



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 MAY 19, 2025 4:00 PM COUNCIL CHAMBERS - CITY HALL, 626 GENEVA STREET

Members:

President Dennis Lyon, Mayor Todd Krause, Alderperson Mary Jo Fesenmaier, Alderperson Brian Smith, City Administrator Dave De Angelis, Bill Binn, James Marquardt

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 April 21, 2025, as prepared and distributed
5. Acknowledgement of Correspondence
6. Approval of April 2025 Financials
7. Approval of April 2025 Bills
8. Director's Report
9. Discussion/Action on Resolution 2025-02, a resolution amending the 2025 Water Utility Budget
10. Discussion/Action on utility office mural proposal
11. Adjourn

Lake Geneva Utility Commission Minutes
Lake Geneva Utility Commission Meeting
Monday April 21, 2025 4:00pm
Council Chambers, City Hall – 626 Geneva St

Call Meeting to Order – Lyon called the meeting to order at 4:02pm.

Roll Call – Lyon, Krause, Fesenmaier, De Angelis, Binn & Marquardt Absent: Smith

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 March 17, 2025 as prepared and distributed.

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

Acknowledgement of Correspondence

Gajewski received an acknowledgement from the WDNR regarding our response to their issuance of non-compliance with regard to chlorides. He emailed it to the Utility Commission members ahead of the meeting. He also noted that he had received a response from the DOT formalizing their intent to work with us for the Highway 50 project.

Approval of March 2025 Financials

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

Approval of March 2025 Bills

An additional payment approval report containing two invoices was handed out at the meeting to be included in March bills.

Binn/DeAngelis motion to approve March bills. Passed 6-0.

Director's Report

Gajewski reviewed the submitted Director's report.

Discussion/Action on an appeal by Covenant Harbor for a denial of sewer credit issued by the Utility Director

Gajewski gave an explanation of the leak and why he denied a sewer credit. Our sewer credit policy allows a sewer credit once every 5 years and we issued a credit to Covenant Harbor for a leak in 2022.

Fesenmaier/Lyon motion to deny the sewer credit. Passed 6-0.

Discussion/Action on an appeal by Pine Tree Motel for a denial of sewer credit issued by the Utility Director

Gajewski explained that a leak at this location was found when we received a callout for low pressure in some of the buildings. Staff went to investigate and found the leak after discovering clear water running into a sewer manhole. As the water entered the sanitary sewer system, the bill did not meet the criteria of our current sewer credit policy and therefore Gajewski denied the sewer credit.

Fesenmaier/Marquardt motion to deny the sewer credit. Passed 6-0.

Discussion/Action on outsourcing of utility billing printing and mailing to ABT Inc.

Busch explained the reasons for looking into outsourcing the printing and mailing of bills. She expressed the desire to improve the billing service process for our customers as there are an increasing number of complaints about the postcard bills going missing or being hard to read. Bills would be printed on a full-size sheet of paper with a perforated tear off slip to return with payment. Multiple surrounding communities already utilize ABT's services. Discussion followed. Busch confirmed that payment options would not change, and e-bills will still be available through Payment Service Network. Gajewski added that we would have the ability to add inserts to bills for a small printing fee and this would be utilized for things such as cross connection notices and informing customers of chloride reduction incentives. De Angelis said he would be in favor of this change and that it will save a lot of time in house and provide a better customer experience. Marquardt/Binn motion to approve. Passed 6-0.

Discussion/Action on proposals for Sanitary Sewer Main CCTV work for 2025-27

Gajewski reported that proposals were being accepted until noon today. We received three proposals, and that information was provided in a handout at the meeting tonight. Great Lakes TV Seal were the lowest cost per linear foot and staff recommend accepting their proposal. Discussion followed. Great Lakes have done the CCTV work for us for the past three years. We budgeted \$45K for 2025.

Fesenmaier/ Binn motion to approve Great Lakes TV Seal for 2025, 2026 & 2027 for sewer main work. Passed 6-0.

Discussion/Action on a proposal from M.E. Simpson to perform a distribution system leak survey

Gajewski reported that ME Simpson conducted a leak survey for us last year that resulted in an 8% reduction in our non-revenue water. Unfortunately, we are still at 18% water loss overall for 2024 and the target threshold set by the Public Service Commission is 15%. When the budget was put together in the fall of last year, we were hoping to meet the 15% so we budgeted \$20K to do only half the system this year. The eventual goal is to do half the distribution system one year and the other half the next year on a rotational basis. Staff recommend that, as we don't meet the 15%, we do a whole system survey again this year and use funds from operational reserves to pay the difference in cost. If approved, staff will bring a budget amendment to the meeting next month. Discussion was had on how water loss affects revenues and other costs such as energy use. Fesenmaier/Marquardt motion to accept the proposal from ME Simpson to perform a leak survey for the whole system. Passed 6-0.

