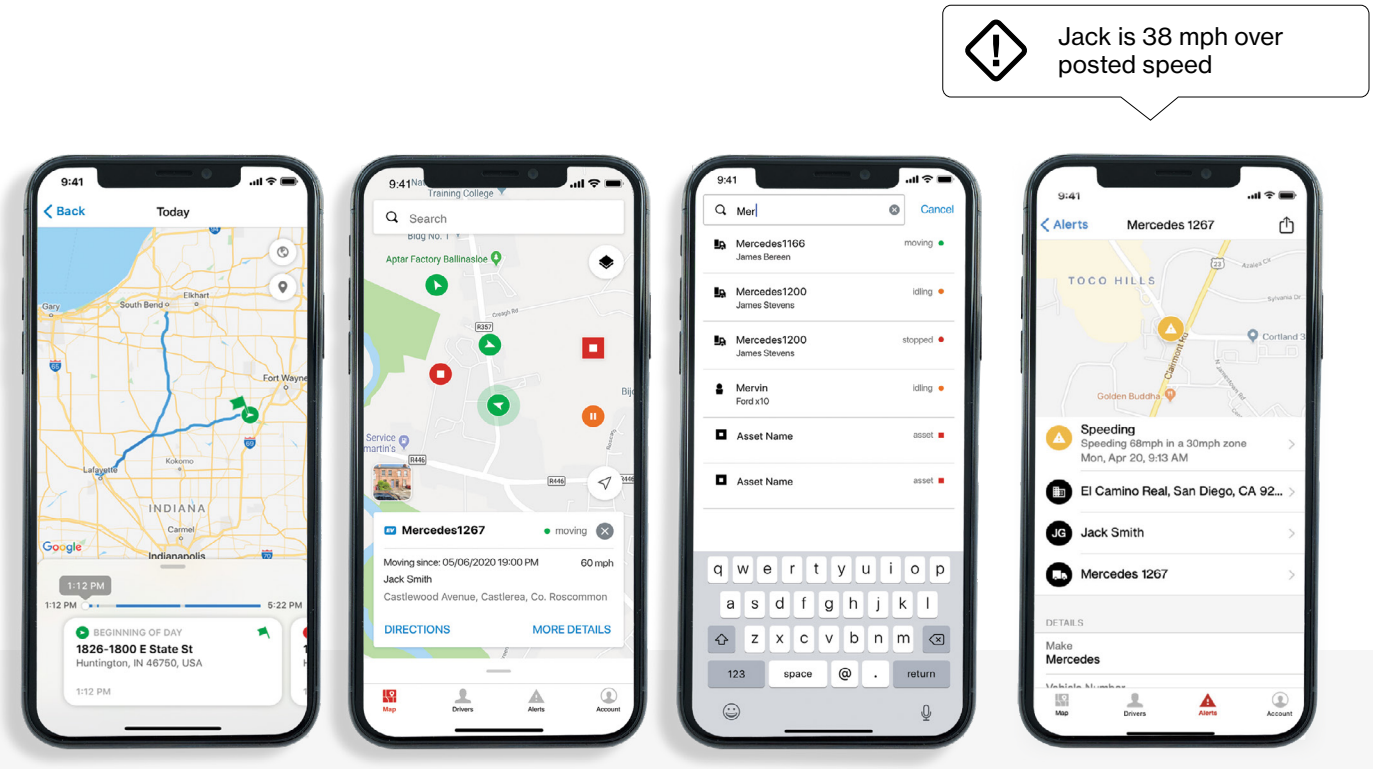
Mobile app

Take your business wherever you go

Business owners and fleet managers work from the office, in the field and at home.

With the Spotlight Mobile App for Reveal, you can see the live location of all vehicles and monitor driver activities, so you can always be in the know about the status of your fleet.

