Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

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

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

LAKE GENEVA UTILITY COMMISSION
MONDAY DECEMBER 16, 2024 4:00 PM
COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

Watch this meeting on the City's live stream: https://cityoflakegeneva.gov/319/City-Meetings-Video-Stream

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Comments from the public as allowed by Wis. Statutes §19.84 (2), limited to items on this agenda except for public hearing items. Comments will be limited to 5 minutes.
4. Approve Utility Commission Minutes from November 18, 2024 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of November 2024 Financials
7. Approval of November 2024 Bills
8. Directors Report
9. Discussion/Action on a scope of services provided by MSA for utility improvements on CTH H
10. Discussion/Action on Change Order #1 for the Big Foot Lift Station Force Main Replacement Project
11. Discussion/Action on Pay Application #1 submitted by PTS Contractors for the Big Foot Lift Station Force Main Replacement Project
12. Discussion/Action on requesting City participation in financing the White River Culvert Replacement Project
13. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday November 18, 2024 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 4:03pm

Roll Call – Lyon, Fesenmaier, Binn & Krause

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 October 21, 2024, as prepared and distributed
Binn/Fesenmaier motion to approve. Passed 4-0.

Acknowledgement of Correspondence
None

Approval of October 2024 Financials
Binn/Fesenmaier motion to approve. Passed 4-0.

Approval of October 2024 Bills
Binn/Fesenmaier motion to approve. Passed 4-0.

Director's Report
Gajewski reviewed the submitted Directors Report and informed the Commission that all required letters in regard to service line material have been mailed out.
Binn/Fesenmaier motion to approve. Passed 4-0.

Discussion/Action on the letter of engagement provided by Lauterbach & Amen to provide auditing services for the year ending December 31, 2024.
Gajewski said this would be the second year for Lauterbach & Amen to provide auditing services for both the Utility and the City. He stated the expected costs for both the audit and the preparation and filing of the required PSC report.
Binn/Krause motion to authorize the execution of the agreement for Utility auditing services provided by Lauterbach & Amen for the year ending December 31, 2024. Passed 4-0.

Discussion/Action on the proposed 2025 Operating, Maintenance and Capital Budgets for the Wastewater & Water Utility
Gajewski reviewed the changes to the budget since the last meeting and said that the costs for the replacement White River culverts were now included in these numbers with an estimated 20% cost share from the City. We will be using Capital Improvement Funds from the LGIP for projects in 2025. There will be no rate increases for water or sewer but we do expect an increase in revenue from hauled waste as the volume of that has been steadily increasing. Cellular leases also have an annual escalator.
Fesenmaier/Binn motion to approve the 2025 Operating, Maintenance and Capital Budgets for the Wastewater Utility and Water Utility. Passed 4-0.

Adjourn
Lyon/Fesenmaier motion to adjourn at 4:12pm. Passed 4-0.

/s/ J Busch

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 11 / 2024

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget *92%*	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	0	302,676	229,600	73,076	131.8%	275,657	77,751
CUSTOMER SALES	15,707	1,639,136	2,166,137	-527,001	75.7%	1,700,011	1,626,317
OTHER REVENUE	1,044	17,516	11,760	5,756	148.9%	15,690	12,054
CAPITAL CONTRIBUTIONS	8,206	118,838	59,680	59,158	199.1%	454,314	225,068
TOTAL REVENUES	**24,958**	**2,078,166**	**2,467,177**	**-389,011**	**84.2%**	**2,445,672**	**1,941,190**
EXPENSES							
TOTAL OUTSIDE SERVICES	35,113	271,084	430,343	-159,259	63.0%	273,479	246,091
TOTAL OPERATING EXPENSES	3,390	33,807	53,090	-19,283	63.7%	36,096	30,374
TOTAL INSURANCE	0	16,846	35,975	-19,129	46.8%	25,269	21,294
TOTAL SALARY & BENEFITS	58,423	620,939	653,911	-32,972	95.0%	596,398	502,893
TOTAL LAB SUPPLIES	423	15,849	22,800	-6,951	69.5%	18,014	16,735
TOTAL MISCELLANEOUS EXPENSE	0	137	1,000	-863	13.7%	142	438
TOTAL MAINTENANCE	53,626	252,941	366,700	-113,759	69.0%	221,582	174,592
TOTAL OPERATION & MAINTENANCE EXPENSES	**150,975**	**1,211,603**	**1,563,819**	**-352,216**	**77.5%**	**1,170,980**	**992,417**
REVENUES OVER O&M EXPENSES	**-126,017**	**866,563**	**903,358**	**-36,795**		**1,274,692**	**948,773**
TOTAL CAPITAL OUTLAY	18,015	118,138	1,226,075	-1,107,937	9.6%	156,220	103,786
REVENUES OVER TOTAL EXPENSES	**-144,032**	**748,425**	**-322,717**	**1,071,142**		**1,118,472**	**844,987**
TOTAL CASH TRANSFERS	30,359	770,905	328,120	442,785	234.9%	1,188,223	1,016,963
NET CHANGE IN CASH BALANCE	**-174,391**	**-22,481**	**-650,837**	**628,356**		**-69,751**	**-171,976**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Wastewater Utility Fund Cash	511,300	-94,821	416,479
LGIP #10 - Capital Project Fund	3,789,443	0	3,789,443
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,973,733	0	1,973,733
LGIP #13 - Equipment Replacement Fund	1,758,706	0	1,758,706
LGIP #14 - Wastewater Operating Reserves Fund	291,406	1,128	292,533
TOTAL WASTEWATER CASH AND INVESTMENT	**8,324,589**	**-93,693**	**8,230,896**

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU: 11 / 2024

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget *92%*	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	0	186,821	134,300	52,521	139.1%	160,294	44,850
CUSTOMER SALES	2,409	1,395,651	1,882,606	-486,955	74.1%	1,455,070	1,401,730
OTHER REVENUE	5,353	307,098	316,710	-9,612	97.0%	292,297	271,597
CAPITAL CONTRIBUTIONS	5,060	98,295	42,200	56,095	232.9%	402,006	276,475
TOTAL REVENUES	**12,822**	**1,987,865**	**2,375,816**	**-387,951**	**83.7%**	**2,309,668**	**1,994,652**
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	5,847	59,761	76,000	-16,239	78.6%	63,204	53,626
TOTAL SOURCE OF SUPPLY - MAINTENANCE	2,837	44,095	16,300	27,795	270.5%	13,926	11,388
TOTAL PUMPING EXPENSE - OPERATION	6,029	65,491	86,700	-21,209	75.5%	67,981	62,646
TOTAL PUMPING EXPENSE - MAINTENANCE	895	29,741	101,950	-72,209	29.2%	8,907	15,579
TOTAL WATER TREATMENT - OPERATION	8,790	83,982	121,550	-37,568	69.1%	89,661	85,551
TOTAL WATER TREATMENT - MAINTENANCE	4,619	44,157	81,150	-36,993	54.4%	69,820	79,212
TOTAL TRANS. & DISTRIBUTION - OPERATION	3,978	54,466	57,350	-2,884	95.0%	55,505	41,679
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	21,743	283,639	215,400	68,239	131.7%	144,863	174,560
TOTAL CUSTOMER ACCOUNTS	7,250	67,190	79,080	-11,890	85.0%	71,894	62,005
TOTAL ADMIN & GENERAL OPERATIONS	39,309	438,155	506,421	-68,266	86.5%	449,542	371,243
TOTAL OTHER EXPENSES	0	242,500	273,000	-30,500	88.8%	275,000	279,400
TOTAL OPERATION & MAINTENANCE EXPENSES	**101,298**	**1,413,176**	**1,614,901**	**-201,725**	**87.5%**	**1,310,302**	**1,236,888**
REVENUES OVER O&M EXPENSES	**-88,476**	**574,689**	**760,915**	**-186,226**		**999,366**	**757,764**
TOTAL CAPITAL OUTLAY	23,504	146,212	807,975	-661,763	18.1%	557,992	334,915
REVENUES OVER TOTAL EXPENSES	**-111,980**	**428,478**	**-47,060**	**475,538**		**441,373**	**422,849**
TOTAL CASH TRANSFERS	19,038	1,052,110	-67,500	1,119,610	-1558.7%	819,980	712,287
NET CHANGE IN CASH BALANCE	**-131,018**	**-623,632**	**20,440**	**-644,072**		**-378,607**	**-289,439**

