



**SPECIAL JOINT WORKSHOP OF THE
CITY COUNCIL & UTILITY COMMISSION
THURSDAY, NOVEMBER 17, 2016 – 5:30 PM
COUNCIL CHAMBERS, CITY HALL**

AGENDA

1. Meeting called to order by City Council
2. Meeting called to order by Utility Commission
3. Roll Call of members of City Council
4. Roll Call of members of Utility Commission
5. Election of Joint Committee Chairperson
6. Comments from the public, limited to 5 minutes per person for any items on the agenda except for public hearing items
7. Discussion/Recommendation on issues facing the Utility Commission
8. Discussion/Recommendation on Chapter 78, Utilities, of the Lake Geneva Municipal Code and possible changes and coordination of work and responsibilities between the City and the Utility Commission
9. Adjourn City Council
10. Adjourn Utility Commission

*This is a joint meeting of the City Council and the Utility Commission.
No official Council or Utility Commission action will be taken other than those listed on the agenda;
however, a quorum of the Council and Utility Commission will be present.*

CITY OF LAKE GENEVA

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Memorandum

Date: November 16, 2016

To: City Council & Utility Commission

From: Blaine Oborn, City Administrator

Subject: Discussion/Recommendation on Chapter 78, Utilities, of the Lake Geneva Municipal Code and possible changes and coordination of work and responsibilities between the City and the Utility Commission

Part 1 – Utilities Ordinances:

The City of Lake Geneva Water and Sewer Utilities are operated by the Lake Geneva Utility Commission. Attachment 1 is from the Lake Geneva Utility Commission website and gives an overview of the Utility Commission. The City Council, under the City's Municipal Code Section 78-1, established the Utility Commission to operate the Water and Sewer Utilities under Wisconsin State Statute Section 66.0805. Under the Statute the City may also choose to operate the utilities directly. The proposal to change to direct operation of the Utilities was tabled until a future date by the City Council (Attachments 4 & 5) on August 22, 2016. Prior discussion was on June 13, 2016 (See attachment 6).

Discussion on Utility Commission operations was brought to the October 26, 2015 Finance, License & Regulation Committee meeting wherein, I recommended changes to closer align the City and the Utility Commission. The following are the recommended changes with a status update:

- 1) Implementation of City Employee Handbook. The Utility Commission has adopted an employee handbook similar to the City's.
- 2) Implement Wage Study. The Utility Commission has implemented the wage grades and provided pay changes similar to the City.
- 3) Create Budget for Utility Funds. The Utilities now have a 2016 water and sewer budget. The Commission is still working on usage of the 2016 Budget and creation of a 2017 Budget.
- 4) Implement one audit in 2016. The City's auditor is scheduled to provide the 2016 audit in 2017.
- 5) Eliminate Utility Commission dinner. The dinner was cancelled by the Commission.
- 6) Eliminate Utility Commissioners pay. The Utility Commission passed a motion eliminating salaries for Utility Commission members.
- 7) Allow City Administrator to become involved in Utility Commission operation through ordinance change. The Utility Commissions recommendation is attachment 7.
- 8) Allow City to reimburse Utilities for part of the Director of Public Works services. The City has since split the position of Director of Public Works and Utilities thus eliminating

the need to provide reimbursement. Also, for the 2017 Budget, the City has implemented a cost allocation between the Utility Commission and the City for other shared services.

- 9) Refrain from expenditures outside of water and sewer areas without City Council approval. The Utility Commission has passed a resolution to this affect.

The City Council may want to consider the Utility Commission recommended ordinance changes (see attachment 7) with the following changes:

- 1) Places the City Administrator on the Commission and eliminates one of the Aldermen seats on the Commission
- 2) Eliminates requiring meeting at City Hall.
- 3) Updates to new Wisconsin Public Service Commission Rules.
- 4) Eliminates redundant Section 78-51 on Commission duties.
- 5) The Water Ordinance section updates from Water Commission to Utility Commission.
- 6) Updates the Sewer Ordinance section from City to Utility Commission.
- 7) Changes Sec. 78-358 so that the City's Engineer reviews instead designs new subdivisions.
- 8) Allows the Commission to be the decision maker for extending water and sewer outside City limits.

Other options to the Utility Commission recommended ordinance changes are:

- 1) Modify to allow the City Administrator to take the place of a Citizen on the Utility Commission.
- 2) Place Utility Commission expenditures under City Finance as allowed by WI Statute Section 66.0805(4)(a).
- 3) Place Utility Commission construction under City Public Works as allowed by WI Statute Section 66.0805(4)(a).
- 4) Restrict extension of Water and Sewer outside of City Limits without approval from the City Council.