- View all vehicles and assets on a live map
- Locate any driver and see more about their status
- See vehicle activity and route history
- Receive alerts on driver behaviors, including speeding and hard braking



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Vehicle maintenance

More trucks on the road, not in the shop

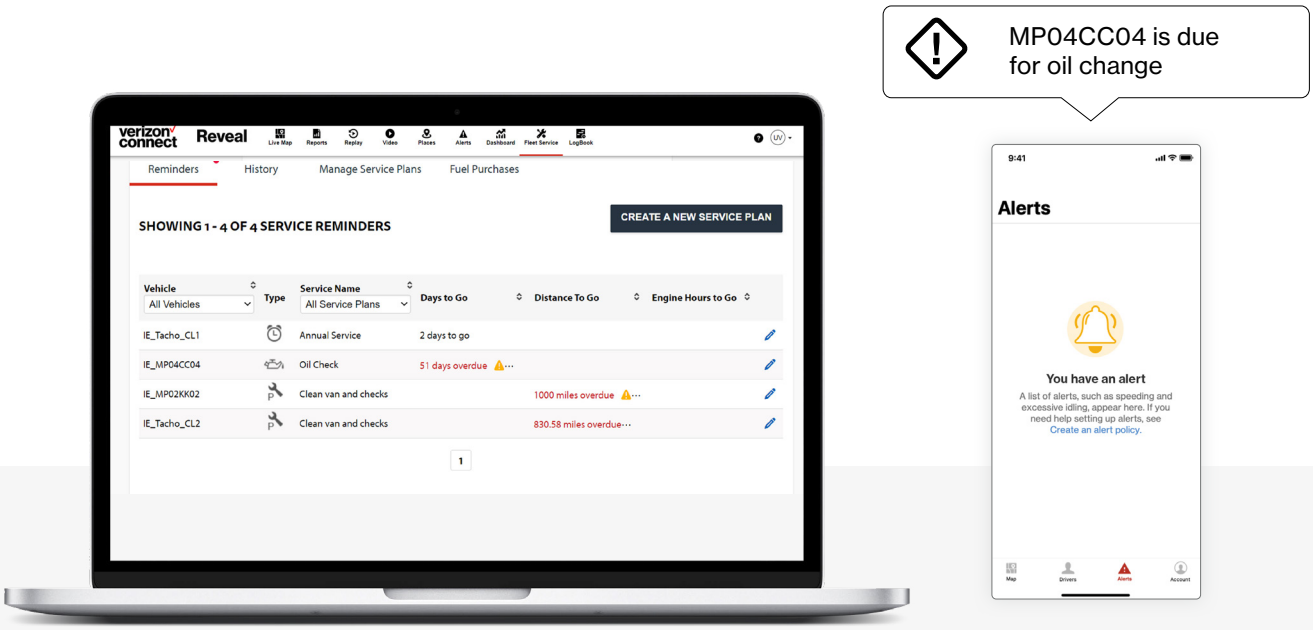
Vehicle maintenance is too often left to drivers to remember. Reveal helps you coordinate and manage your vehicle maintenance needs with:

- Scheduled reminders and alerts when your vehicles are due for service
- Service tracking by date, mileage or engine hours
- Vehicle use and fuel consumption logging

Setup and use

Reveal was designed with nontechnical users in mind, so it's easy to make changes as your company changes. Managers, dispatchers and supervisors have different data needs. Simple permissions can specify who can see what information and limit access to only the features they really need.

The Reveal platform is easy to access without needing installation, maintenance or updates to download. Our intuitive user interface with clear icons at the top helps you navigate the system with ease.



Additional solutions for Reveal

Take your fleet tracking platform further with these add-on products to give more context, streamline operations and protect valuable assets.

Integrated Video

Get dual-facing dashcams with built-in artificial intelligence (AI) to help enhance safety, reduce accidents and deflect false claims.

Asset Tracker

Monitor your costly equipment to help improve utilization, properly allocate resources and track stolen assets.

Logbook for Reveal

Manage ELD compliance, give drivers a mobile app to track HOS and simplify compliance with roadside inspections.