Adjourn

Binn/Lyon motion to adjourn at 4:24pm. Passed 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:

4 / 2025

FUND 61 - WASTEWATER UTILITY

REVENUES	Current Period	YTD	2025 Budget	YTD vs Budget	YTD % of Budget 33%	Prior YTD 2024	Prior YTD 5 Year Avg.
INTEREST EARNED	0	85,852	265,900	-180,048	32.3%	130,028	44,844
CUSTOMER SALES	7,470	558,227	2,147,937	-1,589,710	26.0%	468,692	477,906
OTHER REVENUE	2,398	7,599	14,500	-6,901	52.4%	5,016	4,024
CAPITAL CONTRIBUTIONS	0	19,769	77,211	-57,442	25.6%	45,133	41,552
TOTAL REVENUES	9,868	671,447	2,505,548	-1,834,101	26.8%	648,869	568,326
EXPENSES							
TOTAL OUTSIDE SERVICES	45,089	96,925	402,650	-305,725	24.1%	76,590	85,823
TOTAL OPERATING EXPENSES	2,969	9,617	48,340	-38,723	19.9%	12,122	9,604
TOTAL INSURANCE	0	0	40,272	-40,272	0.0%	8,423	7,553
TOTAL SALARY & BENEFITS	53,310	223,027	732,460	-509,433	30.4%	198,907	188,496
TOTAL LAB SUPPLIES	0	16,957	23,200	-6,243	73.1%	12,010	8,771
TOTAL MISCELLANEOUS EXPENSE	60	60	775	-715	7.8%	0	65
TOTAL MAINTENANCE	21,363	28,091	624,650	-596,559	4.5%	64,844	39,269
TOTAL OPERATION & MAINTENANCE EXPENSES	122,791	374,678	1,872,347	-1,497,669	20.0%	372,895	339,580
REVENUES OVER O&M EXPENSES	-112,924	296,770	633,201	-336,431		275,975	228,746
TOTAL CAPITAL OUTLAY	41,144	394,225	1,165,100	-770,875	33.8%	14,616	31,236
REVENUES OVER TOTAL EXPENSES	-154,068	-97,455	-531,899	434,444		261,359	197,510
TOTAL CASH TRANSFERS	28,829	161,157	531,899	-370,742	30.3%	514,399	134,496
NET CHANGE IN CASH BALANCE	-182,896	-258,612	-1,063,798	805,186		-253,041	63,014
FUND CASH AND INVESTMENT SUMMARY							
	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>				
Wastewater Utility Fund Cash	-570,903	231,703	-339,200				
LGIP #10 - Capital Project Fund	3,820,006	56,593	3,876,598				
LGIP #11 - Debt Service Fund	0	0	0				
LGIP #12 - Impact Fee Fund	1,989,652	76,075	2,065,727				
LGIP #13 - Equipment Replacement Fund	1,772,890	26,265	1,799,155				
LGIP #14 - Wastewater Operating Reserves Fund	2,974	902	3,877				
TOTAL WASTEWATER CASH AND INVESTMENT	7,014,619	391,538	7,406,158				

LAKE GENEVA UTILITY COMMISSION

BUDGET COMPARISON THRU:

4 / 2025

FUND 62 - WATER UTILITY

REVENUES	Current Period	YTD	2025 Budget	YTD vs Budget	YTD % of Budget 33%	Prior YTD 2024	Prior YTD 5 Year Avg.
INTEREST EARNED	0	54,247	174,650	-120,403	31.1%	78,733	26,477
CUSTOMER SALES	-3,221	443,282	1,849,500	-1,406,218	24.0%	407,890	417,854
OTHER REVENUE	5,863	161,554	291,263	-129,709	55.5%	185,864	159,080
CAPITAL CONTRIBUTIONS	0	14,350	53,130	-38,780	27.0%	33,770	36,430
TOTAL REVENUES	2,641	673,433	2,368,543	-1,695,110	28.4%	706,258	639,842
EXPENSES							
TOTAL SOURCE OF SUPPLY - OPERATION	5,433	20,097	77,000	-56,903	26.1%	17,047	16,616
TOTAL SOURCE OF SUPPLY - MAINTENANCE	349	2,742	14,015	-11,273	19.6%	37,155	9,784
TOTAL PUMPING EXPENSE - OPERATION	5,642	20,755	81,600	-60,845	25.4%	19,762	19,208
TOTAL PUMPING EXPENSE - MAINTENANCE	381	4,461	117,600	-113,139	3.8%	23,449	14,645
TOTAL WATER TREATMENT - OPERATION	6,141	30,526	110,200	-79,674	27.7%	23,556	28,193
TOTAL WATER TREATMENT - MAINTENANCE	5,739	30,291	152,200	-121,909	19.9%	17,276	26,946
TOTAL TRANS. & DISTRIBUTION - OPERATION	5,340	22,221	92,600	-70,379	24.0%	18,626	14,987
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	10,460	58,480	281,550	-223,070	20.8%	57,917	56,758
TOTAL CUSTOMER ACCOUNTS	5,532	26,046	83,350	-57,304	31.2%	20,897	22,063
TOTAL ADMIN & GENERAL OPERATIONS	54,052	208,636	544,375	-335,739	38.3%	163,519	141,340
TOTAL OTHER EXPENSES	0	75,000	251,000	-176,000	29.9%	94,000	99,600
TOTAL OPERATION & MAINTENANCE EXPENSES	99,069	499,255	1,805,490	-1,306,235	27.7%	493,205	450,139
REVENUES OVER O&M EXPENSES	-96,428	174,177	563,053	-388,876		213,053	189,702
TOTAL CAPITAL OUTLAY	17,961	129,906	857,600	-727,695	15.1%	40,839	63,421
REVENUES OVER TOTAL EXPENSES	-114,389	44,272	-294,547	338,819		172,214	126,281
TOTAL CASH TRANSFERS	18,079	105,487	-57,512	162,999	-183.4%	872,404	266,525
NET CHANGE IN CASH BALANCE	-132,468	-61,215	-237,035	175,820		-700,190	-140,244

