



Lake Geneva Utility Commission

Dennis Lyon, President
Josh Gajewski, Utility Director

Jeff Ecklund, Water Superintendent
Scott Tesmer, Wastewater Superintendent

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

Regular Lake Geneva Utility Commission Meeting
Wednesday January 17, 2018 4:00 PM
Conference Room 2A, 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 the regular meeting on December 20, 2017 as prepared and distributed
5. Approve the minutes from the Special Joint Meeting of the Utility Commission and the Public Works Committee on January 3, 2018 as prepared and distributed
6. Acknowledgement of Correspondence
7. Financials Update
8. Approval of the December Bills
9. Directors Report
10. Discussion/Recommendation on Cemetery Road Sanitary and Water Main Extension
11. Discussion/Recommendation on 2018 Capital Improvements
12. Discussion/Recommendation on amendment to Kapur Task Order #9 for the Main Street Water Main Project
13. Adjourn

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Lake Geneva Utility Commission at 262-248-2311 in advance so the appropriate accommodations can be made.

Lake Geneva Utility Commission Minutes
Regular Lake Geneva Utility Commission Meeting
Wednesday December 20, 2017 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:00pm

Roll Call - Members present: President Lyon, Ald. Hedlund, Brett Stanczak, Mark Johnson, Ann Esarco. Ald. Flower arrived at 4:13pm **Absent:** Mayor Kupsik. **Staff in attendance:** Josh Gajewski, Jo Busch, Blaine Oborn.

Comments from the Public as allowed by Wis. Statutes §19.84 (2), Limited to Items on this Agenda Except for Public Hearing Items. Comments will be limited to 5 Minutes. None

Approve Utility Commission Minutes from November 15, 2017 as prepared and distributed
Hedlund/Stanczak motion to approve. Passed 5-0.

Acknowledgement of Correspondence.

Gajewski reported that he sent a letter to the Chairman of the Village of Bloomfield Planning Commission regarding the adoption of their new smart growth plan and how it relates to the utility service areas. He then met with them along with our City Administrator to discuss future utility service areas and municipal boundaries. He is hoping that there will be continued conversation in the future and will keep the Commission updated.

Financials Update

Gajewski reviewed the financial information through November.
Hedlund/Stanczak motion to approve. Passed 5-0.

Approval of the November Bills

Hedlund/Johnson motion to approve. Passed 5-0.

Ald. Flower arrived at 4:13pm.

Directors Report

Gajewski gave an update of current operations. He also reported that there was a clerical error made on the resolution presented for approval at the November meeting. It had been numbered and acted upon as Resolution 2017-02 and should have been listed as Resolution 2017-03. This was corrected before publishing. The retired water meters were sold as approved at the November meeting and the vehicles listed on WI Surplus also sold.

Discussion/Action on scheduling a joint meeting with the Public Works Committee regarding the Main Street Reconstruction & Water Main Project

Gajewski explained that the timeline for this project is very tight and he would prefer to get it approved and sent to Council as soon as possible. The bid opening is December 21 at 10:00am. It was agreed to schedule a joint meeting on Wednesday January 3rd at 5pm.

Closed Session

Lyon/Hedlund motion to go into closed session pursuant to Wis. Stat 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for Utility Director Josh Gajewski and include Oborn, Gajewski & Busch.

Roll Call: Lyon, Esarco, Flower, Hedlund, Stanczak, Johnson – Yes. Passed 6-0.

The Commission entered closed session at 4:30pm

Open Session

Hedlund/Stanczak motion to return to open session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in closed session.

Roll Call: Lyon, Esarco, Flower, Hedlund, Stanczak, Johnson – Yes. Passed 6-0.

The Commission returned to open session at 5:05pm.

Hedlund/Flower motion to increase Utility Director's pay to mid-level on the pay scale effective January 1st, 2018. Passed 6-0.

Adjourn

Hedlund/ Flower motion to adjourn. Passed 6-0.

Meeting was adjourned at 5:07 p.m.

/s/ Jo Busch, Office Manager

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

Special Joint Meeting of Utility Commission & Public Works Committee Minutes
Wednesday January 3, 2018 5:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Utility Commission Meeting to Order- by President Lyon at 5:03pm

Roll Call – Utility Commission members present: President Lyon, Mayor Kupsik, Ald. Hedlund, Ald. Flower, Brett Stanczak, Mark Johnson **Absent:** Ann Esarco

Call Public Works Committee Meeting to Order – by Chairman Kordus at 5:03pm

Roll Call – Public Works Committee members present: Chairman Kordus, Ald. Flower, Ald. Hedlund **Absent:** Ald. Straube and Ald. Skates

Staff in attendance: Josh Gajewski, Jo Busch, Blaine Oborn, Dan Draper and Tom Earle.

Election of Joint Committee Chairperson

Hedlund/Kupsik motion to elect Lyon as joint chairperson. Passed 7-0.

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

Closed Session

Hedlund/Kordus motion to go into closed session pursuant to Wis. Stat 19.85 (1) (g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved pertaining to Main Street Reconstruction Project Bids (City Attorney Draper) and include Oborn, Gajewski, Busch, Earle & Draper.

Roll Call: Lyon, Flower, Hedlund, Stanczak, Johnson, Kordus, Kupsik – Yes. Passed 7-0.

The Joint Committee entered closed session at 5:06pm

Open Session

Kordus/Flower motion to return to open session pursuant to Wis. Stat. 19.85 (2) and take action on any items discussed in closed session.

Roll Call: Lyon, Flower, Hedlund, Stanczak, Johnson, Kordus, Kupsik – Yes. Passed 7-0.

The Joint Committee returned to open session at 5:36pm.

Hedlund/Flower motion for the Utility Commission to award the Main Street Water Main & Reconstruction bid to Willkomm Excavating & Grading Inc with a not to exceed amount of \$335,812.63 paid by the Utility Commission. Passed 6-0. (The cost breakdown is \$320,812.63 to Willkomm for the project and \$15,000.00 to Kapur for engineering services.)

Kordus/Flower motion for the Public Works Committee to approve the expenditure of the Utility Commission in an amount exceeding 250K for the Main Street Water Main & Reconstruction bid. Passed 3-0.

Kordus/Flower motion for the Public Works Committee to award the Main Street Water Main & Reconstruction bid to Willkomm Excavating & Grading Inc with a not to exceed amount of \$372,584.17 paid from 2018 Street Improvement Program. Passed 3-0. (The cost breakdown is \$334,116.17 to Willkomm for the project and \$38,468.00 to Kapur for engineering services.)

Adjourn

Hedlund/Stanczak motion to adjourn the Utility Commission meeting. Passed 6-0.

Kordus/Hedlund motion to adjourn the Public Works Committee meeting. Passed 3-0.

Meeting was adjourned at 5:40 p.m.

/s/ Jo Busch, Office Manager

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE LAKE GENEVA UTILITY
COMMISSION & THE PUBLIC WORKS COMMITTEE**

**LAKE GENEVA UTILITY COMMISSION
2017 BUDGET COMPARISON THRU:**

12 / 2017

WATER UTILITY

100.00%

REVENUES

	2017 Budgeted	Normalized Budget Thru December	YTD	YTD % of Budget	\$ Difference of Normalized & YTD	YTD % of Normalized
TOTAL REVENUES	1,878,618	1,878,618	2,065,597	109.95%	186,979	110%
EXPENSES						
TOTAL SOURCE OF SUPPLY - OPERATION	66,233	66,233	54,630	82.48%	11,603	82%
TOTAL SOURCE OF SUPPLY - MAINTENANCE	17,000	17,000	11,087	65.22%	5,913	65%
TOTAL PUMPING EXPENSE - OPERATION	81,050	81,050	82,627	101.95%	-1,577	102%
TOTAL PUMPING EXPENSE - MAINTENANCE	19,350	19,350	23,796	122.98%	-4,446	123%
TOTAL WATER TREATMENT - OPERATION	91,875	91,875	84,395	91.86%	7,480	92%
TOTAL WATER TREATMENT - MAINTENANCE	75,500	75,500	80,554	106.69%	-5,054	107%
TOTAL TRANS. & DISTRIBUTION - OPERATION	46,900	46,900	41,975	89.50%	4,925	89%
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	143,300	143,300	119,899	83.67%	23,401	84%
TOTAL CUSTOMER ACCOUNTS	64,520	64,520	68,181	105.67%	-3,661	106%
TOTAL ADMIN & GENERAL OPERATIONS	578,920	578,920	404,604	69.89%	174,315	70%
TOTAL OTHER EXPENSES	330,000	330,000	321,528	97.43%	8,472	97%
TOTAL OPERATION & MAINTENANCE EXPENSES	1,514,648	1,514,648	1,293,275	85.38%	221,373	85%
REVENUES OVER O&M EXPENSES	363,970		772,322			
TOTAL CAPITAL OUTLAY	560,000	560,000	742,597	132.61%	-182,597	133%
TOTAL TRANSFERS	-215,000	-215,000	0	0.00%	-215,000	0%
TOTAL DEPRECIATION	0	0	0	0%	0	0%
TOTAL UTILITY ANNUAL EXPENSE	1,859,648	1,859,648	2,035,872	109.48%	-176,224	109%
BALANCE OF FINANCES	18,970		29,725			

w/ LGIP Transfer → 294,602 → 154,670 →
w/ O/S Payments → 117,092

CHECKING BALANCE
CD'S
LGIP 1 GENERAL BALANCE
LGIP 2 IMPACT FEES BALANCE
LGIP 3 EQ. REPLACE. BALANCE
INVESTMENT TOTAL

TOTAL 770,343

LAKE GENEVA UTILITY COMMISSION

2017 BUDGET COMPARISON THRU:

12 / 2017

WASTEWATER UTILITY

100.00%

REVENUES	2017 Budgeted	Normalized Budget Thru December	YTD	YTD % of Budget	\$ Difference of Normalized & YTD	YTD % of Normalized
TOTAL REVENUES	1,520,322	1,520,322	1,625,044	106.89%	104,722	107%
EXPENSES						
TOTAL OUTSIDE SERVICES	251,025	251,025	238,596	95.05%	12,429	95%
TOTAL OPERATING EXPENSES	35,337	35,337	32,051	90.70%	3,286	91%
TOTAL INSURANCE	36,185	36,185	22,318	61.68%	13,867	62%
TOTAL SALARY & BENEFITS	642,271	642,271	554,201	86.29%	88,070	86%
TOTAL LAB SUPPLIES	41,880	41,880	11,186	26.71%	30,694	27%
TOTAL MISCELLANEOUS EXPENSE	2,500	2,500	6,156	246.22%	-3,656	246%
TOTAL MAINTENANCE	155,950	155,950	110,870	71.09%	45,080	71%
TOTAL OPERATION & MAINTENANCE EXPENSES	1,165,148	1,165,148	975,378	83.71%	189,769	84%
REVENUES OVER O&M EXPENSES	355,174		649,666			
TOTAL CAPITAL OUTLAY	273,500	273,500	267,645	97.86%	5,855	98%
TOTAL TRANSFERS	81,500	81,500	0	0.00%	81,500	0
TOTAL DEPRECIATION	0	0	0	0%	0	0%
TOTAL UTILITY ANNUAL EXPENSE	1,520,148	1,520,148	802,241	52.77%	717,906	53%
BALANCE OF FINANCES	174		382,021			

w/LGIP Transfer → 449,142
w/O/S Payments → 361,564

CHECKING BALANCE	611,024 →	449,142
CD'S	418,659	
LGIP 10 GENERAL BALANCE	241,002	
LGIP 11 DEBT SERVICE BALANCE	0	
LGIP12 IMPACT FEES BALANCE	138,692 →	300,574
LGIP 13 COMP. MAINT. BALANCE	64,556	
INVESTMENT TOTAL	862,908	
TOTAL	1,473,932	