FUND CASH AND INVESTMENT SUMMARY	Opening Balance	Period Activity	Ending Balance
Water Utility Fund Cash	333,586	-83,530	250,055
LGIP #1 - Capital Project Fund	2,453,772	0	2,453,772
LGIP #2 - Impact Fee Fund	1,195,615	0	1,195,615
LGIP #3 - Equipment Replacement Fund	859,782	0	859,782
LGIP #4 - Water Operating Reserves Fund	391,349	1,515	392,864
TOTAL WATER FUND CASH AND INVESTMENT	**5,234,105**	**-82,016**	**5,152,089**

Report Criteria:
Detail report.
Invoices with totals above $5000.00 included.
Paid and unpaid invoices included.
Invoice Detail.GL account (2 Characters) = "61","62"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
61				
MSA PROFESSIONAL SERVICES INC				
010794	11/22/2024	BFLS-CRS	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	18,043.58
010796	11/22/2024	HWY 50 SURVEYING AND DESI	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	3,542.81
011425	12/11/2024	BFLS CRS 11/24	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	19,195.42
Total MSA PROFESSIONAL SERVICES INC:				40,781.81
WALTER AND SON WASTE HAULING LLC				
10582	11/18/2024	FALL SPREADING-RIM #1 FARM	61-00-00-52950 BIO-MASS HAUL/REMOVE (SLUDGE)	17,155.00
Total WALTER AND SON WASTE HAULING LLC:				17,155.00
SONETICS CORPORATION				
INV358500	11/22/2024	COMM. HEADSETS FOR SEWE	61-00-00-53900 FIRST AID & SAFETY SUPPLIES	6,545.03
Total SONETICS CORPORATION:				6,545.03
Total 61:				64,481.84
62				
BOB'S FLOOR COVERING				
CG400699	09/12/2024	OFFICE CARPET REPLACEMEN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	8,621.00
Total BOB'S FLOOR COVERING:				8,621.00
MSA PROFESSIONAL SERVICES INC				
010796	11/22/2024	HWY 50 SURVEYING AND DESI	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	4,140.30
Total MSA PROFESSIONAL SERVICES INC:				4,140.30
MARTELLE WATER TREATMENT				
28261	11/19/2024	CHEMICALS-WELLS	62-00-00-60200 CHEMICALS	1,320.68
28261	11/19/2024	CHEMICALS-TREATMENT PLAN	62-00-00-64100 CHEMICALS	4,783.60
Total MARTELLE WATER TREATMENT:				6,104.28
Total 62:				18,865.58
Grand Totals:				83,347.42

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

Dated: ______________________________

Mayor: ______________________________

City Council: ______________________________

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City Recorder: ______________________________

Report Criteria:
- Detail report.
- Invoices with totals above $5000.00 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account (2 Characters) = "61","62"

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

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
61				
MSA PROFESSIONAL SERVICES INC				
010794	11/22/2024	BFLS-CRS	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	18,043.58
010796	11/22/2024	HWY 50 SURVEYING AND DESI	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	3,542.81
011425	12/11/2024	BFLS CRS 11/24	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	19,195.42
Total MSA PROFESSIONAL SERVICES INC:				40,781.81
CULLIGAN OF BURLINGTON				
500X03179500	11/30/2024	LAB WATER-DISTILLED	61-00-00-52100 LABORATORY SERVICES	122.40
Total CULLIGAN OF BURLINGTON:				122.40
NORTHERN LAKE SERVICE INC				
2419820	11/13/2024	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	309.38
2419947	11/14/2024	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	309.38
2420384	11/21/2024	4TH QTR SLUDGE TEST - COLI	61-00-00-52100 LABORATORY SERVICES	430.39
2420439	11/22/2024	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	309.38
2420696	12/02/2024	NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	309.38
Total NORTHERN LAKE SERVICE INC:				1,667.91
WE ENERGIES				
5250611378	11/12/2024	LAGRANGE DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	16.46
5252118949	11/13/2024	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	12.61
Total WE ENERGIES:				29.07
ALLIANT ENERGY/WPL				
143875000024	12/02/2024	191 HASKINS ST DEWATER BLD	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	147.49
507753000024	12/02/2024	361 W MAIN ST SIGN	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	33.90
974671000024	12/02/2024	361 MAIN ST HALLWAY	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	102.76
055361000024	12/02/2024	361 MAIN ST CC LIFT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	81.17
141180000024	12/02/2024	LAGRANGE DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	159.77
277971000024	12/02/2024	MARIANE TER LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	33.29
307955000024	12/02/2024	MAXWELL ST LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	50.46
327113000024	12/02/2024	BAYVIEW DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	47.00
599411000024	12/02/2024	361 STATE ROAD 120 BIG FOOT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	207.29
962961000024	12/02/2024	EDGEWOOD DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	191.74
Total ALLIANT ENERGY/WPL:				1,054.87
HOME DEPOT CREDIT SERVICES				
5520661	11/07/2024	GREEN FLAGGING, WOOD LAT	61-00-00-52950 BIO-MASS HAUL/REMOVE (SLUDGE)	45.43
Total HOME DEPOT CREDIT SERVICES:				45.43
WALTER AND SON WASTE HAULING LLC				
10582	11/18/2024	FALL SPREADING-RIM #1 FARM	61-00-00-52950 BIO-MASS HAUL/REMOVE (SLUDGE)	17,155.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total WALTER AND SON WASTE HAULING LLC:				17,155.00
FNBO				
5589-NOV 202	12/04/2024	DOMAIN RENEWAL	61-00-00-53050 COMPUTER EXPENSE	45.34
5589-NOV 202	12/04/2024	ADOBE PRO SUBSCRIPTION	61-00-00-53050 COMPUTER EXPENSE	126.53
Total FNBO:				171.87
VELOCITY				
2024166	11/21/2024	AV & OFFICE LICENSES	61-00-00-53050 COMPUTER EXPENSE	447.17
2024167	11/21/2024	IT SUPPORT	61-00-00-53050 COMPUTER EXPENSE	617.50
Total VELOCITY:				1,064.67
WI DEPT OF ADMINISTRATION				
505-00000957	11/12/2024	IRONPORT ACCT FEE 10/24	61-00-00-53050 COMPUTER EXPENSE	3.06
Total WI DEPT OF ADMINISTRATION:				3.06
AMAZON CAPITAL SERVICES				
89C4-SEP2024	10/24/2024	WOOD CASE PENCILS	61-00-00-53100 OFFICE SUPPLIES EXPENSE	14.21
Total AMAZON CAPITAL SERVICES:				14.21
CAPITAL ONE				
1659218155	11/19/2024	VACUUM AND PLASTIC BINS	61-00-00-53100 OFFICE SUPPLIES EXPENSE	48.28
1659218155	11/19/2024	ADH TAPE	61-00-00-53100 OFFICE SUPPLIES EXPENSE	3.96
Total CAPITAL ONE:				52.24
CHARTER COMMUNICATIONS				
152473801112	11/21/2024	INTERNET SERV.-DEC 2024	61-00-00-53100 OFFICE SUPPLIES EXPENSE	119.98
Total CHARTER COMMUNICATIONS:				119.98
MARTIN GROUP				
1312763	11/20/2024	CONTRACT CHARGE-11/20/24-1	61-00-00-53100 OFFICE SUPPLIES EXPENSE	156.13
Total MARTIN GROUP:				156.13
ODP BUSINESS SOLUTIONS LLC				
393089280001	11/12/2024	CHAIR MAT	61-00-00-53100 OFFICE SUPPLIES EXPENSE	130.50
393784187001	11/15/2024	FLOOR MAT-CHAIR	61-00-00-53100 OFFICE SUPPLIES EXPENSE	77.84
393786102001	11/15/2024	CHAIR MAT	61-00-00-53100 OFFICE SUPPLIES EXPENSE	66.24
Total ODP BUSINESS SOLUTIONS LLC:				274.58
PITNEY BOWES				
1026457821	11/20/2024	INK FOR POSTAGE METER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	91.29
Total PITNEY BOWES:				91.29
AT&T				
262248865611-	11/13/2024	MONTHLY PHONE BILL-NOV	61-00-00-53110 TELEPHONE EXPENSE	115.76