FUND CASH AND INVESTMENT SUMMARY	<u>Opening Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
Water Utility Fund Cash	233,150	280,623	513,772
LGIP #1 - Capital Project Fund	2,510,207	0	2,510,207
LGIP #2 - Impact Fee Fund	1,256,782	0	1,256,782
LGIP #3 - Equipment Replacement Fund	879,557	0	879,557
LGIP #4 - Water Operating Reserves Fund	4,131	1,317	5,448
TOTAL WATER FUND CASH AND INVESTMENT	4,883,827	281,940	5,165,767

Report Criteria:

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

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount	
61					
ALLIANT ENERGY/WPL					
280954000025	05/01/2025	HASKINS ST SEWER PLANT	61-00-00-52520 UTILTY-ELECTRICITY-PLANT	14,830.88	
Total ALLIANT ENERGY/WPL:				14,830.88	
AMAZON CAPITAL SERVICES					
89C4-MAR 202	04/01/2025	PC ACCESSORIES	61-00-00-53050 COMPUTER EXPENSE	18.23	
89C4-MAR 202	04/01/2025	PC ACCESSORIES	61-00-00-53050 COMPUTER EXPENSE	44.97	
89C4-MAR 202	04/01/2025	AUX MONITOR CABLE	61-00-00-53050 COMPUTER EXPENSE	8.41	
89C4-MAR 202	04/01/2025	MISC SUPPLIES	61-00-00-53100 OFFICE SUPPLIES EXPENSE	35.38	
Total AMAZON CAPITAL SERVICES:				106.99	
MSA PROFESSIONAL SERVICES INC					
015736	05/01/2025	COVENANT HARBOR MODELIN	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	6,307.50	
015736	05/01/2025	SYM BAY PH 8 EVAL	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,496.87	
Total MSA PROFESSIONAL SERVICES INC:				7,804.37	
SABEL MECHANICAL LLC					
250300	04/28/2025	EFFL PUMP SPOOL PIECES	61-00-00-93604 MAINT-EFFLUENT EQUIP	5,131.97	
Total SABEL MECHANICAL LLC:				5,131.97	
Total 61:					27,874.21
62					
DIXON ENGINEERING INC					
25-0374	05/06/2025	CENTER TOWER PAINT-ANTEN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	6,650.00	
Total DIXON ENGINEERING INC:				6,650.00	
MARTELLE WATER TREATMENT					
29076	04/17/2025	WELL CHLORINE	62-00-00-60200 CHEMICALS	1,412.26	
29076	04/17/2025	TRTMNT-CHLORINE/POLY	62-00-00-64100 CHEMICALS	3,631.20	
Total MARTELLE WATER TREATMENT:				5,043.46	
AMAZON CAPITAL SERVICES					
89C4-MAR 202	04/01/2025	MISC SUPPLIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	35.38	
89C4-MAR 202	04/01/2025	MOUSE PAD	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.99	
89C4-MAR 202	04/01/2025	PC ACCESSORIES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	18.23	
89C4-MAR 202	04/01/2025	PC ACCESSORIES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	44.96	
89C4-MAR 202	04/01/2025	AUX MONITOR CABLE	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	8.41	
Total AMAZON CAPITAL SERVICES:				110.97	
MSA PROFESSIONAL SERVICES INC					
015736	05/01/2025	COVENANT HARBOR MODELIN	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	2,652.50	
015736	05/01/2025	GENERAL SERVICES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	625.00	

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
015736	05/01/2025	SYM BAY PH 8 EVAL	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,496.88
Total MSA PROFESSIONAL SERVICES INC:				4,774.38
AMAZON CAPITAL SERVICES				
89C4-MAR 202	04/01/2025	LASER LEVEL	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	59.99
Total AMAZON CAPITAL SERVICES:				59.99
Total 62:				16,638.80
Grand Totals:				44,513.01

