



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 APRIL 21, 2025 4:00 PM COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

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 March 17, 2025 as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of March 2025 Financials
7. Approval of March 2025 Bills
8. Directors Report
9. Discussion/Action on an appeal by Covenant Harbor for a denial of sewer credit issued by the Utility Director
10. Discussion/Action on an appeal by Pine Tree Motel for a denial of sewer credit issued by the Utility Director
11. Discussion/Action on outsourcing of utility billing printing and mailing to ABT Inc.
12. Discussion/Action on proposals for Sanitary Sewer Main CCTV work for 2025-27
13. Discussion/Action on a proposal from M.E. Simpson to perform a distribution system leak survey
14. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday March 17, 2025 4:00pm
Council Chambers, City Hall – 626 Geneva St

Call Meeting to Order – Krause called the meeting to order at 4:08pm

Roll Call – Krause, Stoodley, Fesenmaier, De Angelis, Binn & Marquardt Excused: Lyon

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 February 17, 2025 as prepared and distributed.
Binn/Marquardt motion to approve. Passed 6-0.

Acknowledgement of Correspondence

Gajewski reported that he received a Notice of Noncompliance from the WDNR in regard to the chloride standards issued in the Wastewater Utility’s WPDES permit. The notice was included in packets.

Approval of February 2025 Financials

Stoodley/Binn motion to approve. Passed 6-0.

Approval of February 2025 Bills

Binn/Marquardt motion to approve. Passed 6-0.

Director’s Report

Gajewski reviewed the submitted Director’s report and explained that the treatment plant has been plagued with high chloride levels for many years, so the issuance of a Notice of Noncompliance mid permit cycle was unexpected. Discussion was had on available options for reducing chlorides. To remove them at the source would rely on public awareness or the implementation of an ordinance requiring the use of only high efficiency water softeners or saltless softeners. Discussion followed. The different options available to remove chlorides at the treatment plant are reverse osmosis or microfiltration. Both of these options would require plant upgrades that cost millions of dollars.

Discussion/Action on Payment Request #1 submitted by RLP Diversified LLC for the White River Culvert Replacement Project

Stoodley/Marquardt motion to approve pay request #1. Approved 6-0. No discussion.

Discussion/Action on Resolution 2025-01 Amending the 2024 Water & Wastewater Utility Budgets

De Angelis/Binn motion to approve resolution 2025-01. Approved 6-0. No discussion.

Adjourn

Binn/Stoodley motion to adjourn at 4:24pm. Approved 6-0.

/s/ J Busch

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

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

3 / 2025

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget 25%	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	0	56,224	265,900	-209,676	21.1%	96,814	33,226
CUSTOMER SALES	504,466	550,757	2,147,937	-1,597,180	25.6%	455,690	454,794
OTHER REVENUE	1,054	5,202	14,500	-9,298	35.9%	3,499	2,784
CAPITAL CONTRIBUTIONS	11,936	19,769	77,211	-57,442	25.6%	29,467	25,812
TOTAL REVENUES	517,456	631,952	2,505,548	-1,873,596	25.2%	585,470	516,615
EXPENSES							
TOTAL OUTSIDE SERVICES	38,720	51,836	402,650	-350,814	12.9%	49,870	53,782
TOTAL OPERATING EXPENSES	1,605	6,648	48,340	-41,692	13.8%	9,188	7,456
TOTAL INSURANCE	0	0	40,272	-40,272	0.0%	0	2,820
TOTAL SALARY & BENEFITS	55,203	166,721	732,460	-565,740	22.8%	146,456	143,204
TOTAL LAB SUPPLIES	116	16,957	23,200	-6,243	73.1%	12,010	8,622
TOTAL MISCELLANEOUS EXPENSE	0	0	775	-775	0.0%	0	58
TOTAL MAINTENANCE	986	6,729	624,650	-617,921	1.1%	42,951	21,677
TOTAL OPERATION & MAINTENANCE EXPENSES	96,629	248,890	1,872,347	-1,623,457	13.3%	260,475	237,620
REVENUES OVER O&M EXPENSES	420,827	383,061	633,201	-250,140		324,996	278,995
TOTAL CAPITAL OUTLAY	45,615	353,081	1,165,100	-812,019	30.3%	13,625	31,002
REVENUES OVER TOTAL EXPENSES	375,212	29,980	-531,899	561,879		311,371	247,993
TOTAL CASH TRANSFERS	102,870	132,328	531,899	-399,571	24.9%	481,185	128,102
NET CHANGE IN CASH BALANCE	272,342	-102,348	-1,063,798	961,450		-169,814	119,891

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Wastewater Utility Fund Cash	-410,918	-110,513	-521,431
LGIP #10 - Capital Project Fund	3,820,006	42,196	3,862,202
LGIP #11 - Debt Service Fund	0	0	0
LGIP #12 - Impact Fee Fund	1,989,652	21,978	2,011,630
LGIP #13 - Equipment Replacement Fund	1,772,890	19,584	1,792,474
LGIP #14 - Wastewater Operating Reserves Fund	1,094	1,880	2,974
TOTAL WASTEWATER CASH AND INVESTMENT	7,172,724	-24,875	7,147,849

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

3 / 2025

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2024 Budget	YTD vs Budget	YTD % of Budget 25%	Prior YTD 2023	Prior YTD 5 Year Avg.
INTEREST EARNED	17,113	35,586	174,650	-139,064	20.4%	19,026	8,601
CUSTOMER SALES	1,528	2,501	1,849,500	-1,846,999	0.1%	-1,503	20,557
OTHER REVENUE	4,730	76,134	291,263	-215,129	26.1%	100,348	93,174
CAPITAL CONTRIBUTIONS	2,530	5,910	53,130	-47,220	11.1%	2,530	11,930
TOTAL REVENUES	25,901	120,131	2,368,543	-2,248,412	5.1%	120,401	134,262
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	2,002	5,057	77,000	-71,943	6.6%	815	4,697
TOTAL SOURCE OF SUPPLY - MAINTENANCE	1,566	2,133	14,015	-11,882	15.2%	1,512	1,441
TOTAL PUMPING EXPENSE - OPERATION	1,980	2,727	81,600	-78,873	3.3%	369	4,366
TOTAL PUMPING EXPENSE - MAINTENANCE	1,049	1,832	117,600	-115,768	1.6%	1,943	992
TOTAL WATER TREATMENT - OPERATION	4,015	12,386	110,200	-97,814	11.2%	2,003	8,650
TOTAL WATER TREATMENT - MAINTENANCE	7,891	15,559	152,200	-136,641	10.2%	1,986	12,245
TOTAL TRANS. & DISTRIBUTION - OPERATION	5,967	10,785	92,600	-81,815	11.6%	1,109	4,433
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	24,649	40,279	281,550	-241,271	14.3%	7,477	21,352
TOTAL CUSTOMER ACCOUNTS	8,887	14,871	83,350	-68,479	17.8%	4,152	9,239
TOTAL ADMIN & GENERAL OPERATIONS	42,951	101,196	544,375	-443,179	18.6%	33,767	53,555
TOTAL OTHER EXPENSES	25,000	50,000	251,000	-201,000	19.9%	23,500	39,900
TOTAL OPERATION & MAINTENANCE EXPENSES	125,956	256,825	1,805,490	-1,548,665	14.2%	78,633	160,868
REVENUES OVER O&M EXPENSES	-100,055	-136,694	563,053	-699,747		41,768	-26,606
TOTAL CAPITAL OUTLAY	114,001	111,944	857,600	-745,656	13.1%	33,390	23,167
REVENUES OVER TOTAL EXPENSES	-214,056	-248,638	-294,547	45,909		8,378	-49,773
TOTAL CASH TRANSFERS	68,935	87,408	-57,512	144,920	-152.0%	422,210	110,731
NET CHANGE IN CASH BALANCE	-282,992	-336,046	-237,035	-99,011		-413,832	-160,504