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total AT&T:				115.76
AT&T LONG DISTANCE				
816988240-10	11/04/2024	262-248-8617	61-00-00-53110 TELEPHONE EXPENSE	1.11
Total AT&T LONG DISTANCE:				1.11
FNBO				
5589-NOV 202	12/04/2024	PHONE SERVICE	61-00-00-53110 TELEPHONE EXPENSE	134.19
Total FNBO:				134.19
US CELLULAR				
0689512288	11/04/2024	MONTHLY CHARGES	61-00-00-53110 TELEPHONE EXPENSE	137.22
Total US CELLULAR:				137.22
PITNEY BOWES BANK INC RESERVE ACCOUNT				
PB111824	11/18/2024	POSTAGE METER FUNDS	61-00-00-53120 POSTAGE	750.00
Total PITNEY BOWES BANK INC RESERVE ACCOUNT:				750.00
PITNEY BOWES GLOBAL LEASE				
3319942438	11/11/2024	MAIL MACHINE LEASE	61-00-00-53120 POSTAGE	87.00
Total PITNEY BOWES GLOBAL LEASE:				87.00
AMAZON CAPITAL SERVICES				
89C4-SEP2024	10/24/2024	WADERS	61-00-00-53500 OPERATIONS TOOLS & EQUIP	143.97
Total AMAZON CAPITAL SERVICES:				143.97
CAPITAL ONE				
1659218155	11/19/2024	CLEANING SUPP, PPR TOWEL,	61-00-00-53500 OPERATIONS TOOLS & EQUIP	56.93
Total CAPITAL ONE:				56.93
SONETICS CORPORATION				
INV358500	11/22/2024	COMM. HEADSETS FOR SEWE	61-00-00-53900 FIRST AID & SAFETY SUPPLIES	6,545.03
Total SONETICS CORPORATION:				6,545.03
USA BLUEBOOK				
INV00555472	12/02/2024	HAULER CHLORIDE TEST STRI	61-00-00-64000 LABORATORY SUPPLIES	874.88
Total USA BLUEBOOK:				874.88
KAPUR & ASSOCIATES INC				
129223	12/04/2024	W.RIVER CULVERTS	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	196.25
Total KAPUR & ASSOCIATES INC:				196.25
HOME DEPOT CREDIT SERVICES				
9010859	12/03/2024	DWV PE PIPE, SHLD CPLING	61-00-00-93501 MAINT-HEADWORKS BLDG	51.89
619165	11/12/2024	PLC COOL WHITE 10 PK	61-00-00-93503 MAINT-PROCESS BLDG	49.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total HOME DEPOT CREDIT SERVICES:				101.87
DUNN LUMBER				
1900641	11/21/2024	POLE BARN BUILDING-MAINT S	61-00-00-93505 MAINT-POLE BARN BLDG	9.99
Total DUNN LUMBER:				9.99
HOME DEPOT CREDIT SERVICES				
9010858	12/03/2024	HOSE MENDER	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	5.98
Total HOME DEPOT CREDIT SERVICES:				5.98
AMAZON CAPITAL SERVICES				
89C4-SEP2024	10/24/2024	DIGESTER BLOWER MAINT-BL	61-00-00-93602 MAINT-DIGESTERS EQUIP	95.00
Total AMAZON CAPITAL SERVICES:				95.00
BUMPER TO BUMPER				
662-494331	12/05/2024	TRUCK #50+51+54+BOBCAT MA	61-00-00-93700 MAINT-VEHICLES & EQUIP	316.07
Total BUMPER TO BUMPER:				316.07
CAPITAL ONE				
1659218155	11/19/2024	BRAKE CLEANER, GUNK, WD40	61-00-00-93700 MAINT-VEHICLES & EQUIP	62.13
1659218155	11/19/2024	NEW TIRES FOR TRUCK	61-00-00-93700 MAINT-VEHICLES & EQUIP	484.00
Total CAPITAL ONE:				546.13
ITU ABSORBTECH INC				
8450081	12/06/2024	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	33.58
Total ITU ABSORBTECH INC:				33.58
DUNN LUMBER				
1899251	11/20/2024	MARIANNE TER L.S MAINT	61-00-00-93800 MAINT-LIFT STATIONS	17.34
Total DUNN LUMBER:				17.34
D&K SERVICES UTILITY CONTRACTORS LLC				
2024592	11/15/2024	MADISON ST-STUCK ROOT CU	61-00-00-93810 MAINT-MAINS	800.00
Total D&K SERVICES UTILITY CONTRACTORS LLC:				800.00
DOWN TO EARTH CONTRACTORS INC				
8493	11/18/2024	MADISON ST- JETTER DIG UP	61-00-00-93810 MAINT-MAINS	3,055.25
Total DOWN TO EARTH CONTRACTORS INC:				3,055.25
GREAT LAKES TV SEAL INC				
23112	11/22/2024	24 CCTV $/FT CORRECTION	61-00-00-93810 MAINT-MAINS	228.63
Total GREAT LAKES TV SEAL INC:				228.63
HOME DEPOT CREDIT SERVICES				
619165	11/12/2024	MED STEEL U POST (2)	61-00-00-93810 MAINT-MAINS	15.96
9010858	12/03/2024	DIABLO WHEEL(3)	61-00-00-93810 MAINT-MAINS	13.41