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Integrated Video

Dashcams with built-in AI

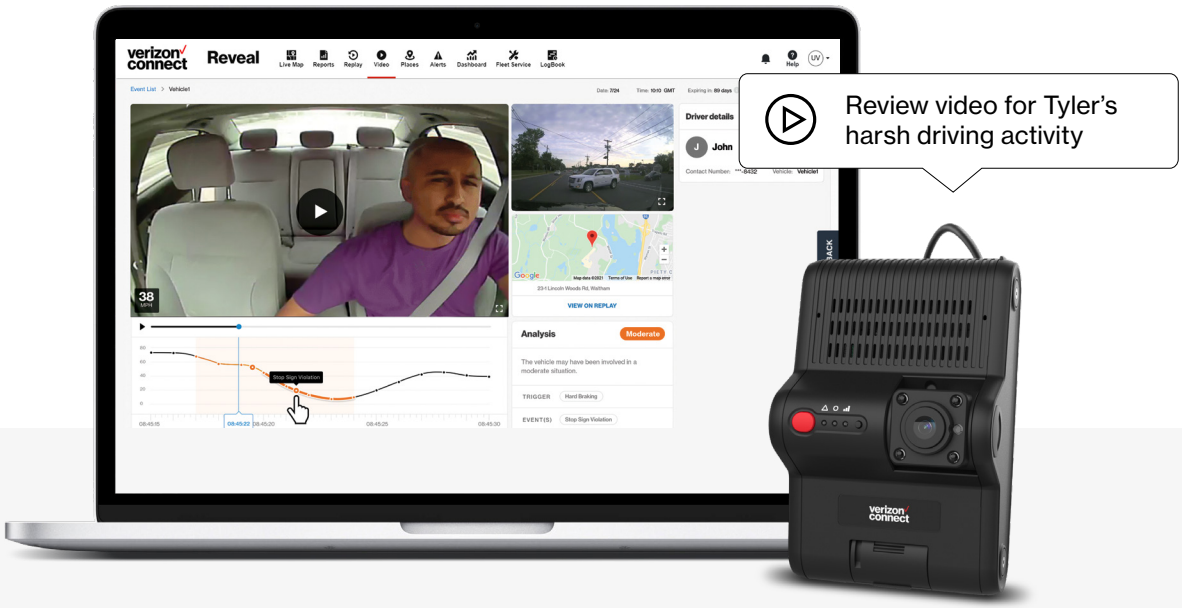
Integrated Video provides road- and driver-facing dashcams with built-in AI to help reduce accidents and promote safe driving.

Create a culture of safety and coach drivers using real video footage in context

- Automatically send audible in-cab alerts in real time to address potentially risky situations, like talking on the phone or smoking while driving, and when nearing a pedestrian or cyclist
- Review dangerous events, like tailgating, falling asleep, looking away from the road, hard braking or rapid acceleration
- Coach your crew on how to avoid distracted driving

Get classifications backed by Verizon Connect proprietary AI

- Understand the severity of an event and respond appropriately
- Set up notifications to alert appropriate team members



Integrated Video

A smart solution to mitigate liability

False accident claims can cost a fleet a huge amount of time and money. Integrated Video provides reliable video evidence alongside fleet data to help save time, exonerate drivers and reduce unnecessary expenses.

The whole story

Watch driver-facing and road-facing video footage side by side on your phone or computer.

On-demand clips

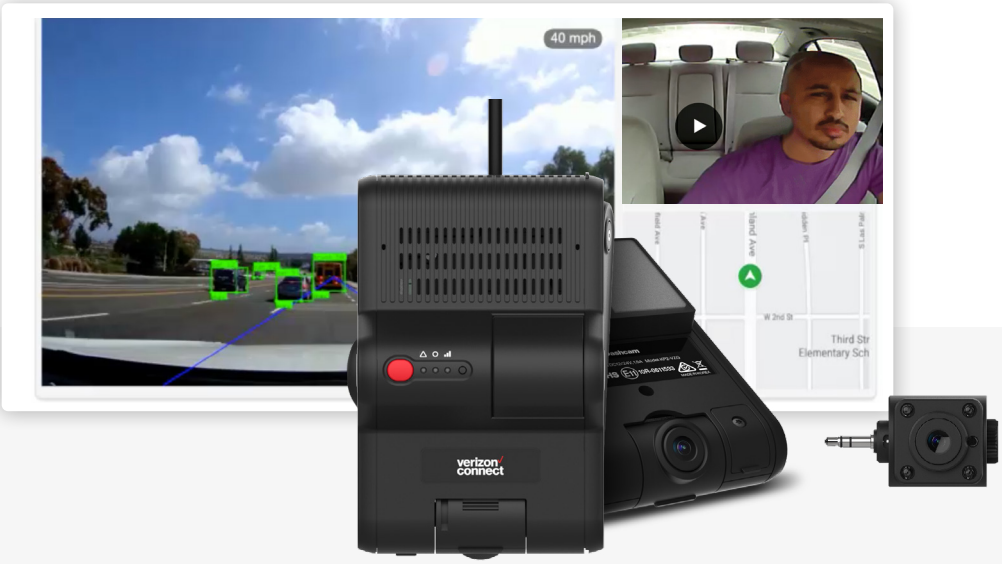
If you need footage from a specific date and time, simply request an on-demand video clip from the footage available on your SD card.