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Water Utility Fund Cash	477,183	-142,946	334,237
LGIP #1 - Capital Project Fund	2,492,464	8,421	2,500,885
LGIP #2 - Impact Fee Fund	1,214,468	84,072	1,298,541
LGIP #3 - Equipment Replacement Fund	873,340	2,951	876,291
LGIP #4 - Water Operating Reserves Fund	1,470	2,661	4,131
TOTAL WATER FUND CASH AND INVESTMENT	5,058,925	-44,840	5,014,085

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				
RLP DIVERSIFIED INC				
WR CULVERT-	03/10/2025	WR CULVERT REPL	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	41,182.50
Total RLP DIVERSIFIED INC:				41,182.50
MULCAHY/SHAW WATER INC				
326577	03/07/2025	SCUM PUMP #2-REPL	61-00-00-18540 BIO TRTMNT & DISP EQP PROCESS	13,484.20
Total MULCAHY/SHAW WATER INC:				13,484.20
R.N.O.W. INC				
2025-74563	04/02/2025	COLLECTION SYS CAMERA	61-00-00-18650 OTHER GENERAL EQUIPMENT	38,893.00
Total R.N.O.W. INC:				38,893.00
LAUTERBACH & AMEN LLP				
103171	04/04/2025	AUDIT-2025	61-00-00-52120 ACCTG CONSULTANT REES/AUDITING	6,825.00
Total LAUTERBACH & AMEN LLP:				6,825.00
ALLIANT ENERGY/WPL				
280954000025	04/01/2025	HASKINS ST SEWER PLANT	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	14,694.72
Total ALLIANT ENERGY/WPL:				14,694.72
SABEL MECHANICAL LLC				
250120	03/11/2025	INFL PUMP #6/REBUILT DUE TO	61-00-00-93601 MAINT-HEADWORKS EQUIP	7,840.55
Total SABEL MECHANICAL LLC:				7,840.55
TOTAL ENERGY SYSTEMS LLC				
INV135170	02/17/2025	BIGFOOT LS MAINT GENERATO	61-00-00-93800 MAINT-LIFT STATIONS	5,929.65
TOTAL ENERGY SYSTEMS LLC:				5,929.65
Total 61:				128,849.62
62				
RLP DIVERSIFIED INC				
WR CULVERT-	03/10/2025	WR CULVERT REPL	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	96,092.50
Total RLP DIVERSIFIED INC:				96,092.50
CORE & MAIN LP				
W738536	04/08/2025	3/45 METERS	62-00-00-34600 METERS	10,880.00
Total CORE & MAIN LP:				10,880.00
CLEAN WATER ENGINEERING LLC				
1087	03/31/2025	MARCH CCC INSPECTIONS	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	5,220.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total CLEAN WATER ENGINEERING LLC:				5,220.00
LAUTERBACH & AMEN LLP				
103171	04/04/2025	AUDIT-2025	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	6,825.00
Total LAUTERBACH & AMEN LLP:				6,825.00
Total 62:				119,017.50
Grand Totals:				247,867.12

Dated: _____

Mayor: _____

City Council: _____

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","01000013105"

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
01				
BABAYEV, EDUARD				
BABAYEV0317	03/17/2025	CUSTOMER REFUND-OVER PY	01-00-00-13105 UTILITY CASH CLEARING	82.81
Total BABAYEV, EDUARD:				82.81
NORTHERN MANAGEMENT				
NORTHERN04	04/15/2025	FINAL BILL-1112 WELLS ST #8 P	01-00-00-13105 UTILITY CASH CLEARING	62.62
Total NORTHERN MANAGEMENT:				62.62
REGELIN, RACHEL				
REGELIN0329	03/29/2025	OVERPAYMENT ON CLOSED A	01-00-00-13105 UTILITY CASH CLEARING	89.62
Total REGELIN, RACHEL:				89.62
RUER, ELISA				
RUER041525	04/15/2025	OVER PYMT ON CLOSED ACCT	01-00-00-13105 UTILITY CASH CLEARING	54.01
Total RUER, ELISA:				54.01
Total 01:				289.06
61				
MSA PROFESSIONAL SERVICES INC				
014562	03/25/2025	BFLS CRS 2-3/2025	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	1,918.37
014699	03/28/2025	HWY 50 DESIGN	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	332.50
Total MSA PROFESSIONAL SERVICES INC:				2,250.87
RLP DIVERSIFIED INC				
WR CULVERT-	03/10/2025	WR CULVERT REPL	61-00-00-10700 CONSTRUCTION WORK IN PROCESS	41,182.50
Total RLP DIVERSIFIED INC:				41,182.50
MULCAHY/SHAW WATER INC				
326577	03/07/2025	SCUM PUMP #2-REPL	61-00-00-18540 BIO TRTMNT & DISP EQP PROCESS	13,484.20
Total MULCAHY/SHAW WATER INC:				13,484.20
R.N.O.W. INC				
2025-74563	04/02/2025	COLLECTION SYS CAMERA	61-00-00-18650 OTHER GENERAL EQUIPMENT	38,893.00
Total R.N.O.W. INC:				38,893.00
MARTIN GROUP				
1316681	03/18/2025	KONICA PRINTER-NEW	61-00-00-18660 OFFICE FURNITURE AND COMPUTER	2,105.75
Total MARTIN GROUP:				2,105.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
NORTHERN LAKE SERVICE INC				
2503775	03/12/2025	QUARTERLY MW TESTING	61-00-00-52100 LABORATORY SERVICES	2,006.91
2503877	03/13/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2503913	03/13/2025	1ST QTR SLUDGE TST	61-00-00-52100 LABORATORY SERVICES	816.12
2504232	03/20/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2504676	03/28/2025	WKLY CHLORINE TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2505307	04/10/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
Total NORTHERN LAKE SERVICE INC:				4,094.67
LAUTERBACH & AMEN LLP				
103171	04/04/2025	AUDIT-2025	61-00-00-52120 ACCTG CONSULTANT REES/AUDITING	6,825.00
Total LAUTERBACH & AMEN LLP:				6,825.00
WE ENERGIES				
5396330478	03/11/2025	HASKINS ST DEWATERING BLD	61-00-00-52500 UTILITY-GAS-PLANT	277.27
5397514530	03/11/2025	HASKINS ST WEST BLDG-STOR	61-00-00-52500 UTILITY-GAS-PLANT	292.83
5397894447	03/11/2025	HASKINS ST WWTF-SEWER PL	61-00-00-52500 UTILITY-GAS-PLANT	604.74
5434246576	04/10/2025	HASKINS ST DEWATERING BLD	61-00-00-52500 UTILITY-GAS-PLANT	83.30
5434423380	04/10/2025	HASKINS ST WWTF-SEWER PL	61-00-00-52500 UTILITY-GAS-PLANT	247.87
5434738475	04/10/2025	HASKINS ST WEST BLDG-STOR	61-00-00-52500 UTILITY-GAS-PLANT	142.17
5395760986	03/10/2025	EDGEWOOD DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	11.80
5400624328	03/13/2025	LAGRANGE DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	19.19
5403304072	03/17/2025	CADENCE CIR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	9.57
5404480621	03/17/2025	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	14.65
Total WE ENERGIES:				1,703.39
ALLIANT ENERGY/WPL				
143875000025	04/01/2025	191 HASKINS ST DEWATER BLD	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	259.79
280954000025	04/01/2025	HASKINS ST SEWER PLANT	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	14,694.72
507753000025	04/01/2025	361 W MAIN ST SIGN	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	30.70
974671000025	04/01/2025	361 MAIN ST HALLWAY	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	91.80
055361000025	04/01/2025	361 MAIN ST CC LIFT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	71.53
141180000025	04/01/2025	LAGRANGE DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	165.51
277971000025	04/01/2025	MARIANE TER LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	55.36
307955000025	04/01/2025	MAXWELL ST LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	48.13
327113000025	04/01/2025	BAYVIEW DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	51.78
599411000025	04/01/2025	361 STATE ROAD 120 BIG FOOT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	256.04
712306593325	04/01/2025	CADENCE CIR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	118.14
962961000025	04/01/2025	EDGEWOOD DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	264.92
Total ALLIANT ENERGY/WPL:				16,108.42
WI DEPT OF ADMINISTRATION				
505-00000998	03/14/2025	IRON PORT FEE 2/25	61-00-00-53050 COMPUTER EXPENSE	3.05
Total WI DEPT OF ADMINISTRATION:				3.05
CHARTER COMMUNICATIONS				
152473801032	03/21/2025	INTERNET SERV @ WASTEWAT	61-00-00-53100 OFFICE SUPPLIES EXPENSE	119.99
Total CHARTER COMMUNICATIONS:				119.99
MARTIN GROUP				
1316950	03/28/2025	SVC CONTRCT-NEW COPIER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	79.50