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total HOME DEPOT CREDIT SERVICES:				29.37
SCHMITZ READY MIX INC				
1146849-IN	11/18/2024	MADISON ST. SEWER REPAIR	61-00-00-93810 MAINT-MAINS	258.39
1146850-IN	11/18/2024	MADISON ST. SEWER REPAIR	61-00-00-93810 MAINT-MAINS	861.30
Total SCHMITZ READY MIX INC:				1,119.69
ALLIANT ENERGY/WPL				
252422000024	12/02/2024	E STATE ROAD 50 GATE	61-00-00-93820 MAINT-RECEIVING STATION	19.23
054885000024	12/02/2024	E STATE ROAD 50 SEEPAGE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	92.31
Total ALLIANT ENERGY/WPL:				111.54
CINTAS FIRE PROTECTION				
0F36695568	11/13/2024	YEARLY FIRE PROTECTION SE	61-00-00-93900 MAINT-LATERALS	1,376.01
Total CINTAS FIRE PROTECTION:				1,376.01
Total 61:				79,693.31
62				
AMAZON CAPITAL SERVICES				
89C4-SEP2024	10/24/2024	OFFICE UPDATE PROJECT	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	356.63
Total AMAZON CAPITAL SERVICES:				356.63
BOB'S FLOOR COVERING				
CG400699	09/12/2024	OFFICE CARPET REPLACEMEN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	8,621.00
CG400700	09/12/2024	STAIR CARPET REPLACEMENT	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	1,134.78
CG400701	09/12/2024	WATER SUPT. CARPET REPLAC	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	936.80
Total BOB'S FLOOR COVERING:				10,692.58
CRAFTED COUNTERTOPS INC				
12925	11/08/2024	OFFICE UPDATE PROJ.-COUNT	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	2,449.00
Total CRAFTED COUNTERTOPS INC:				2,449.00
FNBO				
5589-NOV 202	12/04/2024	CREDIT FOR DAMAGED FRAME	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	98.99-
Total FNBO:				98.99-
HOME DEPOT CREDIT SERVICES				
2024260	11/20/2024	DUPLEX OUTLET(4), MIWAY OU	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	341.12
4520717	11/08/2024	OUTLET WP, OUTLET WALL PLT	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	30.51
5172002	11/07/2024	ULTRA SLIM RETRO FIT, DISK LI	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	97.85
6173177	11/26/2024	MET DEVICE BOX	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	12.43
7162685	11/25/2024	MET STARTER BOX, COVER, S	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	17.39
7589004	11/15/2024	QUIICKPORT (3)	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	31.09
8020406	12/04/2024	DEWALT NAIL ST, GRK TR TRIM,	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	46.19
9161869	11/13/2024	6-OUTLET PWR STRIP	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	29.97
9172328	11/13/2024	SNAP2IT, 1-HOLE STRAP, LITE	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	54.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total HOME DEPOT CREDIT SERVICES:				661.05
MSA PROFESSIONAL SERVICES INC				
010796	11/22/2024	HWY 50 SURVEYING AND DESI	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	4,140.30
Total MSA PROFESSIONAL SERVICES INC:				4,140.30
ULINE INC				
185504280	11/11/2024	OFFICE DESK AND STORAGE F	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	1,927.31
Total ULINE INC:				1,927.31
MARTELLE WATER TREATMENT				
28261	11/19/2024	CHEMICALS-WELLS	62-00-00-60200 CHEMICALS	1,320.68
Total MARTELLE WATER TREATMENT:				1,320.68
ALLIANT ENERGY/WPL				
145511000024	12/02/2024	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	910.27
327391000024	12/02/2024	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	335.78
348370000024	12/02/2024	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	381.90
972745000024	12/02/2024	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	587.91
Total ALLIANT ENERGY/WPL:				2,215.86
WE ENERGIES				
5249675486	11/11/2024	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	9.24
Total WE ENERGIES:				9.24
ALLIANT ENERGY/WPL				
347962000024	12/02/2024	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	66.06
717061000024	12/02/2024	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	300.18
Total ALLIANT ENERGY/WPL:				366.24
MARTELLE WATER TREATMENT				
28261	11/19/2024	CHEMICALS-TREATMENT PLAN	62-00-00-64100 CHEMICALS	4,783.60
Total MARTELLE WATER TREATMENT:				4,783.60
ALLIANT ENERGY/WPL				
974671000024	12/02/2024	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	102.76
Total ALLIANT ENERGY/WPL:				102.76
AMY'S SHIPPING EMPORIUM				
98801	11/11/2024	FREIGHT WATER SAMPLING	62-00-00-64200 LABOR & EXPENSES (LAB)	24.13
Total AMY'S SHIPPING EMPORIUM:				24.13
NORTHERN LAKE SERVICE INC				
2420479	11/22/2024	VOC'S WATER TESTING Q4	62-00-00-64200 LABOR & EXPENSES (LAB)	78.83
2420561	11/26/2024	MANGANESE MONTHLY TESTI	62-00-00-64200 LABOR & EXPENSES (LAB)	43.81

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total NORTHERN LAKE SERVICE INC:				122.64
WI DEPT OF AG TRADE & CONSUMER PROTECTIO				
5637528758	12/03/2024	WDATCP ANNUAL LAB LICENSE	62-00-00-64200 LABOR & EXPENSES (LAB)	408.00
Total WI DEPT OF AG TRADE & CONSUMER PROTECTIO:				408.00
WI STATE LABORATORY OF HYGIENE				
793689	11/30/2024	WSLH MONTHLY FLOURIDE SA	62-00-00-64200 LABOR & EXPENSES (LAB)	29.00
Total WI STATE LABORATORY OF HYGIENE:				29.00
ALLIANT ENERGY/WPL				
098433000024	12/02/2024	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	105.60
520171000024	12/02/2024	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	39.54
Total ALLIANT ENERGY/WPL:				145.14
HOME DEPOT CREDIT SERVICES				
3521810	11/19/2024	3PC CARBIDE KIT, SWITCH BO	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	44.67
9513244	12/03/2024	PRO COPING SAW	62-00-00-66500 MISC EXPENSE LICENSE & TOOLS	8.97
Total HOME DEPOT CREDIT SERVICES:				53.64
DUNN LUMBER				
1906490	12/02/2024	SPACE HEATER DODGE TOWE	62-00-00-67200 RESERVOIR & STANDPIPES	22.99
Total DUNN LUMBER:				22.99
CORE & MAIN LP				
V996526	11/12/2024	OMNI REGISTERS-LARGE MET	62-00-00-67600 MAINT OF METERS	1,702.25
Total CORE & MAIN LP:				1,702.25
AMAZON CAPITAL SERVICES				
89C4-SEP2024	10/24/2024	NOTE PAD	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	14.22
Total AMAZON CAPITAL SERVICES:				14.22
AT&T				
262248865611-	11/13/2024	MONTHLY PHONE BILL-NOV	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	115.76
Total AT&T:				115.76
CAPITAL ONE				
1659218155	11/19/2024	LAB DIARY	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	7.48
1659218155	11/19/2024	AIR FRESHNER, CPY PPR, KITC	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	47.26
1659218155	11/19/2024	VACUUM AND PLASTIC BINS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	48.28
1659218155	11/19/2024	PENCIL CUP, STAPLER MED. LI	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	43.42
Total CAPITAL ONE:				146.44
CHARTER COMMUNICATIONS				
152474701112	11/21/2024	INTERNET SERV.-DEC 2024	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.98