Video downloads

You can download your videos, save them to your desktop or email them to a colleague. Videos are stored in Reveal for 90 days.

“I was to the point where I was going to quit my job until I started to understand that I had an advocate, that the camera could help me out of a bad situation.”

Alan Brewster
Driver
B.A.M. Trucking



Asset tracking

Powered and nonpowered

Track your expensive equipment and assets on the live map to help improve visibility, security and utilization.

Powered assets

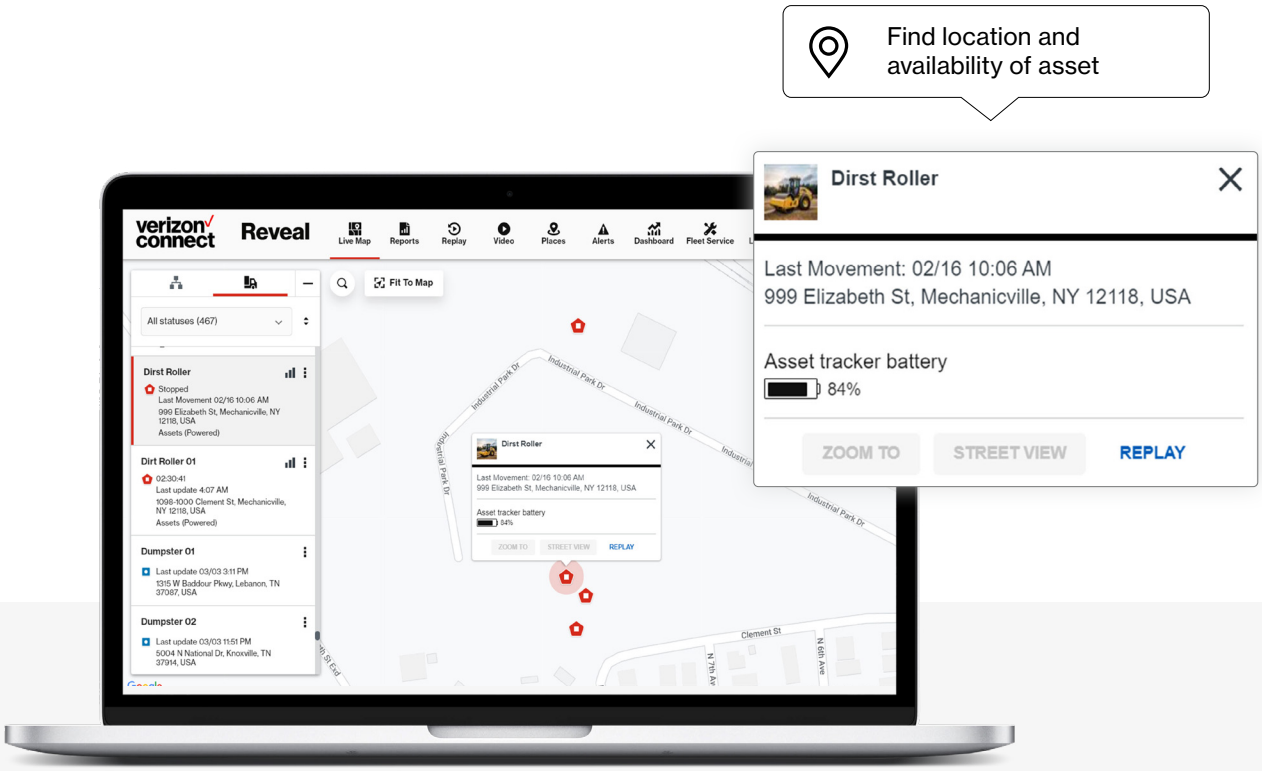
- Receive engine on/off alerts
- Set up geofences to track movements
- Track idling time
- Enjoy a five-year battery life backup[1]

Nonpowered assets

- Track just about any asset that doesn't have a power source
- Enjoy a 10-year battery life[1]

Asset examples:

- Trailers
- Generators
- Containers
- Tractors
- Loaders
- Lawn equipment



Logbook for Reveal

Manage your ELD compliance

Track hours of service (HOS)

Log drivers' hours through a simple mobile app.