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total MARTIN GROUP:				79.50
ODP BUSINESS SOLUTIONS LLC				
418259449001	04/04/2025	COPY PAPER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	22.25
Total ODP BUSINESS SOLUTIONS LLC:				22.25
AT&T				
262248865603	03/13/2025	MONTHLY SERVICE CHARGES-	61-00-00-53110 TELEPHONE EXPENSE	117.35
Total AT&T:				117.35
FNBO				
5589-FEB	03/03/2025	VONAGE-PHONE SVC	61-00-00-53110 TELEPHONE EXPENSE	134.27
5589-MAR 202	04/02/2025	VONAGE-PHONE SVC	61-00-00-53110 TELEPHONE EXPENSE	134.26
Total FNBO:				268.53
US CELLULAR				
0714736926	03/04/2025	MONTHLY PHONE SVC 3/4/25-4/	61-00-00-53110 TELEPHONE EXPENSE	138.38
0721313201	04/04/2025	MNTHLY PH SVC 4/4-5/3/25	61-00-00-53110 TELEPHONE EXPENSE	138.85
Total US CELLULAR:				277.23
CAPITAL ONE				
1661566032	03/19/2025	BRAKE CLR,3M WH FLT 2PX5	61-00-00-53500 OPERATIONS TOOLS & EQUIP	58.01
Total CAPITAL ONE:				58.01
VERIZON				
600000070791	04/01/2025	ASSET TRACKING 3/1-3/31/25	61-00-00-53520 OPERATIONS-VEHICLES	91.75
Total VERIZON:				91.75
EVERBRIDGE INC				
M86643	03/18/2025	NIXLE SERVICES 03/18/25-03/17	61-00-00-53990 MISCELLANEOUS EXPENSE	343.33
Total EVERBRIDGE INC:				343.33
CAPITAL ONE				
1661566032	03/19/2025	CLR CUTLERY,PAPER PLATES,	61-00-00-65000 OTHER OPERATING SUPPLIES-KITCH	60.42
Total CAPITAL ONE:				60.42
SECURIAN FINANCIAL GROUP INC				
MAY 2025 LIFE	04/04/2025	LIFE-APR -2025	61-00-00-92630 LIFE INSURANCE EXPENSE	11.75
Total SECURIAN FINANCIAL GROUP INC:				11.75
CAPITAL ONE				
1661566032	03/19/2025	CLEANING SUPP, GLASS CLEA	61-00-00-93500 MAINT-LAB BLDG	16.92
Total CAPITAL ONE:				16.92
UNITED LABORATORIES				
INV431860	03/28/2025	PINK MARVEL	61-00-00-93502 MAINT-DIGESTER & AER/TRANS BLD	118.92

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total UNITED LABORATORIES:				118.92
SABEL MECHANICAL LLC				
250117	02/27/2025	INFL PUMP #3, REBUILT DUE T	61-00-00-93601 MAINT-HEADWORKS EQUIP	4,195.19
250120	03/11/2025	INFL PUMP #6/REBUILT DUE TO	61-00-00-93601 MAINT-HEADWORKS EQUIP	7,840.55
Total SABEL MECHANICAL LLC:				12,035.74
JC CROSS COMPANY				
74245	03/21/2025	DIGESTER BLOWERS MAINT.	61-00-00-93602 MAINT-DIGESTERS EQUIP	219.70
Total JC CROSS COMPANY:				219.70
QUALITY STATE OIL				
63006760	03/26/2025	CLARIFIER MAINT. OIL CHANGE	61-00-00-93603 MAINT-PROCESS EQUIP	280.00
Total QUALITY STATE OIL:				280.00
DUNN LUMBER				
1972342	03/18/2025	EFFL PUMP/PIPING PNT PROJ	61-00-00-93604 MAINT-EFFLUENT EQUIP	13.98
Total DUNN LUMBER:				13.98
ELECTRO-SENSORS, INC				
1444889	04/02/2025	FIXED CONVEYOR MAINT	61-00-00-93607 MAINT-DEWATERING-B/PRESS EQUIP	192.22
Total ELECTRO-SENSORS, INC:				192.22
BUMPER TO BUMPER				
662-498378	04/03/2025	SVC GAGE/AIR CHUCK-TIRE M	61-00-00-93700 MAINT-VEHICLES & EQUIP	44.08
Total BUMPER TO BUMPER:				44.08
ITU ABSORBTECH INC				
8509843	03/28/2025	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	33.58
Total ITU ABSORBTECH INC:				33.58
UNITED LABORATORIES				
INV431860	03/28/2025	SOLV-ALL SOLAR SOLVENT DE	61-00-00-93700 MAINT-VEHICLES & EQUIP	209.94
Total UNITED LABORATORIES:				209.94
TOTAL ENERGY SYSTEMS LLC				
INV134612	02/05/2025	BIGFOOT LS GEN MAINT-SVC C	61-00-00-93800 MAINT-LIFT STATIONS	1,384.00
INV135170	02/17/2025	BIGFOOT LS MAINT GENERATO	61-00-00-93800 MAINT-LIFT STATIONS	5,929.65
TOTAL ENERGY SYSTEMS LLC:				7,313.65
UNITED LABORATORIES				
INV431860	03/28/2025	VERMIN VANQUISHER REPELL	61-00-00-93800 MAINT-LIFT STATIONS	258.00
Total UNITED LABORATORIES:				258.00
ALLIANT ENERGY/WPL				
252422000025	04/01/2025	E STATE ROAD 50 GATE	61-00-00-93820 MAINT-RECEIVING STATION	16.70