Payments over \$5K

LAKE GENEVA UTILITY COMMISSION

Payment Approval Report by GL No - Paid
Fully Paid Invoices 12/01/2017 - 01/31/2018

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Jan 12, 2018 03:23pm

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
1-10700	WASTEWATER UTILITY FUND - CONSTRUCTION WORK IN PROCESS						
	1347	CARLSON RACINE ROOFING	WWTF-ROOF REPLACEMENTS-FI	26355		10/31/2017	13,073.00 *
1-18430	WASTEWATER UTILITY FUND - COLLECTION SYSTEM-MAINS						
	458	VISU SEWER CLEAN & SEAL INC	LINE VARIOUS 8" SEWER MAINS	27066		12/08/2017	67,372.80
1-52520	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-ELECTRICITY						
	1118	ALLIANT ENERGY/WP&L	201 HASKINS ST SWR PLNT	95400001711		11/03/2017	12,567.77 *
	1118	ALLIANT ENERGY/WP&L	201 HASKINS ST SWR PLNT	95400001712		12/04/2017	11,900.63
							24,468.40 *
Total OUTSIDE SERVICES							24,468.40
1-93602	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-DIGESTERS EQUIP						
	1003	UNITED LABORATORIES	BULK BELTPRESS CLEANER	INV207281		11/16/2017	6,006.00 *
Total MAINTENANCE							6,006.00
Total WASTEWATER UTILITY FUND							110,920.20
2-10700	WATER UTILITY FUND - CONSTRUCTION WORK IN PROCESS						
	1236	DIXON ENGINEERING INC	SEVEN BROS PAINTING HOST TO	100717		11/16/2017	410,750.00 * PR
	1353	SEVEN BROTHERS PAINTING IN	HOST TOWER PAINT W/CHANGE	100717		11/16/2017	410,750.00 *
							821,500.00 *
2-23831	WATER UTILITY FUND - PENSION PAYABLE TO CITY						
	143	CITY OF LAKE GENEVA	NOV PENSION	201711		11/30/2017	7,855.88
	143	CITY OF LAKE GENEVA	DEC PENSION	201712		12/26/2017	8,484.62
							16,340.50 *
2-23834	WATER UTILITY FUND - HEALTH INSURANCE PAYABLE						
	145	CITY OF LAKE GENEVA	NOVEMBER HEALTH INS	201711A		11/10/2017	28,957.35 *
	145	CITY OF LAKE GENEVA	DECEMBER HEALTH INS	201712		11/30/2017	28,957.35 *
	145	CITY OF LAKE GENEVA	JAN HEALTH INSURANCE PREMIL	201801		01/10/2018	28,957.35
							86,872.05 *
2-34600	WATER UTILITY FUND - METERS						
	1340	CORE & MAIN LP	BULK METERS-IPERL	I226086		12/19/2017	7,360.00
2-40802	WATER UTILITY FUND - DEPRECIATION - RECORD TAX EQUIVELANT						
	142	CITY OF LAKE GENEVA	DECEMBER TAX EQUIVELANT	201712		11/30/2017	26,038.00 *
	142	CITY OF LAKE GENEVA	JAN TAX EQUIVELANT	201801		01/10/2018	26,500.00
							52,538.00 *
Total DEPRECIATION							52,538.00
2-62300	WATER UTILITY FUND - PUMPING OPERATIONS - PUMPING POWER PURCHASED						
	118	ALLIANT ENERGY/W P & L	361 MAIN ST ENGINE ROOM	64250001711		11/03/2017	5,239.08 *
Total PUMPING OPERATIONS							5,239.08
2-67300	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - MAINT OF MAINS & VALVES						
	417	DOWN TO EARTH	MAIN BREAK 1120 SO LK SH DR	6658		11/08/2017	7,253.00 *

PD = Fully Paid Invoice PR = Partially Paid Invoice

* - approved at Dec 20, 2017 meeting

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
			Total TRANS & DISTRIBUTION MAINT				7,253.00
			Total WATER UTILITY FUND				997,102.63
			Grand Total:				1,108,022.83

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____
City Treasurer: _____

December Bills

2ND CHECK RUN IN DEC.

LAKE GENEVA UTILITY COMMISSION

Payment Approval Report by GL No - Unpaid
Unpaid / Partial Paid Invoices 12/01/2017 - 12/31/2017

Page: 1
Dec 28, 2017 11:53am

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
1-18430	WASTEWATER UTILITY FUND - COLLECTION SYSTEM-MAINS						
	458	VISU SEWER CLEAN & SEAL INC	LINE VARIOUS 8" SEWER MAINS	27066		12/08/2017	67,372.80
1-52100	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - LABORATORY SERVICES						
	758	NORTHERN LAKE SERVICE INC	TEST WEEKLY LAB SAMPLES	325946		12/12/2017	185.20
	758	NORTHERN LAKE SERVICE INC	TEST WEEKLY LAB SAMPLES	326713		12/19/2017	338.40
	758	NORTHERN LAKE SERVICE INC	TEST WEEKLY LAB SAMPLES	326937		12/21/2017	185.20
	758	NORTHERN LAKE SERVICE INC	QUARTERLY GROUNDWATER TE	327095		12/22/2017	1,054.14
							1,762.94 *
1-52500	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-GAS						
	61	WE ENERGIES	860 LA GRANGE DR	36812781712		12/07/2017	16.33
1-52520	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-ELECTRICITY						
	1118	ALLIANT ENERGY/WP&L	191 HASKINS ST DEWTRBLD	97500001712		12/08/2017	363.54
	1118	ALLIANT ENERGY/WP&L	201 HASKINS ST SWR PLNT	95400001712		12/04/2017	11,900.63
	1118	ALLIANT ENERGY/WP&L	SIGN 361 W MAIN ST	75300001712		12/01/2017	48.44
							12,312.61 *
Total OUTSIDE SERVICES							14,091.88
1-53100	WASTEWATER UTILITY FUND - OPERATING EXPENSES - OFFICE SUPPLIES EXPENSE						
	43	MARTIN BUSINESS GROUP	SERVICE CONTRACT/COPIES	1226931		12/20/2017	75.50
	58	WALMART	OFC SUPPLIES	201712		12/29/2017	20.58
	58	WALMART	REPL COMPUTER SCREEN	201712		12/29/2017	247.89
	58	WALMART	BULK PRINTER INK	201712		12/29/2017	119.91
	84	PITNEY BOWES GLOBAL LEASE	WWTF QUARTERLY MAINT FEE	3304930031		11/30/2017	124.16
	1152	OFFICE PRO INC	SUNDRY OFFICE SUPPLIES	0285237-001		12/07/2017	4.98
	1152	OFFICE PRO INC	BINDER SUPPLIES	0285237-001		12/07/2017	20.34
	1152	OFFICE PRO INC	BULK CALENDARS	0286349-001		12/15/2017	37.78
							651.14 *
1-53110	WASTEWATER UTILITY FUND - OPERATING EXPENSES - TELEPHONE EXPENSE						
	1	AT&T	WWTF-MONTHLY SERVICE	201712		12/29/2017	98.80
	14	CITY OF LAKE GENEVA	WWTF LONG DIST THRU CITY	12438		12/15/2017	4.25
	271	US CELLULAR	WWTF MONTHLY PHONE SERVIC	0223325196		12/04/2017	82.02
							185.07 *
1-53120	WASTEWATER UTILITY FUND - OPERATING EXPENSES - POSTAGE						
	256	CMRS-PB	POSTAGE FOR METER-QUARTER	12292017		12/29/2017	750.00
1-53210	WASTEWATER UTILITY FUND - OPERATING EXPENSES - FREIGHT EXPENSE						
	202	KOLB, MARILYN	PETTY CASH-SHIPPING	12312017		12/29/2017	35.97
	1003	UNITED LABORATORIES	FREIGHT	INV210399		12/20/2017	24.62
	1152	OFFICE PRO INC	SHIPPING SUPPLIES	0285237-001		12/07/2017	8.94
							69.53 *
1-53900	WASTEWATER UTILITY FUND - OPERATING EXPENSES - FIRST AID & SAFETY SUPPLIES						
	1270	CINTAS FIRST AID & SAFETY	WWTF-RESTOCK FIRST AID SUP	5009660411		12/18/2017	66.46
	1322	GAJEWSKI, JOSHUA	2017-STEEL TOE BOOTS	121117		12/11/2017	50.00
							116.46 *
Total OPERATING EXPENSES							1,772.20
1-65000	WASTEWATER UTILITY FUND - MISCELLANEOUS EXPENSES - OTHER OPERATING SUPPLIES-KITCH						
	58	WALMART	KITCHEN SUPPLIES	201712		12/29/2017	39.69
	432	ITU ABSORBTECH INC	BULK SHOP TOWELS	6916702		12/14/2017	29.95