Regulation updates

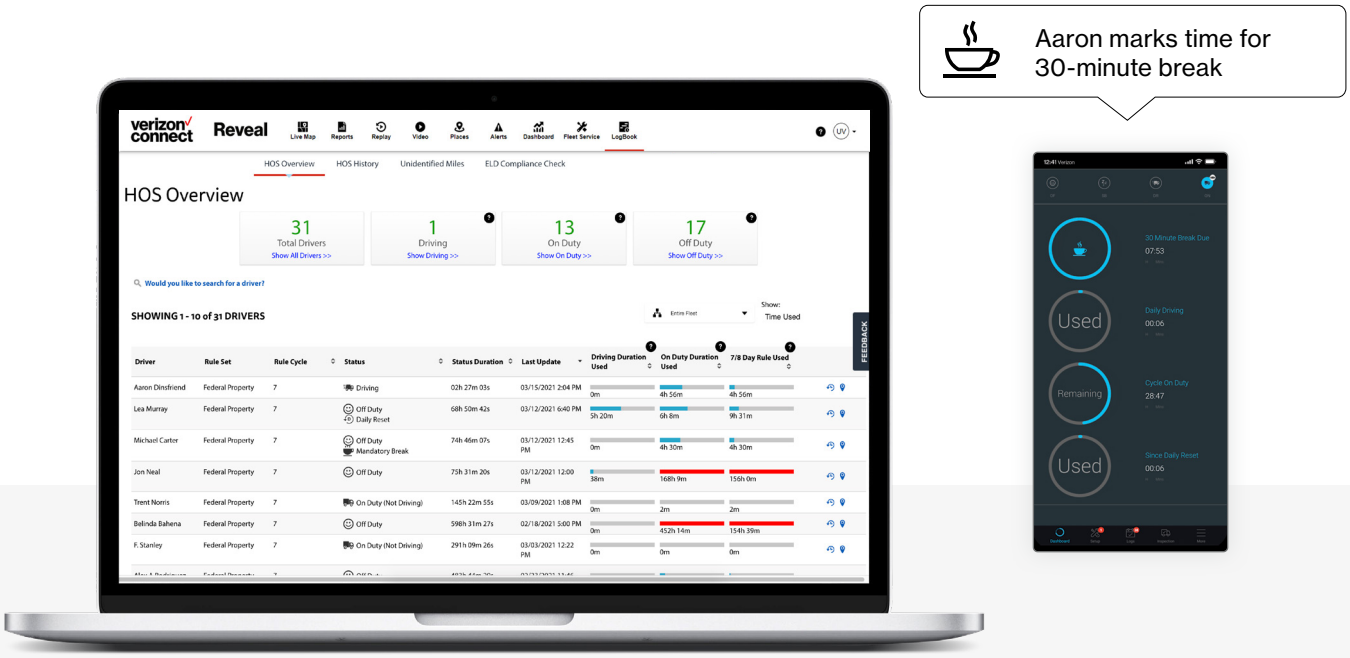
Receive automatic updates to regulations if they change.

Reporting and inspections

Run reports on driver logs and simplify compliance with roadside inspections.

Driver support

Receive 24/7 driver support for the mobile app.



Peripherals

Access even more metrics

Add additional layers of data to your fleet tracking system with these helpful add-ons.