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
054885000025	04/01/2025	E STATE ROAD 50 SEEPAGE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	105.63
Total ALLIANT ENERGY/WPL:				122.33
CERTIFIED LABORATORIES				
9087880	03/21/2025	ANTISEIZE	61-00-00-93910 MAINTENANCE-OTHER	124.48
Total CERTIFIED LABORATORIES:				124.48
Total 61:				149,084.50
62				
MSA PROFESSIONAL SERVICES INC				
014699	03/28/2025	HWY 50 DESIGN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	332.50
Total MSA PROFESSIONAL SERVICES INC:				332.50
RLP DIVERSIFIED INC				
WR CULVERT-	03/10/2025	WR CULVERT REPL	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	96,092.50
Total RLP DIVERSIFIED INC:				96,092.50
ULINE INC				
191138079	04/02/2025	OFFICE STORAGE FURN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	860.52
Total ULINE INC:				860.52
CORE & MAIN LP				
W617848	03/18/2025	8" REPAIR CLAMPS	62-00-00-15000 MATERIAL-SUPPLIES	438.36
W655203	03/26/2025	4" DI PIPE,4" PVC PIPE	62-00-00-15000 MATERIAL-SUPPLIES	1,032.00
W658485	03/25/2025	1 1/2 " CURB STOP	62-00-00-15000 MATERIAL-SUPPLIES	462.34
W738536	04/08/2025	3/45 METERS	62-00-00-34600 METERS	10,880.00
Total CORE & MAIN LP:				12,812.70
MARTIN GROUP				
1316681	03/18/2025	KONICA PRINTER-NEW	62-00-00-39110 OFFICE FURN-COMPUTERS	2,105.75
Total MARTIN GROUP:				2,105.75
ALLIANT ENERGY/WPL				
145511000025	04/01/2025	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	1,344.80
327391000025	04/01/2025	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	547.42
348370000025	04/01/2025	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	534.48
972745000025	04/01/2025	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	394.11
Total ALLIANT ENERGY/WPL:				2,820.81
WE ENERGIES				
5397642152	03/11/2025	HASKINS ST WELLHOUSE #5	62-00-00-60300 MISC EXPENSES & UTILITY	120.18
5397838513	03/11/2025	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	41.06
5434276421	04/10/2025	HASKINS ST WELLHOUSE #5	62-00-00-60300 MISC EXPENSES & UTILITY	73.06
Total WE ENERGIES:				234.30
FNBO				
5589-FEB	03/03/2025	MENARDS-PVC PIPE-WELLHOU	62-00-00-61400 WELLS MAINTENANCE	62.99

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total FNBO:				62.99
ALLIANT ENERGY/WPL				
347962000025	04/01/2025	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	151.23
576425000025	04/01/2025	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	4,537.65
717061000025	04/01/2025	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	228.18
Total ALLIANT ENERGY/WPL:				4,917.06
WE ENERGIES				
5397613552	03/11/2025	CENTER ST BOOSTER STN	62-00-00-62300 PUMPING POWER PURCHASED	66.13
5397832870	03/11/2025	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	918.86
5435350993	04/10/2025	CENTER ST BOOSTER STN	62-00-00-62300 PUMPING POWER PURCHASED	45.03
5435400201	04/10/2025	WATER DEPT MAIN BLDG	62-00-00-62300 PUMPING POWER PURCHASED	530.12
Total WE ENERGIES:				1,560.14
ALLIANT ENERGY/WPL				
974671000025	04/01/2025	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	91.80
Total ALLIANT ENERGY/WPL:				91.80
NORTHERN LAKE SERVICE INC				
2504436	03/24/2025	MANGANESE MONTHLY TESTI	62-00-00-64200 LABOR & EXPENSES (LAB)	44.37
Total NORTHERN LAKE SERVICE INC:				44.37
WI STATE LABORATORY OF HYGIENE				
804737	03/31/2025	FLOURIDE SPLIT-MAR 2025	62-00-00-64200 LABOR & EXPENSES (LAB)	31.00
Total WI STATE LABORATORY OF HYGIENE:				31.00
PECK & WEIS HEATING & COOLING				
I-67558-2	01/10/2025	HVAC SVC-PLT B CHEM RM LA	62-00-00-65100 PLANT MAINTENANCE	140.00
Total PECK & WEIS HEATING & COOLING:				140.00
SABEL MECHANICAL LLC				
250199	03/20/2025	DECENT PUMP REPAIR	62-00-00-65200 MAINT WATER TREATMENT EQUIP	1,197.79
Total SABEL MECHANICAL LLC:				1,197.79
ALLIANT ENERGY/WPL				
098433000025	04/01/2025	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	79.51
520171000025	04/01/2025	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	156.30
Total ALLIANT ENERGY/WPL:				235.81
CERTIFIED LABORATORIES				
9087880	03/21/2025	ANTISEIZE	62-00-00-67500 MAINT SERVICES & CURB BOX	124.48
Total CERTIFIED LABORATORIES:				124.48
HAWLEY ASPHALT				
195985	03/24/2025	ASPHALT PATCH CENTER ST S	62-00-00-67500 MAINT SERVICES & CURB BOX	900.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total HAWLEY ASPHALT:				900.00
DUNN LUMBER				
1993190	04/14/2025	METER SUPPLIES	62-00-00-67600 MAINT OF METERS	43.93
Total DUNN LUMBER:				43.93
AT&T				
262248865603	03/13/2025	MONTHLY SERVICE CHARGES-	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	117.35
Total AT&T:				117.35
CAPITAL ONE				
1661566032	03/19/2025	BRAKE CLR,3M WH FLT 2PX5	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	103.88
Total CAPITAL ONE:				103.88
CHARTER COMMUNICATIONS				
152474701032	03/21/2025	INTERNET SERV.-MAR2025	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.99
Total CHARTER COMMUNICATIONS:				119.99
FNBO				
5589-FEB	03/03/2025	VONAGE-PHONE SVC	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	134.26
5589-FEB	03/03/2025	WALCO-VISTA DEL LAGO COND	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	67.00
5589-MAR 202	04/02/2025	VONAGE-PHONE SVC	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	134.27
Total FNBO:				335.53
MARTIN GROUP				
1316950	03/28/2025	SVC CONTRCT-NEW COPIER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	79.49
Total MARTIN GROUP:				79.49
ODP BUSINESS SOLUTIONS LLC				
418259449001	04/04/2025	COPY PAPER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	22.24
Total ODP BUSINESS SOLUTIONS LLC:				22.24
RACHWAL, TYLER				
RACHWAL041	04/14/2025	WOC-5/2025-5/2028	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	45.00
RACHWAL041	04/14/2025	MWOC-4/2025-4/2028	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	45.00
Total RACHWAL, TYLER:				90.00
US CELLULAR				
0714736926	03/04/2025	MONTHLY PHONE SVC 3/4/25-4/	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	256.99
0721313201	04/04/2025	MNTHLY PH SVC 4/4-5/3/25	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	257.86
Total US CELLULAR:				514.85
WI DEPT OF ADMINISTRATION				
505-00000998	03/14/2025	IRON PORT FEE 2/25	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.06
Total WI DEPT OF ADMINISTRATION:				3.06