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				
HALL, GLENN				
HALL042825	04/28/2025	OVERPYMT ON CLOSED ACCT	01-00-00-13105 UTILITY CASH CLEARING	202.56
Total HALL, GLENN:				202.56
LAMB, JOHN & CYNTHIA				
LAMB042125	04/21/2025	OVERPYMT ON CLOSED ACCT	01-00-00-13105 UTILITY CASH CLEARING	53.29
Total LAMB, JOHN & CYNTHIA:				53.29
QUAID, MICHAEL				
QUAID042125	04/21/2025	OVERPYMT ON CLOSED ACCT	01-00-00-13105 UTILITY CASH CLEARING	427.33
Total QUAID, MICHAEL:				427.33
SPETHMAN, GRAYDON				
SPETHMAN04	04/23/2025	REFUND-DUPLICATE PYMT	01-00-00-13105 UTILITY CASH CLEARING	105.21
Total SPETHMAN, GRAYDON:				105.21
Total 01:				788.39
61				
NORTH CENTRAL PUBLIC SAFETY				
519372	05/02/2025	LAB SUPPLIES	61-00-00-52100 LABORATORY SERVICES	71.88
Total NORTH CENTRAL PUBLIC SAFETY:				71.88
NORTHERN LAKE SERVICE INC				
2505806	04/16/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2505838	04/17/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2506515	04/28/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2506776	04/30/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
2507185	05/08/2025	WEEKLY NITROGEN TESTING	61-00-00-52100 LABORATORY SERVICES	317.91
Total NORTHERN LAKE SERVICE INC:				1,589.55
KAPUR & ASSOCIATES INC				
131868	04/22/2025	GIS UPDATES	61-00-00-52160 ENGINEERING EXPENSE	56.50
Total KAPUR & ASSOCIATES INC:				56.50
WE ENERGIES				
5433699942	04/09/2025	EDGEWOOD DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	13.30
5437571820	04/14/2025	LAGRANGE DR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	17.78
5438037011	04/14/2025	CADENCE CIR LIFT STN	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	9.57
5439249002	04/15/2025	BIG FOOT LIFT STATION	61-00-00-52505 UTILITY-GAS-COLLECTION SYSTEM	27.62
Total WE ENERGIES:				68.27

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
ALLIANT ENERGY/WPL				
143875000025	05/01/2025	191 HASKINS ST DEWATER BLD	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	249.25
280954000025	05/01/2025	HASKINS ST SEWER PLANT	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	14,830.88
507753000025	05/01/2025	361 W MAIN ST SIGN	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	29.41
974671000025	05/01/2025	361 MAIN ST HALLWAY	61-00-00-52520 UTILTITY-ELECTRICITY-PLANT	91.08
055361000025	05/01/2025	361 MAIN ST CC LIFT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	72.53
141180000025	05/01/2025	LAGRANGE DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	165.51
277971000025	05/01/2025	MARIANE TER LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	55.07
307955000025	05/01/2025	MAXWELL ST LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	50.45
327113000025	05/01/2025	BAYVIEW DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	48.61
599411000025	05/01/2025	361 STATE ROAD 120 BIG FOOT	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	313.14
712306593325	05/01/2025	CADENCE CIR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	119.06
962961000025	05/01/2025	EDGEWOOD DR LIFT STN	61-00-00-52525 UTILTITY-ELECTRICITY-COLL SYS	250.13
Total ALLIANT ENERGY/WPL:				16,275.12
AMAZON CAPITAL SERVICES				
89C4-MAR 202	04/01/2025	PC ACCESSORIES	61-00-00-53050 COMPUTER EXPENSE	18.23
89C4-MAR 202	04/01/2025	PC ACCESSORIES	61-00-00-53050 COMPUTER EXPENSE	44.97
89C4-MAR 202	04/01/2025	AUX MONITOR CABLE	61-00-00-53050 COMPUTER EXPENSE	8.41
Total AMAZON CAPITAL SERVICES:				71.61
WI DEPT OF ADMINISTRATION				
505-00001005	04/09/2025	3/25 IRONPORT FEE	61-00-00-53050 COMPUTER EXPENSE	3.06
Total WI DEPT OF ADMINISTRATION:				3.06
AMAZON CAPITAL SERVICES				
89C4-MAR 202	04/01/2025	MISC SUPPLIES	61-00-00-53100 OFFICE SUPPLIES EXPENSE	35.38
Total AMAZON CAPITAL SERVICES:				35.38
AT&T				
262248865604	04/13/2025	MONTHLY SVC CHR-4/13-5/12/	61-00-00-53100 OFFICE SUPPLIES EXPENSE	117.35
Total AT&T:				117.35
CHARTER COMMUNICATIONS				
152473801042	04/21/2025	INTERNET SERV-MAY 2025	61-00-00-53100 OFFICE SUPPLIES EXPENSE	119.99
Total CHARTER COMMUNICATIONS:				119.99
MARTIN GROUP				
1317603	04/21/2025	KONICA 4/20-5/29/25	61-00-00-53100 OFFICE SUPPLIES EXPENSE	79.50
Total MARTIN GROUP:				79.50
ODP BUSINESS SOLUTIONS LLC				
419172637001	04/17/2025	CHK STAMPER-CUSTOMER	61-00-00-53100 OFFICE SUPPLIES EXPENSE	19.49
Total ODP BUSINESS SOLUTIONS LLC:				19.49
AT&T LONG DISTANCE				
816988240-03	04/04/2025	262-248-8617	61-00-00-53110 TELEPHONE EXPENSE	.14
816988240-04	05/04/2025	262-248-8617	61-00-00-53110 TELEPHONE EXPENSE	.14