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
							69.64 *
Total MISCELLANEOUS EXPENSES							69.64
1-92300	WASTEWATER UTILITY FUND - SALARY & BENEFITS - OUTSIDE SERVICES EMPLOYED						
	118	ALLIANT ENERGY/W P & L	361 HALLWAY	37100001712		12/30/2017	118.61
Total SALARY & BENEFITS							118.61
1-93600	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-LAB EQUIPMENT						
	1003	UNITED LABORATORIES	BULK CLEANER DEGREASER	INV210399		12/20/2017	178.80
1-93700	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-VEHICLES & EQUIP						
	111	LK GEN AUTO-BUMPER TO BUM	TRUCK # 27 REPL BATTERY	662-379627		12/07/2017	124.99
	111	LK GEN AUTO-BUMPER TO BUM	TRUCK # 55 CAMEL MAINT	662-380013		12/14/2017	5.98
	111	LK GEN AUTO-BUMPER TO BUM	TRUCK # 55 CAMEL MAINT	662-380019		12/14/2017	8.97
	202	KOLB, MARILYN	PETTY CASH-GAS IN VEHICLE	12312017		12/29/2017	10.00
							149.94 *
1-93800	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-LIFT STATIONS						
	1118	ALLIANT ENERGY/WP&L	361 MAIN ST C C LIFT	36100001712		12/01/2017	68.25
	1118	ALLIANT ENERGY/WP&L	LAGRANGE DR LFT STA	11800001712		12/01/2017	129.77
	1118	ALLIANT ENERGY/WP&L	MARIANE TER LFT STA	97100001712		12/01/2017	34.73
	1118	ALLIANT ENERGY/WP&L	MAXWELL ST LFT STA	95500001712		12/12/2017	50.22
	1118	ALLIANT ENERGY/WP&L	BAYVIEW DR LFT STA	11300001712		12/15/2017	70.32
							353.29 *
Total MAINTENANCE							682.03
Total WASTEWATER UTILITY FUND							84,107.16
2-10700	WATER UTILITY FUND - CONSTRUCTION WORK IN PROCESS						
	1236	DIXON ENGINEERING INC	HOST DR TOWER INSPECT MAIN	17-3180		12/20/2017	950.00
2-15000	WATER UTILITY FUND - MATERIAL-SUPPLIES						
	1340	CORE & MAIN LP	INVENTORY-COUPPLINGS	1153881		12/18/2017	274.06
	1340	CORE & MAIN LP	INVENTORY-SADDLES	1153881		12/18/2017	107.70
	1340	CORE & MAIN LP	INVENTORY-DI PIPE	1153881		12/18/2017	520.02
	1340	CORE & MAIN LP	INVENTORY-TEES	1153881		12/18/2017	199.76
	1340	CORE & MAIN LP	INVENTORY-CB LIDS	1226086		12/19/2017	232.08
	1340	CORE & MAIN LP	INVENTORY-CLAMPS	1226086		12/19/2017	375.00
							1,708.62 *
2-23831	WATER UTILITY FUND - PENSION PAYABLE TO CITY						
	143	CITY OF LAKE GENEVA	DEC PENSION	201712		12/26/2017	8,484.62
2-34600	WATER UTILITY FUND - METERS						
	1340	CORE & MAIN LP	BULK METERS-IPERL	1226086		12/19/2017	7,360.00
2-60300	WATER UTILITY FUND - WELL OPERATIONS - MISC EXPENSES & UTILITY						
	61	WE ENERGIES	HASKINS ST WELLHOUSE 5	16033631712		12/05/2017	60.38
	118	ALLIANT ENERGY/W P & L	361 MAIN ST WELL 2	51100001712		12/30/2017	393.87
	118	ALLIANT ENERGY/W P & L	WAVERLY ST WELL 4	39100001712		12/30/2017	1,007.71
	118	ALLIANT ENERGY/W P & L	WAVERLY ST WELL 3	93700001712		12/30/2017	689.27

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
							2,151.23 *
Total WELL OPERATIONS							2,151.23
2-62300	WATER UTILITY FUND - PUMPING OPERATIONS - PUMPING POWER PURCHASED						
118	ALLIANT ENERGY/W P & L	DODGE ST PUMP STATION	96200001712			12/30/2017	128.43
118	ALLIANT ENERGY/W P & L	361 MAIN ST ENGINE ROOM	42500001712			12/30/2017	4,461.04
118	ALLIANT ENERGY/W P & L	1401 CENTER ST TEMP	36100001712			12/30/2017	266.33
							4,855.80 *
Total PUMPING OPERATIONS							4,855.80
2-63100	WATER UTILITY FUND - PUMPING MAINTENANCE - MAINTENANCE OF STRUCTURES						
637	DORNER COMPANY	CENTER ST B/STA REBUILD PRE	140659-IN			11/28/2017	4,606.00
Total PUMPING MAINTENANCE							4,606.00
2-64200	WATER UTILITY FUND - TREATMENT PLANT OPERATIONS - LABOR & EXPENSES (LAB)						
118	ALLIANT ENERGY/W P & L	361 HALLWAY	37100001712			12/30/2017	118.62
Total TREATMENT PLANT OPERATIONS							118.62
2-66100	WATER UTILITY FUND - TRANS & DISTRIBUTION OPERATION - MAINT OPS-STANDPIPES						
118	ALLIANT ENERGY/W P & L	750 WILD RIDGE DR-TOWER	43300001712			12/30/2017	113.50
118	ALLIANT ENERGY/W P & L	1887 DODGE ST TOWER	17100001712			12/30/2017	167.25
							280.75 *
Total TRANS & DISTRIBUTION OPERATION							280.75
2-67200	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - RESERVOIR & STANDPIPES						
165	TONKA WATER	RESERVOIR 2-AERATOR SENSO	0015624-IN			12/08/2017	718.00
2-67300	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - MAINT OF MAINS & VALVES						
417	DOWN TO EARTH	SUMMERSET MAIN BREAK	6679			12/06/2017	1,732.50
Total TRANS & DISTRIBUTION MAINT							2,450.50
2-92000	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - ADMIN & GENERAL SALARIES						
465	ECKERT, SCOTT	2017-REPL WORN STEEL TOE BO	120717			12/07/2017	100.00
928	MCKAIG, BRANDON	2017-REPL WORN STEEL TOE BO	121317			12/13/2014	100.00
1322	GAJEWSKI, JOSHUA	2017-STEEL TOE BOOTS	121117			12/11/2017	50.00
							250.00 *
2-92100	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - OFFICE SUPPLIES & EXPENSE						
1	AT&T	WATER-MONTHLY SERVICE	201712			12/29/2017	98.80
14	CITY OF LAKE GENEVA	WATER LONG DIST THRU CITY	12438			12/15/2017	4.25
43	MARTIN BUSINESS GROUP	SERVICE CONTRACT/COPIES	1226931			12/20/2017	75.50
84	PITNEY BOWES GLOBAL LEASE	WATER QUARTERLY MAINT FEE	3304930031			11/30/2017	124.15
202	KOLB, MARILYN	PETTY CASH-SHIPPING	12312017			12/29/2017	192.56
256	CMRS-PB	POSTAGE FOR METER-QUARTER	12292017			12/29/2017	750.00

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
	260	WI DEPT OF REVENUE	BI-ANNUAL REGISTRATION FEE	L0434294752		12/20/2017	10.00	
	271	US CELLULAR	WATER PHONE SERVICE	0223325196		12/04/2017	82.02	
	1152	OFFICE PRO INC	SUNDRY OFFICE SUPPLIES	0285237-001		12/07/2017	4.98	
	1152	OFFICE PRO INC	BINDER SUPPLIES	0285237-001		12/07/2017	20.34	
	1152	OFFICE PRO INC	SHIPPING SUPPLIES	0285237-001		12/07/2017	8.94	
	1152	OFFICE PRO INC	BULK CALENDARS	0286349-001		12/15/2017	37.79	
							1,409.33 *	
2-92300	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - OUTSIDE SERVICES EMPLOYED							
	414	WI DEPT OF AG TRADE & CONSI	ANNUAL LAB LICENSE	115211-2018		12/14/2017	340.00	
2-92600	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - EMPLOYEE PENSIONS & BENEFITS							
	1270	CINTAS FIRST AID & SAFETY	WATER-RESTOCK FIRST AID SUP	5009660442		12/26/2017	157.34	
Total ADMIN & GENERAL OPERATIONS							2,156.67	
2-93000	WATER UTILITY FUND - ADMIN & GENERAL EXPENSES - MISCELLANEOUS GENERAL EXP							
	58	WALMART	BUILDING MAINT	201712		12/29/2017	68.06	
	202	KOLB, MARILYN	PETTY CASH-HANDSOAP	12312017		12/29/2017	10.29	
	907	CINTA FIRE PROTECTION F36	ANNUAL SERVICE & MAINTENANC	OF36587581		12/21/2017	1,241.85	
	955	KINGSCOTE CHEMICALS INC	LEAK DETECTION PACKETS	221215		12/19/2017	92.84	
							1,413.04 *	
2-93300	WATER UTILITY FUND - ADMIN & GENERAL EXPENSES - TRANSPORTATION EXPENSE							
	58	WALMART	REPL WORN BLADES	201712		12/29/2017	36.13	
	1147	ADVANCE AUTO PARTS	REPAIR ON TRUCK SALTER	33734221723		12/30/2017	6.79	
							42.92 *	
Total ADMIN & GENERAL EXPENSES							1,455.96	
Total WATER UTILITY FUND							36,578.77	
Grand Total:							120,685.93	

Dated: _____
 Mayor: _____
 City Council: _____

 City Recorder: _____
 City Treasurer: _____

December Bills

LAKE GENEVA UTILITY COMMISSION

Payment Approval Report by GL No - Paid
Fully Paid Invoices 01/01/2018 - 01/31/2018