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
CLEAN WATER ENGINEERING LLC				
1087	03/31/2025	MARCH CCC INSPECTIONS	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	5,220.00
Total CLEAN WATER ENGINEERING LLC:				5,220.00
LAUTERBACH & AMEN LLP				
103171	04/04/2025	AUDIT-2025	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	6,825.00
Total LAUTERBACH & AMEN LLP:				6,825.00
AURORA MEDICAL GROUP				
56934	03/02/2025	GEHRLEIN-DRUG SCREEN	62-00-00-92600 EMPLOYEE PENSIONS & BENEFITS	53.00
Total AURORA MEDICAL GROUP:				53.00
SECURIAN FINANCIAL GROUP INC				
MAY 2025 LIFE	04/04/2025	LIFE-APR -2025	62-00-00-92630 LIFE INSURANCE EXPENSE	14.14
Total SECURIAN FINANCIAL GROUP INC:				14.14
A+ GRAPHICS & PRINTING				
47463	03/27/2025	DOOR HOURS DECAL	62-00-00-93000 MISCELLANEOUS GENERAL EXP	150.84
Total A+ GRAPHICS & PRINTING:				150.84
EVERBRIDGE INC				
M86643	03/18/2025	NIXLE SERVICES 03/18/25-03/17	62-00-00-93000 MISCELLANEOUS GENERAL EXP	343.32
Total EVERBRIDGE INC:				343.32
FNBO				
5589-FEB	03/03/2025	REWARDS CREDIT	62-00-00-93000 MISCELLANEOUS GENERAL EXP	100.00-
Total FNBO:				100.00-
HOME DEPOT CREDIT SERVICES				
2612326	03/10/2025	SCREWS	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	12.93
5010381	03/17/2025	CRPT TRIM/GRAB HOOK	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	18.65
6020892	03/06/2025	CARPET TRIM/FLANGE/OAK CR	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	30.98
6163257	03/06/2025	PLYWOOD	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	11.62
Total HOME DEPOT CREDIT SERVICES:				74.18
VERIZON				
600000070791	04/01/2025	ASSET TRACKING 3/1-3/31/25	62-00-00-93300 TRANSPORTATION EXPENSE	91.75
Total VERIZON:				91.75
Total 62:				138,667.07
Grand Totals:				288,040.63

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Invoice Detail.GL account (2 Characters) = "61","62","01000013105"



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: April 2025 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Staff completed the last of the iron decant remediation needed in the White River during the week of March 17th. The final report necessary for closeout will be sent to the DNR by the end of April.

Crews started spring hydrant flushing during the week of April 14th, which is scheduled to continue through approximately April 25th.

WASTEWATER OPERATIONS

The spring land application of biosolids was completed the week of April 13th.

The Utility's response to the DNR's NON was submitted and has since been reviewed and found to satisfy the requirements outlined by the Department. A copy of the Utility response was distributed to the Commission for use in upcoming discussions regarding the Utility's chloride reduction program.

A walkthrough was completed in early April for the Big Foot Lift Station Forcemain Replacement Project. A punch list is being finalized and will be presented to the contractor to address, with the project's closeout hoped for completion by June.

The CCTV camera unit has been delivered and has already been put to work surveying storm sewer piping for the DPW, as well as within the Vistas development to determine the location of a newly constructed sanitary sewer lateral.

OFFICE & ADMINISTRATION

First quarter collections are nearing an end, with bills being due on April 20th. Past due notices will be sent out the week of the 21st, and disconnections are scheduled for May 20th.

Staff have been working with L&A to submit the last of their requested information to complete the annual audit and PSC report.

APRIL 2025 UTILITY COMMISSION AGENDA - BACKGROUND INFORMATION

9. COVENANT HARBOR APPEAL OF SEWER CREDIT DENIAL

An application for a sewer credit was submitted on behalf of Covenant Harbor for one of the bills they were issued for the 1st quarter. The account at issue was found to have excessive use during the billing period, and the Utility initiated contact with the customer to advise them of the high usage. The customer acknowledged a leak in the building plumbing and the necessary repairs had been made. The resulting bill prompted the customer to apply for a sewer credit, given that the leaked water had not entered the sanitary sewer system. After review by the Utility Director, the sewer credit application was denied, as the Utility's policy allows one credit per property in five years, and the property received a credit during the 1st quarter of 2022.

The customer was notified of the Utility Director's decision and has since requested the appeal process be initiated, as allowed by the Utility's policy.

Action is requested by the Commission to review the denial decision and determine whether it should be upheld or overturned to issue a sewer credit to the customer.

10. PINE TREE MOTEL APPEAL OF SEWER CREDIT DENIAL

An application for a sewer credit was submitted on behalf of Pine Tree Motel for the bill issued for the 1st quarter utility services. The customer had contacted the Utility in December to question low water pressure at several buildings on the property. During the Utility's site survey, it was found that a water service was actively leaking, causing the low water pressure issue. Additionally, the Staff were able to determine that the leaking service found a sewer pipe defect or was following the trench line, allowing it to enter the sanitary sewer system. The customer contracted for the required repairs to be made approximately 3 weeks after discovery. The resulting bill prompted the customer to apply for a sewer credit to provide financial relief. After review by the Utility Director, the sewer credit application was denied, as the Utility's policy only allows for a credit when water leaks do not enter the sanitary sewer system.

The customer was notified of the Utility Director's decision and has since requested the appeal process be initiated, as allowed by the Utility's policy.

Action is requested by the Commission to review the denial decision and determine whether it should be upheld or overturned to issue a sewer credit to the customer.

11. UTILITY BILLING OUTSOURCING – PROPOSAL BY ABT INC.

A separate staff memo has been prepared by Jo Busch, Utility Coordinator, which is included in the meeting packet for Commission review.

Action is recommended for the Commission to authorize the outsourcing of printing and mailing services for the Utility's customer billings to ABT Inc.

12. PROPOSALS FOR SANITARY SEWER MAIN CCTV WORK (2025-27)

Staff prepared and circulated an RFP for the cleaning and televising of various areas of the sanitary sewer collection system for the operational years of 2025 – 27. The submittal deadline of the proposals is noon on Monday, April 21st. As such, a summary of proposed costs will be presented to the Commission at the April meeting, though a template of the summary is included in packets for preliminary review.