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total AT&T LONG DISTANCE:				.28
FNBO				
5589-APR 202	05/02/2025	PHONE SVC-APRIL 2025	61-00-00-53110 TELEPHONE EXPENSE	134.36
Total FNBO:				134.36
AMY'S SHIPPING EMPORIUM				
102016	04/14/2025	SOIL SAMPLE-SHIPPING COST	61-00-00-53120 POSTAGE	23.30
Total AMY'S SHIPPING EMPORIUM:				23.30
PITNEY BOWES BANK INC RESERVE ACCOUNT				
PB051425	05/08/2025	POSTAGE METER FUNDS	61-00-00-53120 POSTAGE	500.00
Total PITNEY BOWES BANK INC RESERVE ACCOUNT:				500.00
MCKAIG, BRANDON				
MCKAIG04232	04/23/2025	REIMB-WRWA TECH CONF	61-00-00-53320 CONFERENCES & SCHOOL	270.00
MCKAIG04232	04/23/2025	REIMB-OPS CERT RENEWAL	61-00-00-53320 CONFERENCES & SCHOOL	45.00
MCKAIG04232	04/23/2025	REIMB-MILEAGE WRWA CONF	61-00-00-53320 CONFERENCES & SCHOOL	242.20
MCKAIG04232	04/23/2025	REIMB-HOTEL WRWA CONF	61-00-00-53320 CONFERENCES & SCHOOL	291.06
Total MCKAIG, BRANDON:				848.26
VERIZON				
308000071645	05/01/2025	ASSET TRACKING 4/2025	61-00-00-53520 OPERATIONS-VEHICLES	91.75
Total VERIZON:				91.75
WI DEPT OF NATURAL RESOURCES				
265003750-20	05/12/2025	2025 WDNR ENVIRONMENTAL	61-00-00-54100 LAB CERTIFICATION EXPENSE	2,348.55
Total WI DEPT OF NATURAL RESOURCES:				2,348.55
MSA PROFESSIONAL SERVICES INC				
015736	05/01/2025	COVENANT HARBOR MODELIN	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	6,307.50
015736	05/01/2025	SYM BAY PH 8 EVAL	61-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,496.87
Total MSA PROFESSIONAL SERVICES INC:				7,804.37
SECURIAN FINANCIAL GROUP INC				
LIFE JUNE 202	05/08/2025	LIFE-JUN-2025	61-00-00-92630 LIFE INSURANCE EXPENSE	11.75
Total SECURIAN FINANCIAL GROUP INC:				11.75
DUNN LUMBER				
2006398	04/29/2025	NEW ELECT IN CAKE STORAGE	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	22.47
2008351	05/01/2025	STORAGE BARN	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	38.04
2015556	05/09/2025	SLUDGE STORAGE BLD ROOF	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	15.98
Total DUNN LUMBER:				76.49
HOME DEPOT CREDIT SERVICES				
1161850	04/30/2025	STRANDED THIN WHIT, BLUE	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	239.00
2062822	04/29/2025	3/4 BOX 1 GANG 18CUX2,COUP	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	22.43

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
3021148	04/28/2025	1 GANG 18 CUX6,HOLE STRAP,	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	411.73
Total HOME DEPOT CREDIT SERVICES:				673.16
ULINE INC				
192273083	04/30/2025	CAKE SLUDGE STORAGE BAR	61-00-00-93507 MAINT-DEWATERING-B/PRESS BLDG	2,120.00
Total ULINE INC:				2,120.00
USA BLUEBOOK				
INV00690127	04/23/2025	COLLECTION SYS-SAMPLER M	61-00-00-93600 MAINT-LAB EQUIPMENT	386.56
Total USA BLUEBOOK:				386.56
SABEL MECHANICAL LLC				
250300	04/28/2025	EFFL PUMP SPOOL PIECES	61-00-00-93604 MAINT-EFFLUENT EQUIP	5,131.97
Total SABEL MECHANICAL LLC:				5,131.97
DUNN LUMBER				
2018593	05/13/2025	PWR INVERTER INSTALL-TRK 5	61-00-00-93700 MAINT-VEHICLES & EQUIP	2.00
Total DUNN LUMBER:				2.00
HOME DEPOT CREDIT SERVICES				
2515777	04/09/2025	NICKEL PLATED 2 PK	61-00-00-93700 MAINT-VEHICLES & EQUIP	3.17
Total HOME DEPOT CREDIT SERVICES:				3.17
ITU ABSORBTECH INC				
8524711	04/25/2025	SHOP RAGS	61-00-00-93700 MAINT-VEHICLES & EQUIP	34.30
Total ITU ABSORBTECH INC:				34.30
BUMPER TO BUMPER				
662-499183	04/24/2025	COLLECTION SYS-FLUSH TANK	61-00-00-93810 MAINT-MAINS	6.39
Total BUMPER TO BUMPER:				6.39
HOME DEPOT CREDIT SERVICES				
7011489	04/24/2025	STEEL POST,GALV PIPE, SCRE	61-00-00-93810 MAINT-MAINS	25.43
8011476	04/23/2025	PRIMER,PVC BALL,MULTI MAT,	61-00-00-93810 MAINT-MAINS	63.33
Total HOME DEPOT CREDIT SERVICES:				88.76
ALLIANT ENERGY/WPL				
252422000025	05/01/2025	E STATE ROAD 50 GATE	61-00-00-93820 MAINT-RECEIVING STATION	17.27
Total ALLIANT ENERGY/WPL:				17.27
ADAMS, DAVID J				
227	05/01/2025	CHISEL PLOWING SEEPAGE CE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	1,280.00
Total ADAMS, DAVID J:				1,280.00
ALLIANT ENERGY/WPL				
054885000025	05/01/2025	E STATE ROAD 50 SEEPAGE	61-00-00-93830 MAINT-SEEPAGE CELLS/POND	90.19