Fuel card integration

- Verify fuel purchases and flag suspicious transactions
- Identify vehicles with poor fuel economy
- Coach workers to drive efficiently
- Report on your fleet's carbon footprint

Engine Connect

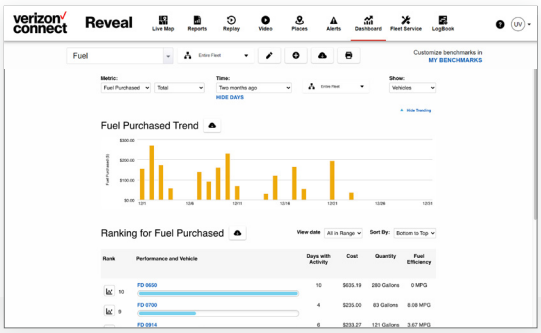
- Capture accurate odometer readings
- Receive diagnostic trouble code (DTC) alerts when problems are detected
- Track engine hours

Partner Marketplace

We work with a number of partners to offer integrations that take your fleet data and share it with other systems you already use. This can help streamline data sharing and provide better communication between your teams.

Learn more about our partners here >

Show detailed view of fuel purchase trend



Hardware

Devices that keep your vehicles connected

Our hardware devices offer a reliable way to capture and communicate your vehicle data.

Vehicle Data Device

- Offers frequent plotting rates so your data is up to date
- 4G LTE-enabled, next-generation technology built by us
- Provides easy installation

Driver ID and key fobs

- Know which driver drove which vehicle on what day with a unique key fob
- Useful for fleets where drivers change vehicles throughout the day

Equipment Asset Tracker

- Small device with easy self-installation
- Able to be upgraded over the air
- Five-year battery life backup for powered device[1]
- 10-year battery life for nonpowered device[1]

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[1]Battery life is estimated for use under optimal conditions. Factors such as low network signal strength, obstacles and temperature can reduce battery life.

A total fleet partner to move your business forward

Verizon Connect is your partner in the fleet management journey with a commitment to bringing customers innovative, meaningful solutions.

Why choose Verizon Connect?

We're leaders in user experience.

Verizon Connect is rated #1 in innovation for fleet tracking software.[2]

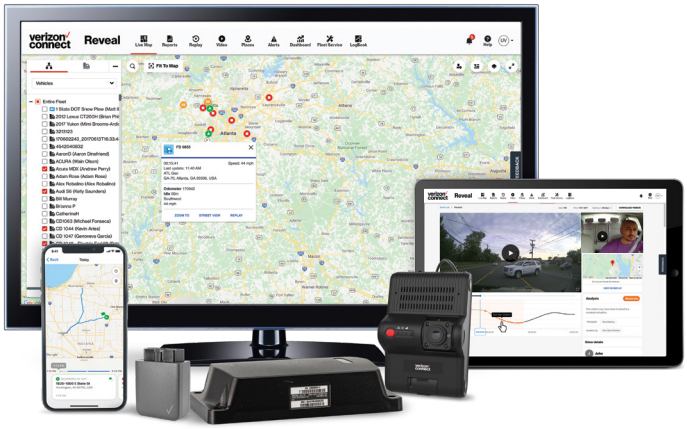
Our intuitive platform is easy to implement across your fleet and easy to use.

We're backed by the Verizon network.

A dependable network is critical to getting accurate fleet data when you need it. You can trust that our software is backed by the fast and reliable Verizon network.

We're one of the largest providers in the world.

Being big is a benefit when it comes to a technology partner. We have the support teams, research and development funding, and security backing to sustain a long-term plan and product roadmap for our customers.



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To learn more, call us at 866.844.2235 or visit verizonconnect.com to schedule a free product demo.

[2]ABI Research Commercial Telematics Vendor Competitive Ranking report. Published: October 2020.

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5055 North Point Pkwy
Alpharetta, GA 30022-3074
Fax: (781) 577-4793

SERVICES ORDER FORM

Customer Service: 1-844-617-1100
Customer Service:
www.verizonconnect.com

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GENERAL INFORMATION				
Order Date: July 17, 2024	Customer Reference Number:		VCF Salesperson Name: Anthony Alicea	Region: VZT
Company Name: City Of Lake Geneva- utility department			Officer or Owner: Josh Gajewski	Telephone: 2622482311
Address (Mailing or Invoicing Address): 361 W MAIN ST			Officer/Owner Email Address: jgajewski@lgutilities.org	Cell Phone:
City: LAKE GENEVA	State: WI	Zip Code: 53147-1923	Installation Contact if other than Officer/Owner:	Telephone:
Please advise your VCF scheduler if there are multiple shipping or installation addresses			Accounts Payable Contact, if other than Officer/Owner:	Telephone:
			Email:	

SUBSCRIPTION SERVICES:

QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
9	Vehicle Tracking Subscription	18.95 USD	170.55 USD
1	Powered Asset Tracking Subscription	12.95 USD	12.95 USD

TOTAL Monthly AMOUNT	183.50 USD

Agreement Length: 12 Months from the Subscription Start Date.
The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly. If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.