A formal recommendation from Staff will be provided to the Commission at the April meeting.

13. DISTRIBUTION SYSTEM LEAK SURVEY

The Utility contracted with M.E. Simpson in February of 2024 to perform a systemwide leak survey of the distribution system, which resulted in an 8% reduction in non-revenue water for the year. While progress was made, the Utility did not meet the PSC requirement of operating at less than 15% non-revenue water.

In anticipation of reducing water loss below 15% in 2024, \$20,000 was budgeted to complete a partial system survey in 2025. Staff believe that another systemwide survey would benefit the Utility's efforts to reclaim non-revenue water. To complete the scope of work, an additional \$20,000 of funding would need to be allocated in the 2025 budget.

If the full survey is approved, staff will prepare a budget amendment for future Commission action.

Action is recommended to approve the proposal provided by M.E. Simpson for a distribution leak survey, with funding to be assigned from the Operating Reserves Fund; and to direct staff to prepare a budgetary amendment for future Commission consideration.



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

April 15, 2025

To: Lake Geneva Utility Commission

From: Jo Busch, Utilities Coordinator

Subject: Utility Bill Mailing Services

We currently print, count, sort and mail all utility bills, past due notices and disconnect notices from our office on a quarterly basis. It takes approximately a day and a half of staff time for the regular bills and monopolizes the printer. In order to receive a reduced postage rate, we send postcard bills which often get lost or damaged in the mail, and we pay for a bulk mail permit through USPS (latest renewal would be \$350). Customer complaints about the postcard bills are frequent and include the fact that USPS print their markings over the billing information which makes the bills hard to read. We also regularly get bills returned in the mail because they have gone through USPS's sorting machine backwards and our return address has been scanned and processed instead of the customer's mailing address. This results in extra postage costs and delays in customers receiving their bill. Our current billing process is less than ideal, and we are looking for a better, more efficient way to manage this for our customers.

ABT are a local company that offer Utility Billing mailing services throughout the Midwest and already work with many of our neighboring communities. If we choose to work with them, we will run our billing file like normal and send it to them electronically. They would then manage the rest of the process including printing, sorting and mailing the bills, past due notices and disconnect notices. Their software is able to sort all bills by mailing address so they can group and mail bills in the same envelope for customers with multiple bills. Our bills would have a new format on an 8 ½ x 11 sheet of paper that ABT would collaborate with us to design. It would include room for customer notices, and we would have the choice to include flyers or inserts for a small additional printing cost.

After calculating the costs associated with our current in-house practices, and comparing those to the costs provided by ABT, it is my recommendation that we partner with ABT to offer our customers a more efficient and economical service, while also providing an improved customer experience.

**Regular Billing
3900 Bills**

Utility	Postcard	ABT
Cost per bill	0.13	0.86
Postage	0.58	0
Bulk Mail Fee	0.02	
Print	0.02	0
Staff Time	0.09	0
	0.84	0.86

**Past Due Notices
Approx. 1000**

Utility	Postcard	ABT
Cost per bill	0.13	0.86
Postage	0.58	0
Bulk Mail Fee	0.02	0
Print	0.02	0
Staff Time	0.03	0
	0.78	0.86

**Disconnect Notices
Approx. 280**

Utility 1/3 page	ABT
Cost per bill	0.11
Postage	0.69
Bulk Mail Fee	0
Print	0.02
Staff Time	0.02
	0.86

Additional Costs not included in calculatons:

Envelopes 0.12 each
 Grouped Mail 0.69 per mailed envelope

April 2025 Billing - extra postage costs for grouped mail was \$79.86



OUTSOURCE BILL MAILING SERVICES

SAVE TIME AND MONEY – SIMPLE, EASY AND EFFICIENT

How it works....

Email your monthly/quarterly Civic bill data file to outsource@abt-corp.com and you will receive an email confirmation that your file will be processed.

ABT MAILCOM then will....

- Process your data file.
- Return a pdf of ALL bills to you for approval.
- Print, Fold and Mail First Class.
- Combine multiple bills in the same envelope.

Optional services:

- Printing on the back of the bill.
- #9 return envelopes.
- Newsletters or other inserts can be included with bills.

BENEFITS

1. Turnkey Solution to your bill mailing needs.
2. Eliminate printing, folding, inserting and affixing postage.
3. Enables you to add newsletters or other inserts with bill.
4. Saves time, labor and money.
5. Archival record of all bills mailed each month.

Municipalities using ABT MAILCOM mailing services:

Abbotsford WI

Ashland WI

Baldwin WI

Black Earth WI

Dodgeville WI

Fort Atkinson WI

Genoa City WI

Greendale WI

Greensburg IN

Harlan IA

Kimberly WI

Maywood IL

Mount Zion IL

Muskego WI

Norwalk IA

Plover WI

Oregon WI

Rice Lake MN

Rosemount MN

St. Francis WI

St. James MN

Sergeant Bluff IA

Shorewood Hills WI

Trempealeau WI

Walworth WI

Waupaca WI

Contact: Cole Dammeir
coledammeir@abt-corp.com
262-248-9590 • www.abt-corp.com

ABT MAILCOM
N1977 Schaitel Rd Ste 400
Lake Geneva, WI 53147-4764



April 4, 2025

Jo Busch
Utilities Coordinator
361 W. Main Street
Lake Geneva, WI 53147

RE: Civic/Casselle Utility Bill Mailing Services

Dear Jo,

ABT MAILCOM has been providing mailing services for Midwest utilities for many years. Our turnkey package provides an efficient and cost-effective way to help you with the mailing of your bills. Currently there are more than 60 utilities utilizing our services with many of them using Civic software.

Outsourcing your bill mailing to us is simple! You create a data file and email it to ABT MAILCOM. We will process the data file and send it back to you a PDF of all your bills for review/approval, and archival purposes. Once you approve the bills, we will laser print, fold, insert and mail via First Class mail.

Using the Civic data file, we can create an 8.5 x 11 laser bill with a perforation that enables your customer to tear-off the stub and return with their payment. Multiple bills going to the same customer are mailed in the same envelope. Many of our users include Newsletters, CCR Reports, or other important communications with the bill mailings without incurring any additional postage cost. Many utilize a bar code for remittance processing. Our Civic bill processing service will provide many benefits to your utility including:

- 1) Multiple bills to same customer combined in same envelope.
- 2) Eliminates the printing and hassle of inserting your bills.
- 3) No materials to purchase or store.
- 4) A remittance stub with a bar code, making payment processing more efficient
- 5) A single turnkey per bill cost to simplify budgeting
- 6) Include inserts or community flyers to communicate to your residents (quoted upon request)

Services Provided: Data file processing - 8 ½ x 11 perforated bill stock / Generic #10 window utility bill envelope - PDF proof for each mailing for approval and archive - Laser black printing of bill - Inserting of bills - First Class Postage - Estimated Utility Bill Quantity: 3900 quarterly.

Pricing:

- **\$0.86 Per Bill-Including Rates Backer**
- Subtract if a backer is not used: \$0.02 per bill
- One time setup charge for our standard bill template waived. Custom bill template setup charged hourly at rate of \$95/hour if the standard bill template is not used.