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total ALLIANT ENERGY/WPL:				90.19
Total 61:				40,180.58
62				
DIXON ENGINEERING INC				
25-0374	05/06/2025	CENTER TOWER PAINT-ANTEN	62-00-00-10700 CONSTRUCTION WORK IN PROCESS	6,650.00
Total DIXON ENGINEERING INC:				6,650.00
CORE & MAIN LP				
W785955	05/13/2025	6" HYMAX VERSA RPR COUPLI	62-00-00-15000 MATERIAL-SUPPLIES	331.17
W891684	04/30/2025	CURB BOXES & BUSHINGS	62-00-00-15000 MATERIAL-SUPPLIES	209.04
W891817	05/09/2025	CURB BOXES	62-00-00-15000 MATERIAL-SUPPLIES	217.86
W912849	05/02/2025	2" METER FLANGES	62-00-00-15000 MATERIAL-SUPPLIES	217.17
W918470	05/02/2025	8" SVC SADDLE	62-00-00-15000 MATERIAL-SUPPLIES	130.35
Total CORE & MAIN LP:				1,105.59
HUMPHREYS CONTRACTING LLC				
REPAIR 4/15/2	04/15/2025	WELLS/BAKER VALVE REPL	62-00-00-34300 TRANSMISSION & DIST MAINS	1,879.90
REPAIR 4/15/2	04/15/2025	1040 & 1042 MADISON-LSL REP	62-00-00-34500 NEW SERVICES	1,879.90
Total HUMPHREYS CONTRACTING LLC:				3,759.80
CORE & MAIN LP				
W775649	04/16/2025	IPERL METERS 3/4S	62-00-00-34600 METERS	4,080.00
Total CORE & MAIN LP:				4,080.00
MARTELLE WATER TREATMENT				
29076	04/17/2025	WELL CHLORINE	62-00-00-60200 CHEMICALS	1,412.26
Total MARTELLE WATER TREATMENT:				1,412.26
ALLIANT ENERGY/WPL				
145511000025	05/01/2025	361 MAIN ST WELL 2	62-00-00-60300 MISC EXPENSES & UTILITY	1,442.10
327391000025	05/01/2025	WAVERLY ST WELL 4	62-00-00-60300 MISC EXPENSES & UTILITY	564.34
348370000025	05/01/2025	WAVERLY ST WELL 3	62-00-00-60300 MISC EXPENSES & UTILITY	548.25
972745000025	05/01/2025	HASKINS ST WELL 5	62-00-00-60300 MISC EXPENSES & UTILITY	499.41
Total ALLIANT ENERGY/WPL:				3,054.10
WE ENERGIES				
5436858724	04/11/2025	WAVERLY ST WELLHOUSE #4	62-00-00-60300 MISC EXPENSES & UTILITY	9.90
Total WE ENERGIES:				9.90
WI DEPT OF NATURAL RESOURCES				
WU112935	04/29/2025	WDNR ANNUAL WATER USE FE	62-00-00-60300 MISC EXPENSES & UTILITY	125.00
Total WI DEPT OF NATURAL RESOURCES:				125.00
DUNN LUMBER				
2010711	05/05/2025	NUTS AND BOLTS	62-00-00-61400 WELLS MAINTENANCE	2.76
2011252	05/05/2025	NUTS AND BOLTS	62-00-00-61400 WELLS MAINTENANCE	3.16