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CHARTER COMMUNICATIONS:				119.98
FNBO				
5589-NOV 202	12/04/2024	DOMAIN RENEWAL	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	45.34
5589-NOV 202	12/04/2024	REG OF DEEDS- 6" WM MAIN S	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	6.00
5589-NOV 202	12/04/2024	PHONE SERVICE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	134.18
Total FNBO:				185.52
MARTIN GROUP				
1312763	11/20/2024	CONTRACT CHARGE-11/20/24-1	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	156.13
Total MARTIN GROUP:				156.13
ODP BUSINESS SOLUTIONS LLC				
393089280001	11/12/2024	CHAIR MAT	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	130.51
393784187001	11/15/2024	FLOOR MAT-CHAIR	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	77.85
393786102001	11/15/2024	CHAIR MAT	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	66.24
Total ODP BUSINESS SOLUTIONS LLC:				274.60
PITNEY BOWES				
1026457821	11/20/2024	INK FOR POSTAGE METER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	91.29
Total PITNEY BOWES:				91.29
PITNEY BOWES BANK INC RESERVE ACCOUNT				
PB111824	11/18/2024	POSTAGE METER FUNDS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	750.00
Total PITNEY BOWES BANK INC RESERVE ACCOUNT:				750.00
PITNEY BOWES GLOBAL LEASE				
3319942438	11/11/2024	MAIL MACHINE LEASE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	87.00
Total PITNEY BOWES GLOBAL LEASE:				87.00
RACHWAL, TYLER				
RACHWAL121	12/10/2024	CDL RENEWAL REIM.-TYLER R	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	75.64
Total RACHWAL, TYLER:				75.64
US CELLULAR				
0689512288	11/04/2024	MONTHLY CHARGES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	254.84
Total US CELLULAR:				254.84
WI DEPT OF ADMINISTRATION				
505-00000957	11/12/2024	IRONPORT ACCT FEE 10/24	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.05
Total WI DEPT OF ADMINISTRATION:				3.05
CLEAN WATER ENGINEERING LLC				
1081	12/04/2024	NOV 24 CROSS CONNECTION I	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,620.00
Total CLEAN WATER ENGINEERING LLC:				1,620.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
FNBO				
5589-NOV 202	12/04/2024	ADOBE PRO SUBSCRIPTION	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	126.54
Total FNBO:				126.54
KAPUR & ASSOCIATES INC				
129223	12/04/2024	W.RIVER CULVERTS	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	196.25
Total KAPUR & ASSOCIATES INC:				196.25
VELOCITY				
2024166	11/21/2024	AV & OFFICE LICENSES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	529.33
2024167	11/21/2024	IT SUPPORT	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	427.50
Total VELOCITY:				956.83
CAPITAL ONE				
1659218155	11/19/2024	TV CONFERENCE ROOM	62-00-00-93000 MISCELLANEOUS GENERAL EXP	316.87
Total CAPITAL ONE:				316.87
HOME DEPOT CREDIT SERVICES				
6015657	11/06/2024	DYNAFLEX	62-00-00-93000 MISCELLANEOUS GENERAL EXP	12.56
Total HOME DEPOT CREDIT SERVICES:				12.56
WI RURAL WATER ASSN				
S6701	12/01/2024	ANNUAL MEMBERSHIP	62-00-00-93000 MISCELLANEOUS GENERAL EXP	550.00
Total WI RURAL WATER ASSN:				550.00
DUNN LUMBER				
1899169	11/20/2024	CONSTRUCTION ADHESIVE OF	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	9.98
1904331	11/26/2024	WOOD STAIN	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	26.99
1904438	11/26/2024	WOOD STAIN OFFICE REMODE	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	10.99
199456	11/26/2024	WOOD STAIN- CREDIT FOR 190	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	26.99-
Total DUNN LUMBER:				20.97
E-CONOLIGHT LLC				
1554306	11/18/2024	ECONOLIGHT REMAINING BAL	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	13.20-
Total E-CONOLIGHT LLC:				13.20-
FNBO				
5589-NOV 202	12/04/2024	OFFICE REMODEL-OUTLETS, S	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	139.15
5589-NOV 202	12/04/2024	OFFICE OUTLETS AND SWITCH	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	185.23
Total FNBO:				324.38
AMAZON CAPITAL SERVICES				
89C4-SEP2024	10/24/2024	MIRROR FOR METER VAN	62-00-00-93300 TRANSPORTATION EXPENSE	29.38
Total AMAZON CAPITAL SERVICES:				29.38
Total 62:				37,849.10

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Grand Totals:				117,542.41

Customer Ref + 178.48
117,720.89

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: December 2024 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Staff distributed the Revised Lead and Copper Rule's required customer notifications and have since performed approximately 30 customer-requested site visits to verify our construction records and materials used for their water service.

The Utility completed a curb stop replacement for a water service on Grant St. and will be performing a main valve replacement on Baker St. during the week of December 16th.

WASTEWATER OPERATIONS

The Big Foot Lift Station Forcemain Replacement Project continues going well and is winding toward completion. The new force main was put into service on December 9th and the LaGrange Drive force main realignment and reconnection was completed on the 10th and 11th. Crews are working to finalize the preliminary restoration and demobilization for the winter. The contractor is currently running approximately 3-4 weeks ahead of the first 2 project milestones and the deadline for final completion is May 15th.

OFFICE & ADMINISTRATION

The Utility Office renovation project has been completed and we are in the final stages of reorganization and reoccupying the refreshed space.

The disconnection process for 3rd Quarter delinquencies was completed during the weeks of November 25th and December 2nd.

The 4th quarter billing is underway and we anticipate that bills will be sent out on December 30th, and they will be due on January 20, 2025.

9. **Scope of Services – CTH H Utility Improvements**

As reported earlier this year, the County Highway Department is planning for a pavement improvement project to be completed on Hwy H starting at George St. and extending just west of E. Geneva Sq. The Utility has identified improvements that are desired for completion ahead of the paving work, which would tentatively be completed in the late winter and early spring months of 2026.

To coordinate these utility improvements with the County, project plan development and bidding are required to begin in 2025 and early 2026. Staff requested that MSA Professional Services develop a scope of services to move the project through survey, design, and bidding. Should the Utility choose to pursue the project after receipt of bids, an additional scope of services would be required to provide construction-related services.

Action is recommended to approve the scope of design and bidding services provided by MSA Professional Services for the Highway H Reconstruction Project.

10. **Change Order Request #1 – BFLS Force Main Replacement Project**

As part of the completion of the subject improvements, it was noted that a manhole structure that was identified on the plans was inadvertently excluded from the bid quantities. Prior to the start of construction, the Contractor provided the Utility with a price for the structure, similar to those bid in other areas of the project, and the structure was subsequently installed during construction.

A formal change order request was prepared by the Contractor, which was reviewed by the project engineer and Utility staff and is included in packets for Commission review.

Action is recommended to approve Change Order #1 for the Big Foot Lift Station Force Main Replacement Project.

11. **Pay Application #1 – BFLS Force Main Replacement Project**

The Contractor has submitted an application for payment for portions of work completed for the subject project. Field quantities have been reviewed by the project engineer and Utility staff, a summary of which is included in packets for Commission review.

Action is recommended to approve Payment Application #1 for the Big Foot Lift Station Force Main Replacement Project.

12. **White River Culvert Replacement Project**

Staff has prepared a separate memo regarding this item, a copy of which is included in packets for Commission review.

PROJECT DESCRIPTION
Walworth County (County) is planning to reconstruct CTH H between the George St/CTH H intersection and East Geneva Square. Joe Kroll from Walworth County noted the project schedule as follows:

- Preliminary plans in Q1 of 2025
- 60% plans in August/September 2025
- Final plans in November/December 2025
- Bid January 2026

The Lake Geneva Utility Commission (Utility) intends to address aging infrastructure, including watermain and sanitary sewer, as part of the reconstruction project. In consultation with the County, their preference is for utility improvements to be completed prior to the commencement of the CTH H reconstruction project. Therefore, the utility improvements project must be completed by the Spring of 2026, at the latest.