Pricing is based on current postage rates and is subject to adjustment if there are postage or stock increases.

Please feel free to contact us at (262) 248-9590 or email me at coledammeir@abt-corp.com if you have any questions on how this service will benefit you.

Thank you for your interest. We look forward to working with you!

Sincerely,

Cole Dammeir



**Lake Geneva Utility Commission
Wastewater Utility
2025 - 2027 CCTV Request for Proposal**

2025 Project Area					
Item No.	Description of Work	Unit	Est. Qty.	Unit Price	Total Price
2025.1	Mobilization & Demobilization	LS	1		
2025.2	Light Cleaning & Televising Sewer Main	LF	28,800		
2025.3	Easement Cleaning & Televising	LF	5,900		
2025.4	Heavy Cleaning Sewer Main	LF	As approved by Utility		
2025.5	Root Cutting Sewer Main	LF	As approved by Utility		
				TOTAL	
2026 Project Area					
Item No.	Description of Work	Unit	Est. Qty.	Unit Price	Total Price
2026.1	Mobilization & Demobilization	LS	1		
2026.2	Light Cleaning & Televising Sewer Main	LF	25,700		
2026.3	Easement Cleaning & Televising	LF	11,700		
2026.4	Heavy Cleaning Sewer Main	LF	As approved by Utility		
2026.5	Root Cutting Sewer Main	LF	As approved by Utility		
				TOTAL	
2027 Project Area					
Item No.	Description of Work	Unit	Est. Qty.	Unit Price	Total Price
2027.1	Mobilization & Demobilization	LS	1		
2027.2	Light Cleaning & Televising Sewer Main	LF	31,300		
2027.3	Easement Cleaning & Televising	LF	7,100		
2027.4	Heavy Cleaning Sewer Main	LF	As approved by Utility		
2027.5	Root Cutting Sewer Main	LF	As approved by Utility		
				TOTAL	



March 20, 2025

Mr. Jeff Ecklund
Water Superintendent
Lake Geneva Water Commission
361 w. Main St.
Lake Geneva, WI 53147

RE: PROPOSAL FOR A WATER DISTRIBUTION SYSTEM LEAK SURVEY

Dear Mr. Ecklund,

M.E. Simpson Co., Inc. is pleased to present the Lake Geneva Utility Commission our proposal for a Water Distribution System Leak Detection Survey Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly-educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that **"the water is always safe to drink"**.

Thank you for your consideration and this opportunity to acquaint you with our Water Distribution System Leak Detection Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Nepras", is written over a light blue horizontal line.

Joe Nepras
Regional Manager

Joe Nepras
Regional Manager

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

Joen@mesimpson.com

SCOPE OF WORK

Water Distribution System Leak Survey

The Field Scope of Service for the Leak Survey is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to survey the water distribution system areas selected by the City. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team working on the survey at all times.**

- ◆ Work in an orderly and **safe** manner to ensure protection of the local residents, Utility employees, and the Field Staff so that no **avoidable** accidents occur.
- ◆ All Field Staff will have readily observable identification badges worn while in the field.
- ◆ The leak detection equipment to be used will be that which was described in the “Equipment to be used” section.
- ◆ Initially listen to **all fire hydrants, all accessible main line valves**, and when necessary, selected service connections in the entire distribution system by making physical contact with the valve, hydrant, pipe, or B-box. (Listening points that are not accessible will be given to the Utility and when corrected they will be listened to.)
- ◆ Listening points of contact will be: valves, hydrants, service valves or meter settings. The preference of listening points in order as follows; direct contact with the pipe, main line valves, hydrant valves, hydrants, then service valves or meter settings.
- ◆ Specific listening distances will be determined by pipe material. Metallic type pipes; no greater than 500’ between listening points. Non-Metallic AC/Concrete type pipes; no greater than 300’ between listening points. Non-Metallic PVC/HDPE type pipes; no greater than 150’ between listening points.
- ◆ A “suspected leak” log shall be maintained indicating all areas where suspected leak noise was heard. This log will be reviewed when the Project Team is verifying the suspected leak area for confirmation of the actual existence of a leak. This log will be a part of the periodic reports turned into the Utility regardless of an actual leak located in the area or not, with an explanation of the noise source.
- ◆ When leak noise has been detected and or suspected, the Project Team will verify the suspected area a second time to confirm the noise. At least four hours will pass between the initial listening of the area before a second listen and confirmation is attempted.
- ◆ The Project Team will line locate the water main and service lines in the immediate area so the correct pipe distances can be input into the leak correlator and also so that the Water Utility will have an idea of where the water main is located prior to excavation. Non-metallic pipe locations will be “interpolated” as best that can be identified, given the line location of metallic services, Utility knowledge of the area, or other information regarding the actual location of the main.

- ◆ The Project Team will use “State of the Art” Electronic Leak Correlators to determine if a leak is present and use the same equipment to pinpoint the leak.
- ◆ For PVC water mains only the Echologics LeakFinder-ST w/hydrophones leak correlator or Fluid Conservation Systems (FCS) TriCorr Touch leak correlator, will be used for correlations because of the ability for these correlators to be able to analyze the particular sound frequencies inherent to PVC pipe.
- ◆ The leak location will be marked in the field (on the surface) using environmentally formulated Precautionary Blue paint.
- ◆ The Project Team will document all leak locations with a diagram indicating the location of the leak. Other information related to that correlation will be included as part of the field sheet such as the filters used for the correlation, line locations, distances between sensors, etc.
- ◆ The locations of leaks requiring immediate attention (immediate threat to life, injury or traffic) will be turned in as quickly as possible to facilitate the repair process.
- ◆ The Project Team will report daily or per request of the Utility, to assigned Utility Professional and go over the progress of the previous day, as well as cover what will be surveyed the current day.
- ◆ It may be necessary to conduct parts of the Leak Survey during “off hours” such as at night. This may be required in areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and traffic volume may affect the ability of the Project Team to be able to safely access main line valves in the middle of the street. The Project Team will give 24-hour advanced notice of intent to survey a particular area that may require after hours surveying or nighttime surveying. This is so the Utility can plan for the area to be surveyed, give notification to the Police department, as well as other Public Works Divisions as to the activity that will take place.
- ◆ As a part of the leak program, mapping discrepancies found, distribution assets found in disrepair will be noted and turned into the utility.
- ◆ Leaks verified on the customer’s side of a service shut-off will not be located beyond the shut-off. If a leak appears to be on the Customers’ side, the Utility will be notified first, then the customer notified and permission granted prior to the water being shut off even for short periods of time where possible and as time allows, as well as the ability for the customer to respond.
- ◆ If the Utility requests leak locations beyond the service shut off on the customer’s side of the service line, this will result in an additional charge to the leak survey based on an hourly rate and this service must be agreed upon between the Utility and M.E. Simpson Co., Inc. prior to the start of the survey.
- ◆ Valves and hydrants will not be operated without Utility permission. Valves and hydrants that break during this type of operation are the sole responsibility of the Utility. M.E. Simpson Co., Inc. cannot be responsible for valves and hydrants that break due to pre-existing conditions.