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DUNN LUMBER:				5.92
HOME DEPOT CREDIT SERVICES				
3311149	04/08/2025	SUPER HOLD RAT GLUE	62-00-00-61400 WELLS MAINTENANCE	8.28
Total HOME DEPOT CREDIT SERVICES:				8.28
ALLIANT ENERGY/WPL				
347962000025	05/01/2025	DODGE ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	158.75
576425000025	05/01/2025	MAIN ST ENGINE ROOM	62-00-00-62300 PUMPING POWER PURCHASED	4,802.27
717061000025	05/01/2025	1401 CENTER ST BOOSTER	62-00-00-62300 PUMPING POWER PURCHASED	217.49
Total ALLIANT ENERGY/WPL:				5,178.51
MARTELLE WATER TREATMENT				
29076	04/17/2025	TRTMNT-CHLORINE/POLY	62-00-00-64100 CHEMICALS	3,631.20
Total MARTELLE WATER TREATMENT:				3,631.20
ALLIANT ENERGY/WPL				
974671000025	05/01/2025	361 MAIN ST HALLWAY	62-00-00-64200 LABOR & EXPENSES (LAB)	91.07
Total ALLIANT ENERGY/WPL:				91.07
NORTHERN LAKE SERVICE INC				
2505759	04/15/2025	MANGANESE TST-MONTHLY	62-00-00-64200 LABOR & EXPENSES (LAB)	44.37
Total NORTHERN LAKE SERVICE INC:				44.37
USA BLUEBOOK				
INV00688819	04/22/2025	LAB SUPPLIES	62-00-00-64200 LABOR & EXPENSES (LAB)	261.77
INV00697571	05/01/2025	FLUORIDE STANDARD	62-00-00-64200 LABOR & EXPENSES (LAB)	28.30
Total USA BLUEBOOK:				290.07
WI STATE LABORATORY OF HYGIENE				
807409	04/30/2025	MONTHLY FLOURIDE SPLIT	62-00-00-64200 LABOR & EXPENSES (LAB)	31.00
Total WI STATE LABORATORY OF HYGIENE:				31.00
WELDERS SUPPLY CO				
3192999	05/07/2025	FORKLIFT PROPANE	62-00-00-65100 PLANT MAINTENANCE	154.84
Total WELDERS SUPPLY CO:				154.84
ALLIANT ENERGY/WPL				
098433000025	05/01/2025	750 WILD RIDGE DR WATER TO	62-00-00-66100 MAINT OPS-STANDPIPES	86.57
520171000025	05/01/2025	1887 DODGE ST TOWER	62-00-00-66100 MAINT OPS-STANDPIPES	82.25
Total ALLIANT ENERGY/WPL:				168.82
DOWN TO EARTH CONTRACTORS INC				
8560	04/28/2025	1032 BONNIE BRAE-CURB BOX	62-00-00-67500 MAINT SERVICES & CURB BOX	2,464.00
8563	04/28/2025	SHODEEN SERVICE DAMAGE (62-00-00-67500 MAINT SERVICES & CURB BOX	2,892.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total DOWN TO EARTH CONTRACTORS INC:				5,356.00
USA BLUEBOOK				
INV00688819	04/22/2025	MARKING FLAGS	62-00-00-67500 MAINT SERVICES & CURB BOX	98.43
Total USA BLUEBOOK:				98.43
WELDERS SUPPLY CO				
3192999	05/07/2025	FREEZE KIT C02	62-00-00-67500 MAINT SERVICES & CURB BOX	89.50
Total WELDERS SUPPLY CO:				89.50
CORE & MAIN LP				
W940423	05/08/2025	METER GASKETS 3/4 1"	62-00-00-67600 MAINT OF METERS	339.74
Total CORE & MAIN LP:				339.74
AMAZON CAPITAL SERVICES				
89C4-MAR 202	04/01/2025	MISC SUPPLIES	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	35.38
89C4-MAR 202	04/01/2025	MOUSE PAD	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.99
Total AMAZON CAPITAL SERVICES:				39.37
AT&T				
262248865604	04/13/2025	MONTHLY SVC CHR-4/13-5/12/	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	117.35
Total AT&T:				117.35
CHARTER COMMUNICATIONS				
152474701042	04/21/2025	INTERNET SERV- MAY 2025	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	119.99
Total CHARTER COMMUNICATIONS:				119.99
FNBO				
5589-APR 202	05/02/2025	PHONE SVC-APRIL 2025	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	134.37
Total FNBO:				134.37
HOME DEPOT CREDIT SERVICES				
3311149	04/08/2025	PINDOT FOG 2X5 PRECUTX2	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	35.94
Total HOME DEPOT CREDIT SERVICES:				35.94
MARTIN GROUP				
1317603	04/21/2025	KONICA 4/20-5/29/25	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	79.49
Total MARTIN GROUP:				79.49
ODP BUSINESS SOLUTIONS LLC				
419172637001	04/17/2025	CHK STAMPER-CUSTOMER	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	19.50
Total ODP BUSINESS SOLUTIONS LLC:				19.50
PITNEY BOWES BANK INC RESERVE ACCOUNT				
PB051425	05/08/2025	POSTAGE METER FUNDS	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	500.00

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
Total PITNEY BOWES BANK INC RESERVE ACCOUNT:				500.00
WI DEPT OF ADMINISTRATION				
505-00001005	04/09/2025	3/25 IRONPORT FEE	62-00-00-92100 OFFICE SUPPLIES & EXPENSE	3.05
Total WI DEPT OF ADMINISTRATION:				3.05
AMAZON CAPITAL SERVICES				
89C4-MAR 202	04/01/2025	PC ACCESSORIES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	18.23
89C4-MAR 202	04/01/2025	PC ACCESSORIES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	44.96
89C4-MAR 202	04/01/2025	AUX MONITOR CABLE	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	8.41
Total AMAZON CAPITAL SERVICES:				71.60
CLEAN WATER ENGINEERING LLC				
1089	04/09/2025	VETS PARK CCC CONSULTING	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	630.00
1090	04/30/2025	APRIL CROSS CONNECTION IN	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,530.00
Total CLEAN WATER ENGINEERING LLC:				2,160.00
MSA PROFESSIONAL SERVICES INC				
015736	05/01/2025	COVENANT HARBOR MODELIN	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	2,652.50
015736	05/01/2025	GENERAL SERVICES	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	625.00
015736	05/01/2025	SYM BAY PH 8 EVAL	62-00-00-92300 OUTSIDE SERVICES EMPLOYED	1,496.88
Total MSA PROFESSIONAL SERVICES INC:				4,774.38
SECURIAN FINANCIAL GROUP INC				
LIFE JUNE 202	05/08/2025	LIFE-JUN-2025	62-00-00-92630 LIFE INSURANCE EXPENSE	14.14
Total SECURIAN FINANCIAL GROUP INC:				14.14
CINTAS FIRST AID & SAFETY				
5268673906	05/06/2025	FIRST AID CABINET RESTOCK	62-00-00-93000 MISCELLANEOUS GENERAL EXP	144.90
Total CINTAS FIRST AID & SAFETY:				144.90
OFFICE PRO INC				
729604-0	04/23/2025	TP/SOAP/HAND TOWEL	62-00-00-93000 MISCELLANEOUS GENERAL EXP	277.32
Total OFFICE PRO INC:				277.32
AMAZON CAPITAL SERVICES				
89C4-MAR 202	04/01/2025	LASER LEVEL	62-00-00-93200 MAINTENANCE OF GENERAL PLANT	59.99
Total AMAZON CAPITAL SERVICES:				59.99
KUNES CHEVROLET BUICK GMC OF LG				
35681	05/12/2025	MAINT-TRUCK #40	62-00-00-93300 TRANSPORTATION EXPENSE	538.70
Total KUNES CHEVROLET BUICK GMC OF LG:				538.70
VERIZON				
308000071645	05/01/2025	ASSET TRACKING 4/2025	62-00-00-93300 TRANSPORTATION EXPENSE	91.75