Page: 1
Jan 12, 2018 11:15am

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
1-52100	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - LABORATORY SERVICES						
	426	CULLIGAN OF BURLINGTON	SEMI-ANNUAL LAB EQUIP RENTAL	30X02054506		12/31/2017	207.67
	758	NORTHERN LAKE SERVICE INC	TEST WEEKLY LAB SAMPLES	327391		01/03/2018	169.20
	758	NORTHERN LAKE SERVICE INC	QUARTERLY SLUDGE TEST	327509		01/04/2018	604.20
							981.07 *
1-52500	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-GAS						
	61	WE ENERGIES	191 HASKINS ST DEWATER BLDG	3436451712A		01/04/2018	604.17
	61	WE ENERGIES	1350 EDGEWOOD DR	5670041712A		01/03/2018	12.33
	61	WE ENERGIES	HASKINS ST SEWER PLANT	4037321712A		01/04/2018	1,269.29
	61	WE ENERGIES	191 HASKINS ST WEST BLDG	2923801712A		01/04/2018	231.16
							2,116.95 *
1-52520	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-ELECTRICITY						
	118	ALLIANT ENERGY/W P & L	361 MAIN ST HALLWAY SPLIT	7100001712A		01/02/2018	148.81
	1118	ALLIANT ENERGY/WP&L	SIGN 361 W MAIN ST	5300001712A		01/02/2017	51.72
							200.53 *
1-52660	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - OUTSIDE SERVICES EMPLOYED						
	159	CIVIC SYSTEM LLC	SEMI-ANNUAL TECH SUPPORT	CVC16124		01/09/2018	2,499.50
Total OUTSIDE SERVICES							5,798.05
1-53050	WASTEWATER UTILITY FUND - OPERATING EXPENSES - COMPUTER EXPENSE						
	1350	MK CELLULAR	TABLETS FOR OPS & DATA	KSMBIN8045		01/02/2018	172.98
1-53100	WASTEWATER UTILITY FUND - OPERATING EXPENSES - OFFICE SUPPLIES EXPENSE						
	1152	OFFICE PRO INC	BULK FOLDERS/FILES	0287911-001		01/02/2018	33.35
1-53120	WASTEWATER UTILITY FUND - OPERATING EXPENSES - POSTAGE						
	85	UNITED STATES POST OFFICE	BULK PERMIT # 103	17563		01/10/2018	112.50
1-53900	WASTEWATER UTILITY FUND - OPERATING EXPENSES - FIRST AID & SAFETY SUPPLIES						
	20	DUNN LUMBER & TRUE VALUE	SAFETY EQUIP-GLOVES	201712		12/31/2017	7.19
	480	BAUMAN, KEN	REMBRSE-STEEL TOE BOOTS-20	01042018		01/04/2018	94.94
							102.13 *
Total OPERATING EXPENSES							420.96
1-54100	WASTEWATER UTILITY FUND - 1-54 - LAB CERTIFICATION EXPENSE						
	307	WI STATE LABORATORY OF HYC	ANNUAL BOD QUALITY CONTROL	531294		12/31/2017	150.00
	307	WI STATE LABORATORY OF HYC	ANNUAL SOLIDS QUALITY CONTR	531294		12/31/2017	159.00
	307	WI STATE LABORATORY OF HYC	ANNUAL SOLIDS CERTIFICATION	531294		12/31/2017	53.00
	307	WI STATE LABORATORY OF HYC	ANNUAL BOD CERTIFICATION	531294		12/31/2017	50.00
							412.00 *
Total 1-54							412.00
1-92650	WASTEWATER UTILITY FUND - SALARY & BENEFITS - UNIFORM/CLOTHING EXPENSE						
	502	CINTAS CORPORATION LOC 447	WWTF UNIFORMS	201712		12/31/2017	186.86
Total SALARY & BENEFITS							186.86
1-93602	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-DIGESTERS EQUIP						
	20	DUNN LUMBER & TRUE VALUE	EQUIP MAINT-DIGESTER	201712		12/31/2017	22.24

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
1-93800	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-LIFT STATIONS						
1118	ALLIANT ENERGY/WP&L	361 MAIN ST C C LIFT		3100001712A		01/02/2018	71.41
1118	ALLIANT ENERGY/WP&L	LAGRANGE DR LFT STA		1800001712A		01/02/2018	134.94
1118	ALLIANT ENERGY/WP&L	MARIANE TER LFT STA		7100001712A		01/02/2018	38.93
1118	ALLIANT ENERGY/WP&L	BIG FOOT LFT STA		41100001712		12/29/2017	231.20
1118	ALLIANT ENERGY/WP&L	EDGEWOOD DR LFT STA		96100001712		01/21/2017	277.98
							754.46 *
1-93810	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-MAINS						
20	DUNN LUMBER & TRUE VALUE	MAINS MAINT		201712		12/31/2017	17.99
1-93820	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-RECEIVING STATION						
1118	ALLIANT ENERGY/WP&L	GATE E STATE RD 50		42200001712		01/22/2017	18.21
1-93830	WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-SEEPAGE CELLS/POND						
1118	ALLIANT ENERGY/WP&L	SEEPAGE E STATE RD 50		98500001712		01/22/2017	155.25
Total MAINTENANCE							968.15
Total WASTEWATER UTILITY FUND							7,786.02
2-22500	WATER UTILITY FUND - DEFERRED COMP-GREAT WEST						
856	GREAT-WEST RETIREMENT SEF	WI DEFERRED PASS THROUGH		201801A		01/09/2010	1,225.00
856	GREAT-WEST RETIREMENT SEF	WI DEFERRED PASS THROUGH		201801B		01/10/2018	1,225.00
							2,450.00 *
2-22600	WATER UTILITY FUND - SECURITY BENEFIT GROUP						
755	SECURITY BENEFIT GROUP OF	DEFERRED PASS THROUGH		201801A		01/09/2018	425.00
755	SECURITY BENEFIT GROUP OF	DEFERRED PASS THROUGH		201801B		01/10/2018	425.00
							850.00 *
2-23832	WATER UTILITY FUND - DISABILITY PAYABLE TO CITY						
145	CITY OF LAKE GENEVA	JAN DISABILITY INS PREMIUM		201801		01/10/2018	227.75
2-23833	WATER UTILITY FUND - FLEX PLAN 125 - MEDICAL						
145	CITY OF LAKE GENEVA	JAN FLEX PREMIUM		201801		01/10/2018	522.99
2-23834	WATER UTILITY FUND - HEALTH INSURANCE PAYABLE						
145	CITY OF LAKE GENEVA	JAN DENTAL INSURANCE PREMIL		201801		01/10/2018	1,315.00
145	CITY OF LAKE GENEVA	JAN HEALTH INSURANCE PREMIL		201801		01/10/2018	28,957.35
							30,272.35 *
2-23836	WATER UTILITY FUND - BILLABLE-PASS THRU						
38	LAKE GENEVA REGIONAL NEWS	PASS THROUGH-TREE PLANTING		121817		12/18/2017	141.80
2-23841	WATER UTILITY FUND - MINNESOTA LIFE PAYABLE						
1026	MINNESOTA LIFE INSURANCE C	FEB LIFE INS #099018		201802		01/10/2018	278.92
2-40802	WATER UTILITY FUND - DEPRECIATION - RECORD TAX EQUIVELANT						
142	CITY OF LAKE GENEVA	JAN TAX EQUIVELANT		201801		01/10/2018	26,500.00
Total DEPRECIATION							26,500.00
2-60300	WATER UTILITY FUND - WELL OPERATIONS - MISC EXPENSES & UTILITY						
61	WE ENERGIES	WAVERLY ST PUMP HSE		3835771712A		01/04/2018	51.73

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
	61	WE ENERGIES	HASKINS ST WELLHOUSE 5	3033631712A		01/04/2018	80.22
	118	ALLIANT ENERGY/W P & L	HASKINS ST WELL 5	74500001712		01/02/2018	640.38
	118	ALLIANT ENERGY/W P & L	HASKINS ST WELL 5	4500001712A		12/27/2017	191.92
							964.25 *
Total WELL OPERATIONS							964.25
2-62300 WATER UTILITY FUND - PUMPING OPERATIONS - PUMPING POWER PURCHASED							
	61	WE ENERGIES	1401 CENTER ST	3524361712A		01/04/2018	15.09
	61	WE ENERGIES	361 E MAIN ST	3720731712A		01/04/2018	744.13
	118	ALLIANT ENERGY/W P & L	DODGE ST PUMP STATION	3200001712A		01/02/2018	139.18
							898.40 *
Total PUMPING OPERATIONS							898.40
2-64100 WATER UTILITY FUND - TREATMENT PLANT OPERATIONS - CHEMICALS							
	378	MARTELLE WATER TREATMENT	BULK CHLORINE	16484		12/26/2017	888.00
2-64200 WATER UTILITY FUND - TREATMENT PLANT OPERATIONS - LABOR & EXPENSES (LAB)							
	118	ALLIANT ENERGY/W P & L	361 MAIN ST HALLWAY SPLIT	7100001712A		01/02/2018	148.82
	155	IDEXX DISTRIBUTION CORP	ANNUAL BAC-T TESTING SUPPLIE	3025513863		01/02/2018	1,119.13
	157	USA BLUEBOOK	BULK LAB SUPPLIES-DNR TESTIN	447548		12/20/2017	551.57
							1,819.52 *
2-64300 WATER UTILITY FUND - TREATMENT PLANT OPERATIONS - MISC EXPENSE (FREIGHT)							
	157	USA BLUEBOOK	FREIGHT	451776		12/28/2017	121.58
Total TREATMENT PLANT OPERATIONS							2,829.10
2-65100 WATER UTILITY FUND - TREATMENT PLANT MAINTENANCE - PLANT MAINTENANCE							
	20	DUNN LUMBER & TRUE VALUE	PLANT B MAINT	201712		12/31/2017	82.08
	20	DUNN LUMBER & TRUE VALUE	IRON FILTER MAINTENANCE	201712		12/31/2017	39.53
							121.61 *
2-65200 WATER UTILITY FUND - TREATMENT PLANT MAINTENANCE - MAINT WATER TREATMENT EQUIP							
	157	USA BLUEBOOK	IRON FILTER PLANT A RELEASE \	450914		12/27/2017	321.77
Total TREATMENT PLANT MAINTENANCE							443.38
2-66500 WATER UTILITY FUND - TRANS & DISTRIBUTION OPERATION - MISC EXPENSE LICENSE & TOOLS							
	157	USA BLUEBOOK	VLV BOX TONGS	451776		12/28/2017	164.85
Total TRANS & DISTRIBUTION OPERATION							164.85
2-67200 WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - RESERVOIR & STANDPIPES							
	20	DUNN LUMBER & TRUE VALUE	RESERVOIR MAINT	201712		12/31/2017	37.73
2-67500 WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - MAINT SERVICES & CURB BOX							
	20	DUNN LUMBER & TRUE VALUE	CURB BOX REPAIRS	201712		12/31/2017	44.90
	157	USA BLUEBOOK	BULK PAINT FOR DIGGERS LOCA	451776		12/28/2017	285.81
	157	USA BLUEBOOK	DIGGERS-PIPE LOCATORS	451776		12/28/2017	86.99

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
2-67600	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - MAINT OF METERS						417.70 *
	1002	GRAINGER	REPL BULK WATER KEY SWITCH	9644331499		12/14/2017	69.28
	1276	BAY LOCK SERVICE	KEYS FOR BULK WATER PUMP	22426		01/04/2018	16.00
							85.28 *
Total TRANS & DISTRIBUTION MAINT							540.71
2-90200	WATER UTILITY FUND - CUSTOMER ACCOUNTS - METER READING EXPENSE						
	502	CINTAS CORPORATION LOC 447	WATER UNIFORMS	201712		12/31/2017	218.36
Total CUSTOMER ACCOUNTS							218.36
2-92100	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - OFFICE SUPPLIES & EXPENSE						
	85	UNITED STATES POST OFFICE	BULK PERMIT # 103	17563		01/10/2018	112.50
	1152	OFFICE PRO INC	BULK FOLDERS/FILES	0287911-001		01/02/2018	33.34
	1152	OFFICE PRO INC	BULK WORK ORDER BOOKS	0287911-001		01/02/2018	12.25
	1350	MK CELLULAR	TABLETS FOR OPS & DATA	KSMBIN8045		01/02/2018	345.96
							504.05 *
2-92300	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - OUTSIDE SERVICES EMPLOYED						
	159	CIVIC SYSTEM LLC	SEMI-ANNUAL TECH SUPPORT	CVC16124		01/09/2018	2,499.50
	307	WI STATE LABORATORY OF HYC	FLOURIDE TESTING FEE	531595		12/31/2017	25.00
							2,524.50 *
Total ADMIN & GENERAL OPERATIONS							3,028.55
2-93300	WATER UTILITY FUND - ADMIN & GENERAL EXPENSES - TRANSPORTATION EXPENSE						
	398	MONROE TRUCK & EQUIPMENT	SNOW PLOW-ELECT CONNECTOI	781785		11/15/2017	42.37
Total ADMIN & GENERAL EXPENSES							42.37
Total WATER UTILITY FUND							70,373.78
9-13105	CASH ALLOCATIONS FUND - UTILITY CASH CLEARING						
	1355	MENDOZA FOODS	REFUND ON FINAL BILL	7.0468.01		12/26/2017	581.76
Total CASH ALLOCATIONS FUND							581.76
Grand Total:							78,741.56

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____



Lake Geneva Utility Commission

Dennis Lyon, President
Josh Gajewski, Utility Director

Jeff Ecklund, Water Superintendent
Scott Tesmer, Wastewater Superintendent

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

TO: Lake Geneva Utility Commission
FROM: Josh Gajewski, Utility Director
SUBJECT: January 2018 Director's Report

OPERATIONS UPDATE

Host Drive Tower

After a continued delay from last month, the final carrier is working toward reinstallation and has scheduled completion for the 3rd week of January.