The general scope of the project is summarized below and is noted on Exhibit 1 (see attached):

<u>Water</u>

- Abandon the existing 6-inch watermain from Williams St to Sage St.
  - Reconnect six existing water services in this area
- Install a new watermain crossing at Center St. This crossing will connect the existing 12-inch watermain on Sheridan Springs Rd to the existing 4-inch watermain on Center St.
- Install watermain connection at Sage St. Install new watermain east of Sage St connection; watermain to extend beyond the Brunk Industries building and reconnect to existing 6-inch watermain. This extension will allow for future watermain construction east of Brunk Industries.

<u>Sanitary Sewer</u>

- Eliminate three existing sanitary manholes (H6042, H6043, H6068) located at the Center St/Sheridan Springs Rd intersection.
- Install one sanitary manhole as replacement and reconnect to existing sanitary sewer piping.

ASSUMPTIONS
The following assumptions were used in the preparation of the engineering services:

- Plan preparation within the CTH H reconstruction limits will be based on topographic survey data to be provided by Walworth County.
- All existing and proposed utility improvements will be located within existing rights-of-way or easements obtained by the City.

DESIGN SERVICES…………………………………………………………………………………………..….(ESTIMATED FEE $36,500)

- Obtain electronic topographic survey information from Walworth County.
  - Field verify preliminary plan data provided by Walworth County
- Prepare preliminary plan and profile design of water main and sanitary sewer
- Attend one preliminary plan review meeting with Utility staff.
- Provide preliminary plans, details and quantity sheets and forward to Walworth County for review and comment.
- Attend two review meetings with Walworth County.
- Attend one public involvement meeting.

- Prepare and forward updated cost estimate based on final plans.
- Prepare and submit work-in-ROW permit on behalf of the Utility.
- Prepare and submit WDNR permits on behalf of the Utility.
- Complete in-house quality review prior to issuance of final documents.
- Contract administration, correspondence and reimbursable expenses (fax, postage, copies and mileage).

BIDDING SERVICES……(ESTIMATED FEE $3,500)

- Distribute an electronic copy in pdf format of final plans and specifications to interested contractors upon request. Bidding will be completed online through quest
- Respond to contractor questions regarding plans and specifications.

<u>Additional Services</u>

The following services are not included in the Proposed Engineering Services as outlined above and are available upon request:

- Additional meetings
- Construction related services.
- Property acquisition services, property research, survey and/or easement description preparation.

Estimated Fee

DESIGN SERVICES	$36,500
BIDDING SERVICES	$3,500
CONSTRUCTION RELATED SERVICES	Can be provided at Utility's request
TOTAL	**$40,000**

Exhibit 1 - Lake Geneva Utility Improvements for CTH Reconstruction Project- Water

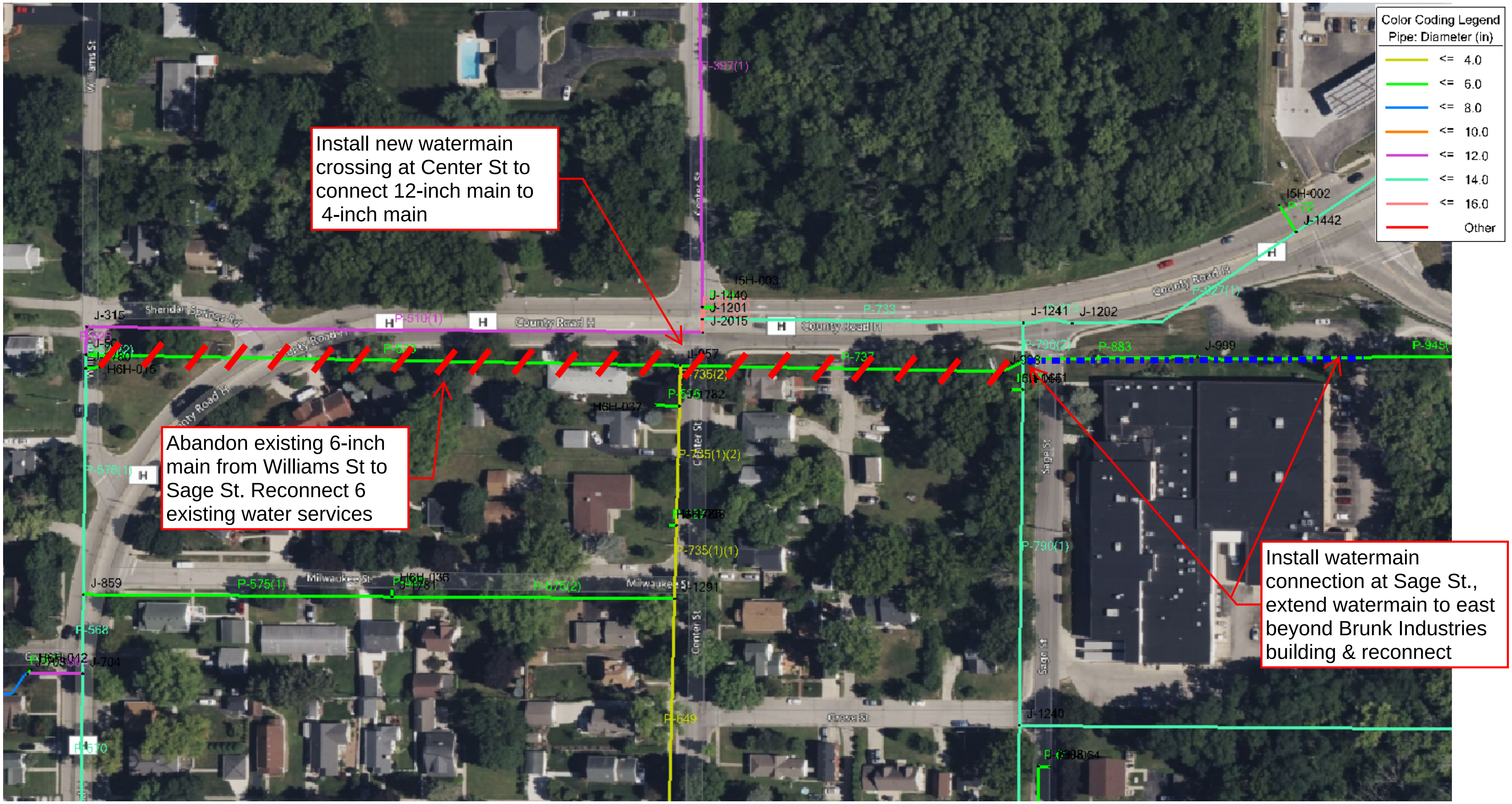
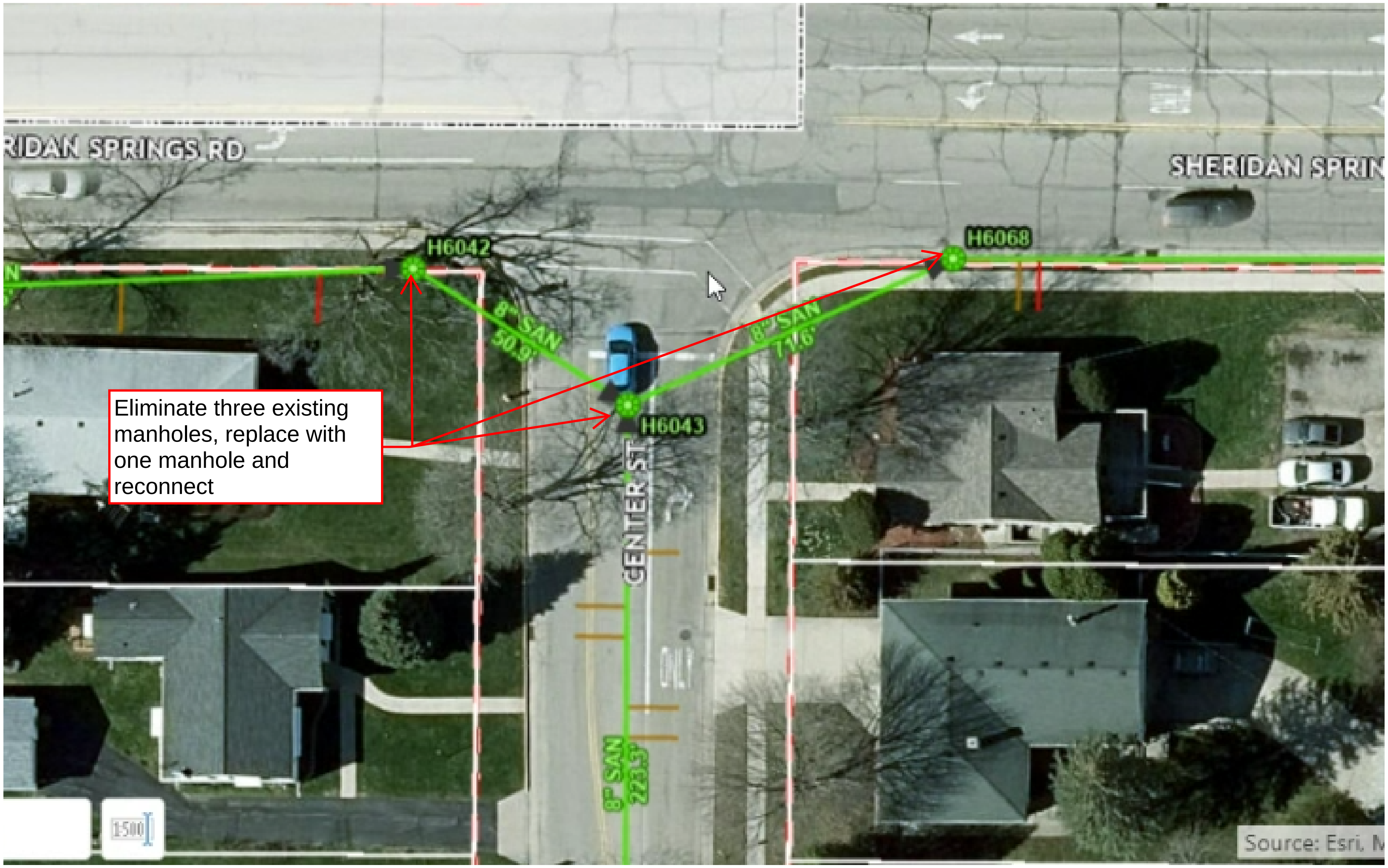