Invoice Number	Invoice Date	Description	GL Account and Title	Net Invoice Amount
		Total VERIZON:		91.75
		Total 62:		44,866.24
		Grand Totals:		85,835.21

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: May 2025 Director's Report

OPERATIONS UPDATE

WATER OPERATIONS

Hydrant flushing for the spring was completed May 7th, and crews have since transitioned to marking services and valves ahead of the upcoming leak survey.

The system-wide leak survey is currently scheduled to start the week of May 19th, and is expected to take approximately 2 ½ weeks to complete.

WASTEWATER OPERATIONS

The punchlist for the Big Foot Lift Station Forcemain Replacement Project has been finalized for the contractor to address in the coming weeks. Due to the time it took to coordinate the necessary details, we will be extending the final completion date to June 12th.

A site tour of the Treatment Plant was held with Staff and representatives of MSA Professional Services to provide detailed background information on topics related to the upcoming Facilities Plan. A proposal for the related engineering services is anticipated to be presented to the Commission in July or August.

OFFICE & ADMINISTRATION

First quarter disconnections are scheduled for May 20th.

The work for transitioning to third-party bill production and mailing services is on schedule, and we anticipate the 2nd quarter billing will be processed through ABT.

Staff continues to work with engineering, as well as WisDOT and Walworth County for upcoming utility and road projects. We will have our final set of plans in to WisDOT for review within the next week and plan to have 60% plans ready for Walworth County in June. A large amount of coordination work is expected to kick off at that point and updates will be provided to the Commission accordingly.

MAY 2025 UTILITY COMMISSION AGENDA - BACKGROUND INFORMATION

9. RESOLUTION 2025-02 – WATER UTILITY BUDGET AMENDMENT

As part of the April meeting agenda, the Water Utility requested approval for an expanded scope of work to continue its efforts to eliminate non-revenue water from the distribution system, which the Commission subsequently approved. Staff have since drafted a formal budget amendment for Commission action, which itemizes the affected expense accounts, as well as the source of funding necessary to offset the increases.

Action is recommended to approve Resolution 2025-02 to formally amend the 2025 Water Utility Budget.

10. UTILITY OFFICE WALL MURAL

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

Action is requested of the Commission to authorize the installation of a wall mural in the Utility Office.

**STATE OF WISCONSIN
WALWORTH COUNTY
CITY OF LAKE GENEVA
UTILITY COMMISSION**

RESOLUTION NO. 2025-02

A Resolution approving the amendment of the 2025 Water Utility Budget

WHEREAS, the City of Lake Geneva Utility Commission previously approved budgetary appropriations for use in the operation, maintenance, and improvement of the municipal water system in 2025; and

WHEREAS, the Utility desired to perform a larger scope of work to reduce non-revenue water in the distribution system, which required additional funding to be allocated to the 2025 operational budget.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City of Lake Geneva Utility Commission does hereby approve the following amendment of the 2025 Water Utility Budget.

Expense Acct.		2025 Budget	Amendment Amount	Amended 2025 Budget
62-00-00-67300	Maintenance of Mains & Valves	\$105,000	\$10,000	\$115,000
62-00-00-675000	Maintenance of Services & Curb Boxes	\$80,000	\$10,000	\$90,000
Revenue Acct.				
62-00-00-13250	Water Operating Reserves - LGIP	\$0	\$20,000	\$20,000

Adopted this 17th day of June 2024, on a ____ - ____ vote.

CITY OF LAKE GENEVA
UTILITY COMMISSION

By: _____
Dennis Lyon, President

Attest: _____
Jo Busch, Utilities Coordinator



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

May 15, 2025

To: Lake Geneva Utility Commission

From: Jo Busch, Utilities Coordinator

Subject: Utility Office – Wall Mural

Last year we renovated and reorganized our office for the first time since 2007. We have been left with an open wall that is full of possibilities. With the downtown mural project having been so successful, I would like to explore the idea of having a mural in the office. I have approached a local artist and received a quote from her. As this is not a budgeted item for 2025, I am looking for approval to continue to pursue this as per the quote in the packet. The money would come from the general operating revenues and/or from our operating reserves in the LGIP as necessary.

Thank you.

Krystal Cooke

Mural Art

262-818-2679

Krystalcookeart@gmail.com

Quote:

Lake Geneva Utility Commission

361 W Main St. Lake Geneva, WI 53147

Description:

-8ft by 7ft Mural of Lake Geneva

-\$25 per square ft.

-Materials: additional 25%

-Mural concept rendering-\$150

Total: \$1,900

Let me know if you have any questions or concerns!!

-Krystal Cooke