Water Operations

We continue to refine our implementation of off peak pumping schedules and have seen an increase in residual chlorine levels to date. We anticipate that these adjustments will continue through the month of January and will begin to shift again toward our peak pumping season.

Main St. Water Main

The project was approved by Council as recommended from the joint PWC – UC meeting earlier in the month. Contract documents will be circulated in the coming weeks and a preconstruction meeting is anticipated to be held sometime in early February.

DECEMBER AGENDA

- 9. Cemetery Road Utility Extension** – As previously requested, Kapur & Associates has completed a feasibility of service evaluation for the Cemetery Road service area. A copy of that report, including engineering cost estimates for completion accompany this memo and further discussion is anticipated at the meeting.

Should the Commission desire to service this area, it is recommended that new sanitary sewer service be installed southerly along Elkhorn Road to Cemetery Rd., then easterly to requesting parcels; additionally to extend new water service from Elkhorn Road easterly to the requesting parcels. It is further recommended that the costs of this project be recovered through the Special Assessment Procedures outlined in WSS 66.0703, and that a recommendation in kind be made by the Commission to the Public Works Committee for further action by the City.

Action is requested to determine the desired service area and to make a subsequent recommendation to the Public Works Committee regarding the intent of the project.

- 10. 2018 Capital Expenditures** – As part of the budget cycle, the proposed project list was reviewed by the Commission and approved within the Revenue & Expense balances. Expected project costs over \$5,000 were included in the accompanying summary for transparency purposes, review and approval on an individual level. The recommended approval process is listed for each based on a combination of project detail and expected costs.

Action is requested to approve the listed capital expenditures for the Water and Wastewater Utility for the 2018 operational year.

we listen. we innovate. we turn your vision into reality.

DATE: January 11th, 2018

TO: Mr. Josh Gajewski, Utility Director
Mr. Jeff Ecklund, Water Superintendent
Mr. Scott Tesmer., Wastewater Superintendent

FROM: Greg Governatori, P.E.

PROJECT: Cemetery Road Sanitary and Watermain Extension

RE: Sewer and Water Service Evaluation

At the request of the Lake Geneva Utility Commission we have completed an evaluation to determine the feasibility of providing sanitary sewer and watermain service to properties along Cemetery Road and Elkhorn Road. The request has specifically to look at providing service to five main parcels (ZA93000002, ZA400001-4) consisting of roughly 3.63 acres. The properties are all located in the northeast $\frac{1}{4}$ of Section 26, Township 2 North, Range 17 East, in Walworth County. In addition to the properties listed above there are additional properties along Elkhorn Road (CTH "H") that will have direct benefit from a new sewer extension. A handful of properties along the west side of Elkhorn Road are located within the Town of Geneva limits.

The properties to be served by sanitary sewer are all located in the City of Lake Geneva planned sanitary sewer service area as designated by the Southeast Wisconsin Regional Planning Commission 2020 community assistance planning report No. 203 and as amended. A copy of the current sanitary sewer service area is included as part of this report.

The topography of the parcels and Cemetery Road is very steep with the road varying in grade from 3% to over 12%. The grade of Elkhorn Road (CTH H) is much less dramatic with a typical 1% to 3% grade from Grant Street to Edgewood Drive to the north. The steep grade of cemetery road may require special considerations if velocities exceed 10 feet per second.

The nearest existing available gravity sewer is located at the intersection of Edgewood and Elkhorn Road (CTH H) approximately 250' east of the intersection with Cemetery Road. The existing manhole at this location is 18' deep and discharges to an 8" gravity sewer that continues west down Edgewood Drive to a municipal Lift station. The lift station is discharged via 1670 feet of 4" force main to a sanitary manhole at 1340 Elkhorn Road. The Sanitary sewer and Lift station were constructed as part of the Edgewood Hills Subdivision. The force main, sanitary sewer and watermain were as-built in 1994 per the record drawings. The lift station is currently equipped with two Gorman-Rupp pumps that operate at 150 GPM with a current total daily head of 50.

A review of the collected survey, as-builts and right-of-way has determined that a gravity sewer extension would provide accessible sewer to all the properties as listed above. The sewer can be installed either in the road or the terrace of Cemetery Road as there are minimal existing utilities in place. The sewer would most likely require installation within Elkhorn Road (CTH H) pavement. Elkhorn Road has watermain, storm sewer, and overhead telephone on the east side, and two gas mains, and a 4" sanitary sewer force main on the west side.

The sanitary sewer could be installed as part of multiple projects if needed. The sanitary main as shown in green on sheet C101 would provide sewer service to a minimum of nine properties including future service for three parcels currently in the town. This alternative would require the installation of approximately 785

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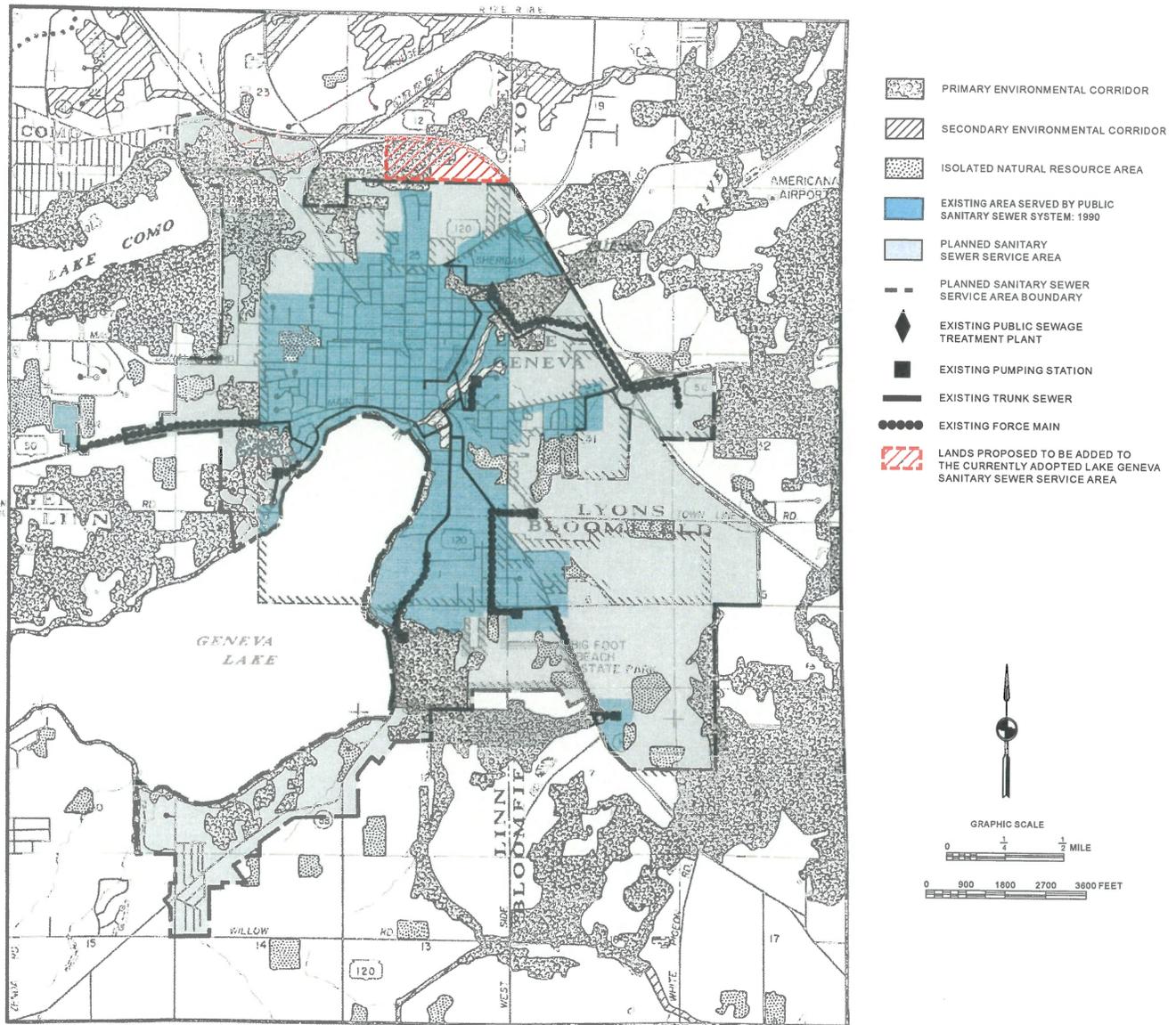
feet of new sewer six manholes and service laterals. Cost Estimate "A" provides a breakdown for this alternative. The additional 425 feet could be installed at a future time or with separate project when it is required and is included as part of (Estimate "B")

A watermain extension was also reviewed as part of this request. There is currently an 8" watermain available along Elkhorn Road (CTH H). This existing 8" PVC watermain can be tapped and extended to the east along Cemetery Road for approximately 500' to provide new water service. The high point of Cemetery Road is approximately 800 feet east from the connection tap and 50 feet above the elevation. To construct a complete loop of the watermain to Oak Hill drive will require about 1750 feet of new watermain. Providing water service to the subject properties only will require an 8" watermain extended approximately 500' east from CTH H. This would create a dead-end extension with Hydrant at the end for flushing. Pressure calculations are attached to ensure adequate fire flow at the top of Cemetery Drive. The existing static pressure used for the fire flow calculations were taken from available GIS data for Lake Geneva. It is recommended a fire flow test be completed at the flowing hydrant to determine an accurate pressure reading for the extension. For the cost estimates we provided an estimate for the 500-foot minimum extension (Estimate "A") and the complete 1750 feet loop (Estimate "B"). We also assumed the watermain would be constructed within Cemetery Road.