Exhibit 1 - Lake Geneva Utility Improvements for CTH Reconstruction Project- Sanitary Sewer



CHANGE ORDER NO.1:

Owner:	Lake Geneva Utility Commission	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	07815012
Contractor:	PTS Contractors, Inc	Contractor's Project No.:	
Project:	Big Foot Force Main Replacement		
Contract Name:	Lake Geneva Utility Commission – Big Foot Force Main Replacement		
Date Issued:	11/20/2024	Effective Date of Change Order:	11/20/2024

The Contract is modified as follows upon execution of this Change Order:

Description: Gravity Sanitary Manholes

Attachments: N/A

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 1,152,700.00	Original Contract Times: Substantial Completion: No change Ready for final payment: No change
~~**[Increase] [Decrease]** from previously approved Change Orders No. 1 to No. **[Number of previous Change Order]**:~~ ~~$~~	~~**[Increase] [Decrease]** from previously approved Change Orders No.1 to No. **[Number of previous Change Order]**:~~ ~~Substantial Completion:~~ ~~Ready for final payment:~~
Contract Price prior to this Change Order: $ 1,152,700.00	Contract Times prior to this Change Order: Substantial Completion: No Change Ready for final payment: No Change
[Increase] [~~Decrease~~] this Change Order: $ 24,806.25	**[Increase] [~~Decrease~~]** this Change Order: $24,806.25 Substantial Completion: No Change Ready for final payment: No Change
Contract Price incorporating this Change Order: $ 1,177,506.25	Contract Times with all approved Change Orders: Substantial Completion: No Change Ready for final payment: No Change

	Recommended by Engineer (if required)	Accepted by Contractor
By:	Terri Meyerhofer Theresa Meyerhofer, PE Digitally signed by Theresa Meyerhofer, PE DN: cn=Theresa Meyerhofer, PE, c=US, o=MSA Professional Services, Inc., ou=Public Works, email=tmeyerhofer@msa-ps.com Reason: I am the author of this document Location: Milwaukee, WI Date: 2024.12.03 16:06:23 -06'00'	Casey Ashman
Title:	Project Manager	Controller
Date:	11/20/2024	12/03/2024
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

Contractor's Application for Payment

Owner:	Lake Geneva Utility Commission	**Owner's Project No.:**	
Engineer:	MSA Professional Services, Inc.	**Engineer's Project No.:**	07815012
Contractor:	PTS Contractors, Inc.	**Contractor's Project No.:**	
Project:	Big Foot Force Main Replacement		
Contract:	Big Foot Force Main Replacement		

Application No.: 1 **Application Date:** 11/19/2024

Application Period: **From** 9/17/2024 **to** 11/19/2024

1. Original Contract Price	$	1,152,700.00
2. Net change by Change Orders	$	24,806.25
3. Current Contract Price (Line 1 + Line 2)	$	1,177,506.25
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	727,990.38
5. Retainage		
a. 5% X $ 727,990.38 Work Completed	$	36,399.52
b. X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	36,399.52
6. Amount eligible to date (Line 4 - Line 5.c)	$	691,590.86
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application	$	691,590.86
9. Balance to finish, including retainage (Line 3 - Line 4)	$	449,515.87

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: PTS Contractors, Inc. Casey Ashman

Signature: Casey Ashman **Date:** 12/03/2024

Recommended by Engineer

By: Theresa Meyerhofer, PE

Digitally signed by Theresa Meyerhofer, PE DN: cn=Theresa Meyerhofer, PE, c=US, o=MSA Professional Services, Inc., ou=Public Works, email=tmeyerhofer@msa-ps.com Reason: I have reviewed this document Location: Milwaukee, WI Date: 2024.12.03 16:10:11 -06'00'

Title:

Date:

Approved by Owner

By:

Title:

Date:

Approved by Funding Agency

By:

Title:

Date:

By:

Title:

Date:

Progress Estimate - Unit Price Work | **Contractor's Application for Payment**

Owner:	Lake Geneva Utility Commission	**Owner's Project No.:**	
Engineer:	MSA Professional Services	**Engineer's Project No.:**	7815012
Contractor:	PTS Contractors, Inc.	**Contractor's Project No.:**	
Project:	Big Foot Force Main Replacement		
Contract:	Lake Geneva Utility Commission - Big Foot Force Main Replacement		

Application No.: 1 **Application Period:** From 09/17/24 to 11/19/24 **Application Date:** 11/19/24