- ◆ The Utility is encouraged to dig up and repair the leaks located as soon as possible so that the area may be re-surveyed while the Project Team is still working on the survey in that general geographical location to ensure no other leaks are present in that area.

Equipment List

- ◆ FCS **S30** Gutermann **AquaScope** electronically enhanced listening device.
- ◆ Echologics **LeakFinder-ST w/hydrophones**; FCS **AC Digital**, **TriCorr Touch** or Vivax-Metrotech **HL6000X** leak correlator systems.
- ◆ **RADIO Detection** Line Locators.
- ◆ **Chicago Tape**, **Fisher M-Scope** or **Schonstedt** magnetic locators.
- ◆ **All necessary valve keys and hand tools**
- ◆ Truck mounted arrow board/signage and warning lights.
- ◆ Traffic control equipment, including properly sized traffic cones with reflective stripes.

Quality Control and Accuracy of Leak Locations

The level of accuracy of leak detection is a matter of taking in all the above considerations and applying those considerations to each individual potential leak location as it is being evaluated. Any statement made as to the level of accuracy of leak locations must be considered based on the individual conditions of each leak.

Locating leaks on a distribution system can be very challenging. It is not a perfect science. Pipes and fittings can leak for a variety of reasons (age, poor installation, material failures, bad soils, etc.), and the ability to locate leaks is dependent on the stated variables listed in the “Project Approach”. By employing a strict methodology in the field for conducting a leak survey, these variables can be accounted for and mitigated. The depth of experience of the Project Team is extremely important to maintaining the ability to have accurate locations of leaks. Additionally, crews work as Two-Person Teams in the field, double checking the progress of the work as the survey progresses. The systematic procedure for leak confirmation has been stated in the Scope of Field Service and is restated here.

“Suspected leak areas are always listened to a second time, preferably at a different time of day than originally listened to. The mains and services will be line located to ensure correct pipe distances are used for the correlations. Correlations may need to be performed several times with several configurations to insure all the possible scenarios have been covered. Sewer manholes may need to be opened and flows observed. If there is any doubt as to the existence of a leak, the area may be checked and correlated at different times to rule out water usage or other factors. The progress of the survey will be monitored by the use of daily logs and a progression map with suspected leak noise indications marked and possible leak locations will be maintained. Field leak location forms will be turned into the Utility according to the agreed schedule. The Project Team will follow up on leak locations by monitoring the repair schedule of the Utility. That way in case a potential leak location is wrong, the Project Team can return to the site and determine why the leak location was incorrect, and correct it. This means maintaining a good level of communication between the Project Team in the field, and the Utility.

As a matter of Quality Control for leaks in the field, our Correlators, FCS TriCorr Touch and Echologics LeakFinder-ST have the distinct ability to be able to detect and pinpoint more than one leak in the same relative area, thus allowing better leak coverage and insuring that one leak is not “masking” another leak in the same area. The use of progress reports and meetings will allow for open discussions of problems encountered so solutions can be examined.”

Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the Leak Survey is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for detecting and locating leaks on the Water System.

Final Reports, Documentations & Communications

M.E. Simpson Co, Inc. will perform the following:

- ◆ Project Team will **meet daily** with assigned Utility personnel to go over areas of survey for prior workday and plan current day and area to survey.
- ◆ The field technicians will be readily available by cellular phone. This will facilitate communications between the Utility and the field technicians. A **24-hour toll-free 800 number** is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- ◆ **Diagram all leak locations**, date of location, and classify according to severity and an estimate of loss.
- ◆ **The Project Manager will** meet with the Utility regularly for a progress report.
- ◆ **Prepare a progress report** at monthly intervals for the Utility if requested.
- ◆ Develop a **Leak Survey log** of activity which will also have confirmed leaks listed and this list will be turned in weekly (in Excel format). The list will also be included with the final report that will include the following;
 1. Mechanical deficiencies discovered
 2. Mapping errors on the water atlas
 3. Type of monitored appurtenances
 4. Location of same for leaks discovered
 5. Total estimated loss

Effective communication...
accurate documentation...
**Insuring the success for
the leak survey**

- ◆ **Prepare the final report** at the completion of the project which will include all leak location reports with drawings, total of estimated water loss, total pipe distance investigated, a description of the area surveyed, and other problems found in the system during the course of the survey that need the attention of the Water Utility. The leak summary will list leak types such as main leaks, service line leaks, valve leaks, or hydrant leaks.

A cost benefit analysis of the survey based on the “cost to produce” water will also be included that describes the financial impact to the Utility for water loss. Recommendations for system maintenance will be a part of this report based on field observations made during the survey.

This final report shall be made available for submission to the Utility within thirty (30) working days of the completion of the fieldwork.

Assumptions & Services Provided by the Utility

- ◆ The Utility will furnish all maps in an electronic format or paper atlases (two copies), and records necessary to properly conduct the survey.
- ◆ The Utility will assist as necessary to clean out service valves, meter pits and valve-boxes needed for listening.
- ◆ The Utility will provide a Primary Contact Person and/or secondary contact person for the Field Staff to report to on a periodic basis. This person shall act as the official liaison for the duration of the Leak Survey. This person shall have a working knowledge of the water system and will be helpful in attempting to locate particularly hard-to-find water valves for listening and for general information about the water system. *This person will not need to assist the Project Team on a full-time basis*, but only on an “as needed” basis.
- ◆ The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns.
- ◆ The Utility will assist, if needed, to locate all nonmetallic pipe within the service area. This would include all Concrete Cylinder pipe, Asbestos Cement Pipe, PVC pipe and HDPE pipe.
- ◆ We will encourage the immediate digging of major leaks (main breaks) so that if there are problems with the leak location, the problems can be corrected while the Project Team is close by and can verify the site.

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



Safety is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.**

While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

The use of a "one-person" leak detection team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to the valve with headphones on, and at the same time try to control traffic flow at that person's location in the street.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- ◆ The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- ◆ Any listening points located in a "confined space" such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- ◆ We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are **trained and certified** in First Responder First Aid & CPR.
- ◆ We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Illinois Department of Transportation (per MUTCD).**
 - All personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

INVESTMENT

A commitment to improving and maximizing the Lake Geneva Utility Commission’s water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our “Proposal” for a Water Distribution System Leak Detection program for the Lake Geneva Utility Commission. M.E. Simpson Co., Inc. will perform our leak detection services on approximately **69** miles of watermain within the Lake Geneva Utility Commission’s water distribution system. The survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

2025 Leak Survey

Water Distribution System Leak Survey Program Fee – Metallic **\$16,450.00**

50 Miles of Metallic Water main Flat Rate Fee of:

Water Distribution System Leak Survey Program Daily Fee – Non-metallic **\$23,500.00**

19 Miles of Non – Metallic Water main Flat Rate Fee of:

Water Distribution System Leak Survey Program Fee total **\$39,950.00****

****** Any water main surveyed in addition to the above **69** original miles of watermain will be surveyed at the rate of **\$2,350.00**. Per Day

We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

M.E Simpson Co Inc.

City of Lake Geneva, WI / Owner



Date: 3/20/2025

Joe Nepras
Regional Manager

Date: _____

Lake Geneva Utility Commission
City Administrator/Representative