Excludes Applicable Taxes and Fees

This promotion is available to new and existing Reveal Sourcewell contract customers. Purchasers of Reveal Vehicle Tracking Subscription, Road-facing AI Dashcam or Dual Channel AI Dashcam and Video Subscription purchasing between 5 and 49 units will qualify for first full month at no charge, a 100% off discount will be applied to the first full month bill; and, those purchasing +50 units will qualify for a $50 Bill Incentive Credit, to begin in month 1 of contract agreement and will be applied over 10 months. Purchasers of both Reveal Vehicle Tracking Subscription and Road-facing AI Dashcam or Dual Channel AI Dashcam and Video Subscription will qualify for a combined $100 Bill Incentive Credit: a $50 Bill Incentive Credit will be applied to each Subscription Product, to begin in month 1 of contract agreement and will be applied over 10 months. Minimum purchase of 5 units each required to qualify for promotion: 5 Reveal Vehicle Tracking Subscription, 5 Road-facing AI Dashcam or 5 Dual Channel AI Dashcam and Video Subscription, or 5 of both Reveal Vehicle Tracking Subscription and Road-facing AI Dashcam or Dual Channel AI Dashcam and Video Subscription. Minimum 12 month subscription.

Asset Promotion: This promotion is available to new and existing Reveal Sourcewell contract customers. Purchasers of Reveal Powered and Non-Powered Asset Trackers purchasing between 5 and 49 units will qualify for a $20 Bill Incentive Credit, to begin in month 1 of contract agreement and will be applied over 5 months; and, those purchasing between 50 and 199 units will qualify for a $40 Bill Incentive Credit, to begin in month 1 of contract agreement and will be applied over 10 months. Minimum purchase of 5 units each required to qualify for promotion. Requires Self Installation of all devices, minimum 12 month subscription. Does not apply to on-road vehicles such as automobiles, trucks, and semi-trucks are not eligible.

Promotion value is stated in US currency, conversion to country currency will be applied at billing. Promo credits end if eligibility requirements are no longer met. We reserve the right to charge the amount of the credit to your account if you cancel service or drop a qualifying service during the credit period. May not be combined with any other offers or promotions; must be purchased from a Verizon Connect representative; subject to credit review and a deposit may be required; excludes unit rewrites. Early cancellation or termination fees and other taxes, fees and terms may apply. In the event of a conflict between the terms of this promotion and the terms in the customer contract, including but not limited to terms regarding minimum purchase obligations, the terms in the customer contract govern. Offer valid

5055 North Point Pkwy
Alpharetta, GA 30022-3074
Fax: (781) 577-4793

SERVICES ORDER FORM

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Customer Service:
www.verizonconnect.com

through September 30, 2024 or while supplies last. (c) 2024 Verizon	

ONE-TIME FEES (per Occurrence):

QUANTITY	DESCRIPTION		AMOUNT	EXTENDED PRICE
		Total One-Time Fees		**0.00 USD**
COVERT INSTALLATION: Unknown			**EXCLUDES APPLICABLE TAXES AND FEES**	

ORDER TERMS:

Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect NWF Inc.(VCN) (formerly Networkfleet, Inc.) and Sourcewell (formerly NJPA) (Contract #020221-NWF) that are in effect as of the date the order was received by VCN (''Sourcewell Contract"). The Sourcewell Contract terms and conditions are available at https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf. If, in accordance with the terms of the Sourcewell Contract, Customer and VCN have executed an additional separate written agreement (''Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order.
Unless otherwise specified, this Order Form is valid for 30 days after the Order Date. Please remit a signed copy of this Order Form to your VCF Salesperson within the validity period.

INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):

Customer provided VAIF

Customer Name: City Of Lake Geneva- utility department	
By (signature) Date:	