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
	Original Contract										
1	Mobilization, Bonds & Insurance	1	LS	142,502.50	142,502.50	0.50	71,251.25		71,251.25	50%	71,251.25
2	Traffic Control	1	LS	23,350.00	23,350.00	0.50	11,675.00		11,675.00	50%	11,675.00
3	Erosion Control	1	LS	8,350.00	8,350.00	0.50	4,175.00		4,175.00	50%	4,175.00
4	Utility Line Opening (ULO)	47	EA	530.00	24,910.00	55.00	29,150.00		29,150.00	117%	(4,240.00)
5	Dewatering	1	LS	1.00	1.00	1.00	1.00		1.00	100%	-
6	Clearing & Grubbing	1	LS	6,550.00	6,550.00	1.00	6,550.00		6,550.00	100%	-
7	Concrete Curb & Gutter Removal	30	LF	27.00	810.00	-	-		-	0%	810.00
8	Concrete Drainage Flume Removal	80	LF	27.00	2,160.00	-	-		-	0%	2,160.00
9	Concrete Driveway Removal (Undistributed)	480	SF	4.00	1,920.00	-	-		-	0%	1,920.00
10	Asphalt Pavement Removal	1,825	SY	1.50	2,737.50		-		-	0%	2,737.50
11	Remove Storm Pipe (12-Inch PVC)	60	LF	14.00	840.00	-	-		-	0%	840.00
12	Salvage Existing Riprap	14	SY	135.00	1,890.00		-		-	0%	1,890.00
13	Remove & Salvage Fence	1	LS	3,275.00	3,275.00	-	-		-	0%	3,275.00
14	Concrete Curb & Gutter, 30-Inch	30	LF	106.00	3,180.00	-	-		-	0%	3,180.00
15	Concrete Drainage Flume	75	LF	101.00	7,575.00	-	-		-	0%	7,575.00
16	Concrete Driveway Apron, 6-Inch Thick (Undistributed)	480	SF	12.00	5,760.00	-	-		-	0%	5,760.00
17	Asphaltic Pavement, Type 4MT 58-28S	540	TON	197.00	106,380.00		-		-	0%	106,380.00
17a	Temporary Patch (Asphaltic Cold Patch or Concrete)	1,825	SY	1.00	1,825.00		-		-	0%	1,825.00
18	Dense Graded Base	1,220	TON	24.00	29,280.00	213.62	5,126.88		5,126.88	18%	24,153.12
19	Excavation Below Subgrade (EBS)	60	CY	40.00	2,400.00		-		-	0%	2,400.00
20	Breaker Run for EBS	120	TON	20.00	2,400.00		-		-	0%	2,400.00
21	Pavement Marking, Epoxy, 6-Inch Yellow	600	LF	9.00	5,400.00		-		-	0%	5,400.00
22	12-Inch PVC Storm Sewer	60	LF	210.00	12,600.00	-	-		-	0%	12,600.00
23	6-Inch DR11 HDPE Force Main	3,176	LF	133.00	422,408.00	3,176.00	422,408.00		422,408.00	100%	-
24	6-Inch 45-Degree Ductile Iron Bend	4	EA	690.00	2,760.00		-		-	0%	2,760.00
25	6-Inch 22.5-Degree Ductile Iron Bend	4	EA	680.00	2,720.00	2.00	1,360.00		1,360.00	50%	1,360.00
26	6-Inch 11.25-Degree Ductile Iron Bend	4	EA	685.00	2,740.00	4.00	2,740.00		2,740.00	100%	-
27	8-Inch PVC Sanitary Sewer	516	LF	192.00	99,072.00	516.00	99,072.00		99,072.00	100%	-
28	Connect to Existing Sanitary Sewer (Big Foot Lift Station)	1	LS	40,850.00	40,850.00		-		-	0%	40,850.00
29	Connect to Exisitng Sanitary Sewer (M7010)	1	LS	5,775.00	5,775.00	1.00	5,775.00		5,775.00	100%	-
30	Connect to Existing Force Main (La Grange Dr)	2	EA	11,500.00	23,000.00		-		-	0%	23,000.00
31	Air Release Manhole Structure, Complete (60-Inch)	2	EA	21,500.00	43,000.00	2.00	43,000.00		43,000.00	100%	-
32	Air Release Valve Assembly, Complete (6-Inch)	2	EA	22,350.00	44,700.00		-		-	0%	44,700.00
33	Bypass Piping Assembly, Complete (6-Inch)	1	EA	22,350.00	22,350.00		-		-	0%	22,350.00
34	Bypass Manhole Structure, Complete (7-Ft Dia.)	1	EA	20,550.00	20,550.00		-		-	0%	20,550.00
35	Trench Backfill, Force Main	350	TF	1.00	350.00		-		-	0%	350.00
36	Abandon Existing Force Main	1	LS	5,800.00	5,800.00		-		-	0%	5,800.00
37	Insulation, 2-Inch Thick	64	SF	6.00	384.00	150.00	900.00		900.00	234%	(516.00)
38	Bypass Pumping	1	LS	9,250.00	9,250.00		-		-	0%	9,250.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	Lake Geneva Utility Commission	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	7815012
Contractor:	PTS Contractors, Inc.	Contractor's Project No.:	
Project:	Big Foot Force Main Replacement		
Contract:	Lake Geneva Utility Commission - Big Foot Force Main Replacement		

Application No.: 1 Application Period: From 09/17/24 to 11/19/24 Application Date: 11/19/24

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		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
39	Salvage Topsoil, Seed, Fertilize, Mulch	880	SY	11.00	9,680.00		-		-	0%	9,680.00
40	2025 Turf Restoration Touch-up	45	SY	27.00	1,215.00		-		-	0%	1,215.00
					-		-		-		-
				Original Contract Totals	$ 1,152,700.00		$ 703,184.13	$ -	$ 703,184.13	61%	$ 449,515.87

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	Lake Geneva Utility Commission	Owner's Project No.:	
Engineer:	MSA Professional Services	Engineer's Project No.:	7815012
Contractor:	PTS Contractors, Inc.	Contractor's Project No.:	
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Application No.: 1 **Application Period:** From 09/17/24 to 11/19/24 **Application Date:** 11/19/24

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		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
					Change Orders						
41	3 Sanitary Manholes (Gravity) 33.75 VF	33.75	VF	735.00	24,806.25	33.75	24,806.25		24,806.25	100%	-
					-		-		-		-
					-		-		-		-
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					-		-		-		-
					-		-		-		-
				Change Order Totals	$ 24,806.25		$ 24,806.25	$ -	$ 24,806.25	100%	$ -
					Original Contract and Change Orders						
				Project Totals	$ 1,177,506.25		$ 727,990.38	$ -	$ 727,990.38	62%	$ 449,515.87

Lake Geneva Utility Commission

MUNICIPAL WATER AND WASTEWATER SERVICES

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

TO: Board of Utility Commissioners
FROM: Josh Gajewski, Utility Director
SUBJECT: White River Culvert Replacement Project

BACKGROUND

Over recent months, the Utility has worked with Engineering to prepare a work scope, plan set, and bidding documents necessary to complete the replacement of the culverts along the access road adjacent to Haskins Street.

Through the 2025 budget preparation and adoption process, staff suggested that the Utility approach the City to participate in the financial support of the project's completion, due to the multipurpose use of the access road. The Utility budgets were prepared with a 50/30/20 cost share between the Water Utility Wastewater Utility, and City, respectively, of the estimated $245,500 construction cost.

These cost shares do not include the preliminary engineering and the costs associated with construction management, which have been to date and are anticipated to remain solely funded by the Utility.

CURRENT ACTION

The project bidding documents have been prepared by our engineer and are nearing final staff review before they will be made available through an advertisement of bidding.

Staff believe it would be advantageous to obtain feedback from the City on their interest in participating in funding the project before the project is potentially awarded by the Commission, which is expected to be noticed for the January or February 2025 Commission meeting.

REQUESTED COMMISSION ACTION

Action is requested of the Commission to formally request the City's financial participation in the White River Culvert Replacement Project at a level of 20% of the final construction costs.