Attached are preliminary cost estimates to extend the sewer and water as discussed. The cost estimate includes manholes, mains, hydrants, valves, lateral services, engineering design and a contingency for pavement restoration. Also attached are the SEWRPC service area 2020 plan, conceptual layouts, and plan and profiles.

Map 1

RECOMMENDED AMENDMENT TO THE LAKE GENEVA SANITARY SEWER SERVICE AREA



Source: SEWRPC.

COST EFFECTIVENESS ANALYSIS

The proposed addition to the Lake Geneva sanitary sewer service area is immediately adjacent to the currently approved sewer service area tributary to the City of Lake Geneva sewage treatment plant. The nearest other public sanitary sewer system, operated by the Lake Como Sanitary District, is located about 2 miles from the subject area. No further analysis is deemed necessary to conclude that the subject area would be served most cost-effectively through connection to the City of Lake Geneva sewage treatment plant.

SEWAGE TREATMENT PLANT CAPACITY IMPACT ANALYSIS

Sewage from the Lake Geneva area is treated at the City of Lake Geneva sewage treatment facility. The Lake Geneva sewage treatment plant has a hydraulic design capacity of 2.5 million gallons per day (mgd) on an average annual

**CITY OF LAKE GENEVA
CEMETERY ROAD SEWER AND WATER EXTENSION
ESTIMATE OF COSTS (Option "A")**

1/11/2018

Item Number	ITEM DESCRIPTION		Item Unit	Quantity	Unit Price	Total Price
	Watermain Construction (6 Benefited Properties)					
204.0110	Removing Asphaltic Surface		SY	230	\$10.50	\$ 2,415.00
460.1101	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).		TON	52	\$115.00	\$ 5,980.00
690.0150	Sawing Asphalt		LF	1000	\$3.00	\$ 3,000.00
SPV.0060.01	Water Valve & Valve Box 8-Inch		EACH	2	\$2,800.00	\$ 5,600.00
SPV.0060.02	Hydrant Assemblies		EACH	2	\$5,500.00	\$ 11,000.00
SPV.0060.03	Tracer Wire Access Box		EACH	2	\$325.00	\$ 650.00
SPV.0090.01	C-900 Water Main 8-Inch		LF	500	\$130.00	\$ 65,000.00
SPV.0090.02	Water Service		LF	180	\$75.00	\$ 13,500.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)		LF	30	\$85.00	\$ 2,550.00
SPV.0105.01	Traffic Control		LS	1	\$5,000.00	\$ 5,000.00
SPV.0180.01	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching (627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)		SY	300	\$8.00	\$ 2,400.00
30% Contingency						\$35,128.50
Water Main					\$152,223.50	

Item Number	Sanitary Sewer Construction		Item Unit	Quantity	Bid Price	Total Price
	Cemetery and CTH H (9 Benefited Properties)					
204.0120	Removing Asphaltic Surface		SY	350	\$10.50	\$ 3,675.00
460.1101	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22 (455.0220) and asphaltic material for tack coat (455.0605).		TON	85	\$115.00	\$ 9,775.00
690.0150	Sawing Asphalt		LF	2400	\$3.00	\$ 7,200.00
SPV.0060.01	Sanitary Sewer Manhole, 48-Inch, Precast Concrete w/ Casting		EACH	6	\$6,000.00	\$ 36,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC		LF	785	\$155.00	\$ 121,675.00
SPV.0090.02	Sanitary Sewer Service		LF	360	\$95.00	\$ 34,200.00
SPV.0105.01	Traffic Control		LS	1	\$10,000.00	\$ 10,000.00
30% Contingency						\$66,757.50
Sewer TOTAL					\$289,282.50	

**CITY OF LAKE GENEVA
CEMETERY ROAD SEWER AND WATER EXTENSION
ESTIMATE OF COSTS (Option "B")**

1/11/2018

Complete Cemetery Road Loop

Item Number	ITEM DESCRIPTION Watermain Construction (6 Benefited Properties)	Item Unit	Quantity	Unit Price	Total Price
204.0110	Removing Asphaltic Surface	SY	800	\$10.50	\$ 8,400.00
	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22				
460.1101	(455.0220) and asphaltic material for tack coat (455.0605).	TON	200	\$115.00	\$ 23,000.00
690.0150	Sawing Asphalt	LF	3500	\$3.00	\$ 10,500.00
SPV.0060.01	Water Valve & Valve Box 8-Inch	EACH	4	\$2,800.00	\$ 11,200.00
SPV.0060.02	Hydrant Assemblies	EACH	6	\$5,500.00	\$ 33,000.00
SPV.0060.03	Tracer Wire Access Box	EACH	6	\$325.00	\$ 1,950.00
SPV.0090.01	C-900 Water Main 8-Inch	LF	1,750	\$130.00	\$ 227,500.00
SPV.0090.02	Water Service	LF	180	\$75.00	\$ 13,500.00
SPV.0090.03	Hydrant Lead 6-Inch (Granular Backfill)	LF	120	\$85.00	\$ 10,200.00
SPV.0105.01	Traffic Control	LS	1	\$5,000.00	\$ 5,000.00
	Restore Disturbed Areas - Includes Topsoil (625.0100), Mulching				
SPV.0180.01	(627.0200), Fertilizer Type A (629.0205), Seeding Mix No. 40 (630.0140)	SY	1200	\$8.00	\$ 9,600.00
	30% Contingency				\$106,155.00
				Water Main	\$460,005.00

Includes Sewer South to Logan Street

Item Number	Sanitary Sewer Construction Cemetery and CTH H (12 Benefited Properties)	Item Unit	Quantity	Bid Price	Total Price
204.0120	Removing Asphaltic Surface	SY	550	\$10.50	\$ 5,775.00
	HMA Pavement Type E-1, Item also includes asphaltic material PG 64-22				
460.1101	(455.0220) and asphaltic material for tack coat (455.0605).	TON	125	\$115.00	\$ 14,375.00
690.0150	Sawing Asphalt	LF	2400	\$3.00	\$ 7,200.00
SPV.0060.01	Sanitary Sewer Manhole, 48-Inch, Precast Concrete w/ Casting	EACH	7	\$6,000.00	\$ 42,000.00
SPV.0090.01	Sanitary Sewer 8-Inch PVC	LF	1135	\$155.00	\$ 175,925.00
SPV.0090.02	Sanitary Sewer Service	LF	360	\$95.00	\$ 34,200.00
SPV.0105.01	Traffic Control	LS	1	\$10,000.00	\$ 10,000.00
	30% Contingency				\$86,842.50
				Sewer TOTAL	\$376,317.50

FIRE FLOW CALCULATIONS

Location of Flowing Hydrant:	Promontory and Edgewood Drive (F5H-004)	
Location of Critical Hydrant:	Cemetery Property Line	
Flow Test Results:	1430 gpm	Residual Pressure: 65 psi
Elevation of Flowing Hydrant:	892 ft	Static Pressure: 84 psi
Elevation of Critical Hydrant:	960 ft	Diameter of Existing Pipe: 8 in
Length of 6-Inch Water Main:	0 ft	
Length of 8-Inch Water Main:	1615 ft	
Length of 12-Inch Water Main:	0 ft	
Length of 16-Inch Water Main:	0 ft	
Total Length of Water Main between	1615 ft	

Step 1: Convert Pressure to 500 gpm

$$\frac{P1 \text{ psi } (144 \text{ in}^2/\text{ft}^2)}{62.4 \text{ lb/ft}^3} + \left(\frac{(\text{FLOW gpm} \times 0.002228)}{1/4 \times 3.14 \times (\text{dia}/12)^2} \right)^2 = \frac{P2 \text{ psi } (144 \text{ in}^2/\text{ft}^2)}{62.4 \text{ lb/ft}^3} + \left(\frac{(500 \text{ gpm} \times 0.002228)}{1/4 \times 3.14 \times (\text{dia}/12)^2} \right)^2$$

PRESSURE @ 500 GPM= 65.09 psi

Step 2: Calculate Head Loss due to Friction

"C" Factor: 150

For 6-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

For 8-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = -6.31 \text{ feet}$

For 12-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

For 16-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

Total Friction Loss = -6.31 feet

Step 3: Calculate Head Loss due to Fittings:

Fittings as % of Length: 30%

For 6-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

For 8-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = -1.89 \text{ feet}$

For 12-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00$

For 16-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

Total Fittings Loss = -1.89

Step 4: Calculate Head Loss due to Elevation

Flowing Hydrant Elevation:	892
Critical Hydrant Elevation:	960
Net Elevation Change:	-68 feet

Step 5: Total Losses

	(feet)	(psi)
Total Frictional Head Loss =	-6.31 feet	-2.7352 psi
Total Fittings Head Loss =	-1.89 feet	-0.8205 psi
<u>Total Elevation Head Loss =</u>	<u>-68 feet</u>	<u>-29.463 psi</u>
Total Head Losses =	-76.21 feet	-33.019 psi

Step 6: Calculate Critical Hydrant Pressure

Residual Pressure at Critical Hydrant @ 500 gpm: 32.07 psi

- (4) The minimum and maximum normal static pressure in the distribution system shall be 35 psi and 100 psi, respectively, at ground level. The system shall be designed and operated to maintain a minimum residual pressure of 20 psi at ground level at all points in the distribution system under all conditions of flow.
- (5) DIAMETER. The minimum diameter of water mains to provide water for fire protection and to serve fire hydrants is 6 inches. Larger mains are required if necessary to allow the required fire flow while maintaining a minimum residual pressure of 20 psi at ground level at all points in the distribution system.
- (6) FIRE PROTECTION. The minimum flow requirement for water mains serving fire hydrants is 500 gpm at 20 psi residual pressure at ground level at all points in the distribution system.

FIRE FLOW CALCULATIONS

Location of Flowing Hydrant:	Promontory and Edgewood Drive (F5H-004)	
Location of Critical Hydrant:	Cemetery Property Line	
Flow Test Results:	1430 gpm	Residual Pressure: 65 psi
Elevation of Flowing Hydrant:	892 ft	Static Pressure: 84 psi
Elevation of Critical Hydrant:	951 ft	Diameter of Existing Pipe: 8 in
Length of 6-Inch Water Main:	0 ft	
Length of 8-Inch Water Main:	1315 ft	
Length of 12-Inch Water Main:	0 ft	
Length of 16-Inch Water Main:	0 ft	
Total Length of Water Main between	1315 ft	

Step 1: Convert Pressure to 500 gpm

$$\frac{P1 \text{ psi } (144 \text{ in}^2/\text{ft}^2)}{62.4 \text{ lb/ft}^3} + \left(\frac{(\text{FLOW gpm} \times 0.002228)}{1/4 \times 3.14 \times (\text{dia}/12)^2} \right)^2 \div 2 (32.2 \text{ ft}/\text{sec}^2) = \frac{P2 \text{ psi } (144 \text{ in}^2/\text{ft}^2)}{62.4 \text{ lb/ft}^3} + \left(\frac{(500 \text{ gpm} \times 0.002228)}{1/4 \times 3.14 \times (\text{dia}/12)^2} \right)^2 \div 2 (32.2 \text{ ft}/\text{sec}^2)$$

PRESSURE @ 500 GPM= 65.09 psi

Step 2: Calculate Head Loss due to Friction

"C" Factor: 150

For 6-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

For 8-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = -5.14 \text{ feet}$

For 12-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

For 16-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

Total Friction Loss = -5.14 feet

Step 3: Calculate Head Loss due to Fittings:

Fittings as % of Length: 30%

For 6-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

For 8-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = -1.54 \text{ feet}$

For 12-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00$

For 16-inch Main: $h = \frac{10.44 \times \text{Len} \times (500)^{1.85}}{C^{1.85} \times (\text{dia})^{4.8655}} = 0.00 \text{ feet}$

Total Fittings Loss = -1.54

Step 4: Calculate Head Loss due to Elevation

Flowing Hydrant Elevation:	892
Critical Hydrant Elevation:	951
Net Elevation Change:	-59 feet

Step 5: Total Losses

	(feet)	(psi)
Total Frictional Head Loss =	-5.14 feet	-2.2271 psi
Total Fittings Head Loss =	-1.54 feet	-0.6681 psi
Total Elevation Head Loss =	-59 feet	-25.564 psi
Total Head Losses =	-65.68 feet	-28.459 psi

Step 6: Calculate Critical Hydrant Pressure

Residual Pressure at Critical Hydrant @ 500 gpm: 36.63 psi

- (4) The minimum and maximum normal static pressure in the distribution system shall be 35 psi and 100 psi, respectively, at ground level. The system shall be designed and operated to maintain a minimum residual pressure of 20 psi at ground level at all points in the distribution system under all conditions of flow.
- (5) DIAMETER. The minimum diameter of water mains to provide water for fire protection and to serve fire hydrants is 6 inches. Larger mains are required if necessary to allow the required fire flow while maintaining a minimum residual pressure of 20 psi at ground level at all points in the distribution system.
- (6) FIRE PROTECTION. The minimum flow requirement for water mains serving fire hydrants is 500 gpm at 20 psi residual pressure at ground level at all points in the distribution system.



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 CIVIL ENGINEERS
 520 N. STATE ST. SUITE 200
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 PHONE: 312.727.2200
 FAX: 312.727.2209
 WWW.KAPURENGINEERS.COM

PROJECT:
**CEMETERY UTILITY
 EXTENSION**

LOCATION:
LAKE GENEVA, WI



RELEASE:
EXHIBITS

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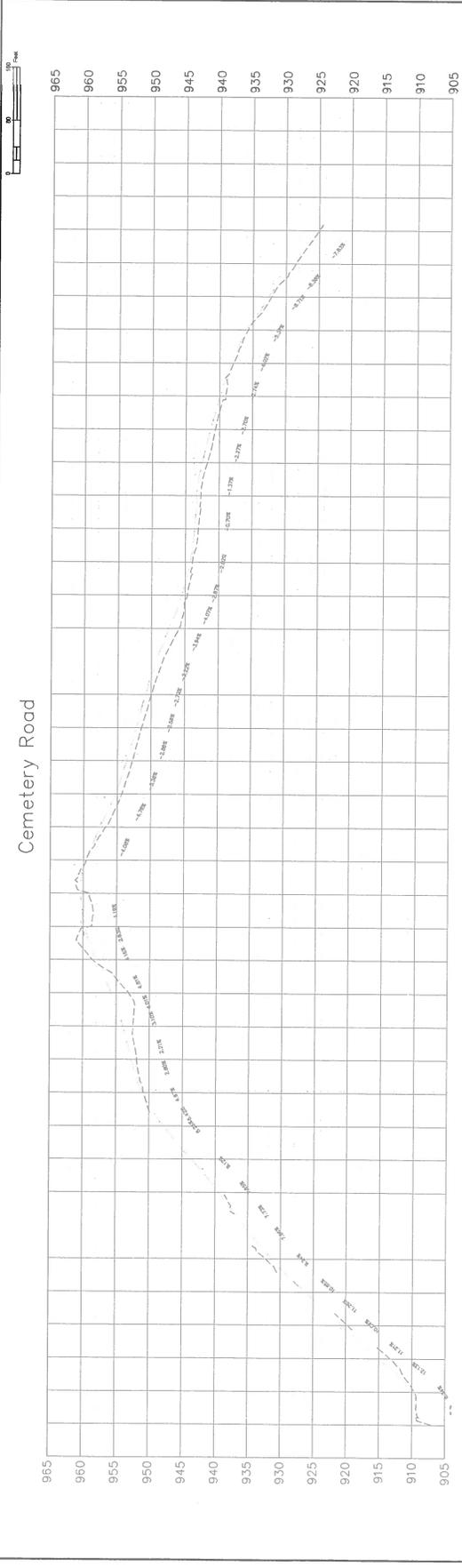
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PROJECT: CEMETERY UTILITY EXTENSION

LOCATION: LAKE GENEVA, WI

PROJECT NUMBER: 1000000000

SHEET NUMBER: C100



STATION	ELEVATION
0+00	907.1
0+10	910.0
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0+50	926.23
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KAPUR & ASSOCIATES, INC.
CONSULTING ENGINEERS
1500 ELKHORN ROAD
LAKE GENEVA, WI 53150
PHONE: 262.348.7229
WWW.KAPURENGINEERS.COM

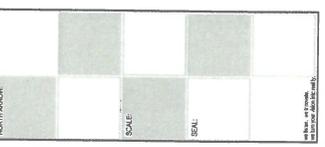
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**CEMETERY UTILITY
EXTENSION**

LOCATION:
LAKE GENEVA, WI



RELEASE:
EXHIBITS

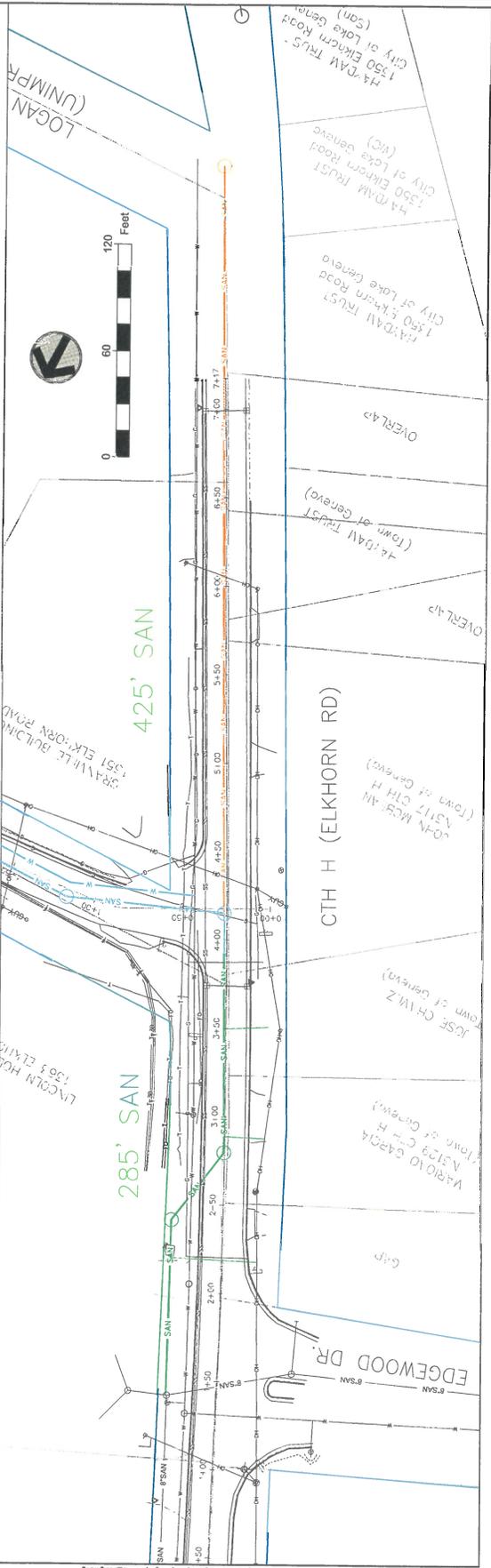
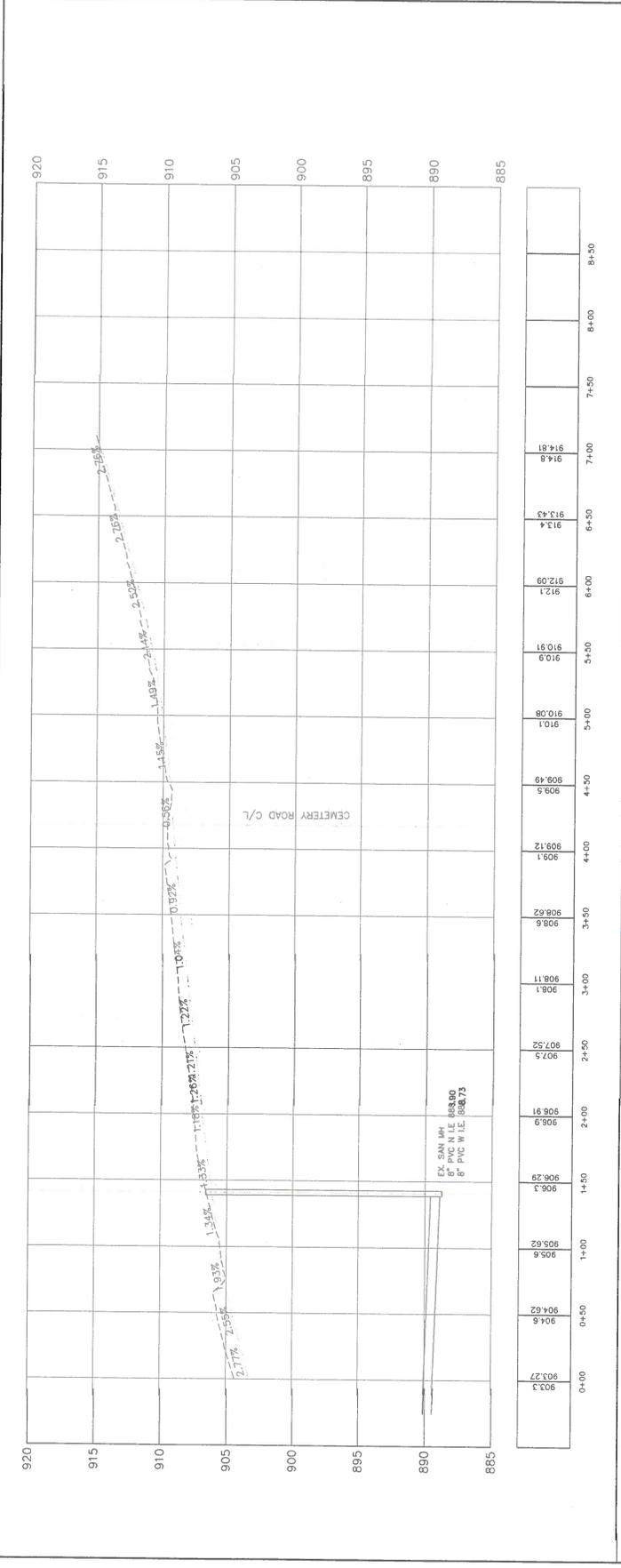
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DATE: 11/20/13
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RATE FILE

Sheet No. 1 of 1

Public Service Commission of Wisconsin

Schedule No. X-2

Lake Geneva Utility Commission

Amendment No. 32

Water Main Extension Rule

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set forth under Wis. Stat. § 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
 1. The applicant(s) will advance as a contribution in aid of construction the total amount equivalent to that which would have been assessed for all property under paragraph A.
 2. Part of the contribution required in paragraph B.1. will be refundable. When additional customers are connected to the extended main within 10 years of the date of completion, contributions in aid of construction will be collected equal to the amount which would have been assessed under paragraph A. for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount which would have been required under paragraph A., nor will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under paragraph A.

EFFECTIVE: March 16, 2016
PSCW AUTHORIZATION: 2980-WR-101



City of Lake Geneva
Utility Commission
 Expense Request Summary
 2018 Budget Year

Requested Project	Project #	Location	Project Type	Approvals	Estimated Cost
Clarifier Dome Painting	WW18-01	WWTP	Maintenance	Commission	\$ 66,000
Belt Press Bldg. Ceiling Paint	WW18-02	WWTP	Maintenance	Commission	\$ 62,500
Solids Storage Bldg. Ceiling Paint	WW18-03	WWTP	Maintenance	Commission	\$ 40,000
Headworks & Digester L.L. Paint	WW18-04	WWTP	Maintenance	Commission	\$ 42,500
Digester Blower VFD's	WW18-05	WWTP	New	Quote - Director	\$ 8,500
Influent Pump VFD's	WW18-06	WWTP	New	Quote - Director	\$ 5,500
Exterior Painting - Var. Serv. Bldgs.	WW18-07	WWTP	Maintenance	Quote - Director	\$ 15,000
Service Truck	WW18-08	Fleet	Replacement	Quote - Director	\$ 35,000
Bobcat Telehandler	WW18-09	Fleet	Replacement	Quote - Director	\$ 65,000
Software Upgrade	WW18-10	Office	Replacement	Approved	\$ 15,000
Collection System Televising	WW18-11	Collection Sys.	Maintenance	Quote - Director	\$ 30,000
Collection System Capacity Study	WW18-12	Office	New	Commission	\$ 40,000
Lab Refurbishment	WW18-13	WWTP	Maint. / Replace.	Staff - Quote - Director	\$ 7,500
Oxidation Ditch Sluice Gate Actuator	WW18-14	WWTP	New	Quote - Director	\$ 6,600

Wastewater Subtotal \$ **439,100**

Center St. Tower - Exterior Wash	DW-01	Distribution	Maintenance	Quote - Director	\$ 5,000
Reservoir 3 - Clean and Inspection	DW-02	Treatment	Maintenance	Quote - Director	\$ 5,000
Well 3 - Inspection & Refurbishment	DW-03	Groundwater	Maintenance	Quote - Director	\$ 60,000
Boost Pump 1B - Inspect. & Refurb.	DW-04	Treatment	Maintenance	Quote - Director	\$ 175,000
Water Meter Replacement	DW-05	Distribution	Replacement	Ongoing	\$ 30,000
Main St. (800-1000) - Water Main	DW-06	Distribution	Replacement	Approved	\$ 320,813
Software Upgrade	DW-07	Office	Replacement	Approved	\$ 15,000
Hydrant Refurbishment	DW-08	Distribution	Maintenance	Quote - Director	\$ 10,000
Leak Survey	DW-09	Distribution	Maintenance	Quote - Director	\$ 20,000

Water Subtotal \$ **640,813**

**TASK ORDER NUMBER #09A amendment
CIVIL ENGINEERING SERVICES**

This task order amendment is made as of January 12, 2018, under the terms and conditions established in the MASTER AGREEMENT FOR ENGINEERING SERVICES, (the Agreement), between the **City of Lake Geneva Utility District (Owner)** and **Kapur & Associates, Inc. (Engineer)**. This Task Order is made for the following purpose:

Provide civil engineering services for the design and specification preparation, bidding and construction management for the City of Lake Geneva Utility Main Street water main replacement project including the replacement of watermain on the 900 and 1000 blocks between Cook Street and Warren Streets. *This amendment is for the addition of the 800 Block of West Main Street to the Project. The 800 Block of West Main street includes an additional 600 feet of survey, watermain design and construction inspection.*

This design and bidding component of this work has been complete and construction is anticipated to commence as soon a contract documents are complete with the low bidder (Willkomm Excavating and Grading, Inc.)

Section A. – Scope of Services

Engineer shall perform (or has performed) the following Services:

Plan Preparation Activities (Completed)

1. Provide topographic survey and mapping to prepare water main construction plans. Topographic survey to include elevation and location of features along the corridor to the detail required to replace impacted grade of driveways, roadway, curb & gutter, etc. to preconstruction location and elevation. Survey to also include location of property irons to assist in the location of right of way to assure install of facilities are appropriately located.
2. Provide details as needed to complete work.
3. Prepare and provide Project Manual including but not limited to Advertisement for Bids, Instruction to Bidders, Bid Form, Bidder’s Qualification Statement, Agreement, and General Conditions of Contract, Supplementary Conditions, and Special Provisions.
4. Prepare for and attend the bid opening
5. Review Bids, make recommendation for award, and coordinate notice of award, agreement, and notice to proceed documentation.

6. Attend meetings as required and provide update memos to the Utility Department.

Construction Management Activities (to be complete)

7. Provide administrative services to manage client coordination/invoicing, project schedules, contract change order documentation, establish project logs, formatting monthly contract quantity estimating and contractor invoicing and contract closeout documentation for base bid projects.
8. Provide construction survey staking for necessary items within the construction contract. This survey provides for a “one time” staking for a particular item. If the contractor damages any stakes, they shall be responsible for the cost to replace those damaged stakes.
9. Process payment requests from the contractor for their work and prepare recommendation for payment for City approval. Complete final close out documentation and acceptance of improvements memorandum. **(This task is completed on a monthly basis and is completed for all work approved for the prior month.)**
10. The Engineer will be responsible for notifying, scheduling, conducting, documenting, and distributing minutes of the preconstruction conference.
11. Prepare and provide project update memorandum and provide copies of the daily journal entries to City staff upon request.
12. Attend meetings as needed and coordinate with adjacent property owners and business as needed.
13. Upon project completion, all utility data and as-built information will be transferred to the City GIS system for permanent records.
14. It is anticipated the construction work under this amendment- will begin in spring of 2018. This schedule has been provided for estimating purposes only. Engineer and staking construction services are estimated on the engineering and survey staff being on site as needed and completing project paperwork for up to 2-3 weeks of construction.

Section B. – Schedule

Section C. – Compensation

In return for the performance of the foregoing obligations, Owner shall pay to Engineer an amount not-to-exceed an additional **Nine Thousand Dollars (\$9,000.00)**. The original task order for the Main Street water main replacement project was approved for Fifteen Thousand Five Hundred (\$15,500.00). This brings the total task order with this amendment to \$24,500.00. payable according to the following terms:

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

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

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

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

Owner: Lake Geneva Utility District

Engineer: Kapur & Associates, Inc.

By: _____

By: Gregory Governatori

Signature: _____

Signature: _____

Title: _____

Title: Project Manager

Date: _____

Date: _____

Kapur Associates, Inc.
Summary of Staff Hours and Labor Costs
for the

City of Lake Geneva
TASK ORDER 09 Amendment for Main Street to Include Watermain on the 800, 900 & 1000 Block
City of Lake Geneva Main Street Reconstruction Project - Attachment A

CLASSIFICATION	Project Manager		Project Engineer II		Staff Engineer II		Senior Technician		Construction Project Engineer		Construction Engineer		Surveyor		Survey Crew		Total Labor	
	ACT. Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	
Average Hourly Wage			\$137.00		\$110.00	\$82.00	\$77.00	\$80.00	\$94.00	\$80.00	\$93.00	\$108.00						
TASK DESCRIPTION																		
Main Street Watermain Design																		
Survey/Mapping (600 Block)								4	\$308.00									\$308.00
Watermain Design							4	\$308.00								8	\$864.00	\$1,172.00
Watermain Design (800 Block)							8	\$880.00										\$2,848.00
Plan Preparation							4	\$440.00										\$1,760.00
Plan Preparation (800 Block)							4	\$440.00										\$1,762.00
Permitting							4	\$820.00										\$1,260.00
Watermain Construction Management							6	\$492.00										\$492.00
Watermain Construction Management (800 Block)							8	\$640.00										\$6,400.00
Construction Setup and Layout							4	\$320.00										\$3,200.00
Construction Setup and Layout (800 Block)							2	\$154.00										\$864.00
As-Builts							16	\$1,232.00										\$802.00
As-Builts							8	\$616.00										\$1,232.00
Project Manual/Administration																		\$616.00
Administration							4	\$328.00										\$328.00
Advertisement/Project Manual/Specifications							8	\$656.00										\$656.00
Meetings as Required							2	\$164.00										\$164.00
TOTALS			\$ -	20	\$ 2,200.00	85	\$ 6,970.00	38	2926	12	\$ 960.00	108	\$ 8,640.00	22	\$ 2,376.00	285		\$17,148.00
Expenses:																		
Project Total: \$24,072																		

Summary of Expenses	Units	Cost	Total
Estimated Expenses			
Totals			