Part 2 – Coordination of work and responsibilities between the City and the Utility Commission

It is in the best interest of the City and the Utility Commission that City and Commission staff work closely together and they do. However due to separate accounting records and systems, inter department billing is required. The City Council has approved the following allocation of costs for the 2017 City Budget:

- 1) Allocation of Administrative Services to the Water/Sewer Funds (Attachment 8) with:
 - a. \$4,099.01 for Building Inspection services related to Water and Sewer Impact Fees services.
 - b. \$63,666.10 for providing and managing employee benefits.
 - c. \$7,390.90 for providing and managing liability and property insurances.
- 2) Allocation of Public Works Services to the Water/Sewer Funds for mowing, trimming, sweeping, striping, and plowing for \$19,522.24 (Attachment 9).
- 3) Allocation of Water/Sewer Funds services to Public Works for administrative support at \$9,114.56.

The Utility Commission bills the City for:

- 1) Diggers Hotline locates for storm-water lines. For 2016 it was \$5,000 (see attachment 10).
- 2) Annual Hearing Tests. For 2016 it was \$322.25 (see attachment 11).
- 3) Seasonal Meters. For 2016 it was \$29.43 (see attachment 12).
- 4) Installation of seasonal meters. For 2016 it was \$200.00 (see attachment 12).
- 5) Various work for public works.

The Utility and Public Works Departments assist each other on a regular basis on various tasks.

Issues to be resolved are:

- 1) Bocce Court
- 2) Drinking fountain maintenance
- 3) Water and Sewer Special Assessments
- 4) Other issues



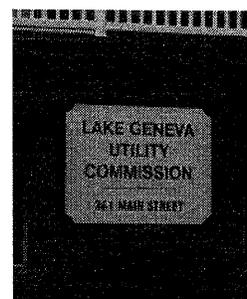
Home **About Us** Utility Billing Make a Payment Consumer Confidence Report Public Works Programs F.A.Q.

About Us

The Utility Commission is a separate component unit of the City, operated and funded from revenues it generates from water and sewer usage by our customers. Water consumption peaks at around 2 million gallons per day in the summer with average daily pumpage of about 1.3 mgd. Wastewater flows are typically a little less to the plant than water pumped running an average of less than 1.2 mgd.

Authority

The Lake Geneva Utility Commission's drinking water operation is a State of Wisconsin public utility subject to the Public Service Commission (PSC) rules and regulations. In accordance with Section 78-1 of Municipal Code, the Utility Commission shall have charge of the City water utility, and have all the powers and duties provided in Wisconsin Statutes Section 66.068. The wastewater operation is also overseen by the Utility Commission per the same section of Municipal Code.



The Utility Commission consists of the Mayor, two alderpersons appointed by the Mayor and approved by Common Council, and four citizens of the City appointed by the Mayor and approved by the Council. The Commission annually elects both its own President and Secretary from the body. Citizen members serve 5-year terms and the Mayor and alderpersons shall serve terms coterminous with their respective terms as Mayor and alderpersons.

The Utility Commission employs a professional manager answerable directly to the Commission. This manager called the "Director" oversees administration of all Utility Commission water and wastewater operations. It employs three (3) office staff, and eight (8) water/wastewater operators, all on a full-time basis. The water and wastewater superintendents are included

in these staffing levels. The Utility Commission meets monthly to conduct its business, generally meeting on the 3rd Thursday of the month.

- [View Utility Commission Agendas and Minutes](#)

Purpose

The purpose of utility operations, as described in our mission statement, is to produce quality water and treat wastewater. In doing so, we must also cover all costs and generate enough revenue for needed system replacements and projects.

As of January 1, 2015, the Utility Commission water operation reports total assets of nearly \$13.3 million dollars and water operating revenues of nearly \$1.4 million. The wastewater operation reports total assets of nearly \$15.1 million and wastewater revenues of nearly \$1.2 million. Our customer base is around 4,300.

CHAPTER 78. UTILITIES (Existing Ordinance)

Sec. 78-1 Composition and powers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The Utility Commission shall be in charge of the City water and sewer utilities and shall of all the power and duties of W.S.A., § 66.0805. There shall be seven members on the Utility Commission. The membership shall include the Mayor, two Aldermen, and four citizens.

Sec. 78-2 Officers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The Commission shall choose a president and secretary from among its ranks.

Sec. 78-3 Appointment.

[Ord. No. 08-02, 3-10-2008]

The members shall be appointed to the Utility Commission by the Mayor. The appointments shall be subject to approval by the Common Council.

Sec. 78-4 Term.

[Ord. No. 08-02, 3-10-2008]

The citizen members shall each serve five-year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor and the Aldermen shall serve coterminously with their respective terms as Mayor and Aldermen.

Sec. 78-5 Vacancy.

[Ord. No. 08-02, 3-10-2008]

Any vacancy shall be filled through the appointment procedures described above for the remainder of the term.

Sec. 78-6 Salary.

[Ord. No. 08-02, 3-10-2008]

Members of the Utility Commission shall serve with or without a stipend.

Sec. 78-7 Quorum.

[Ord. No. 08-02, 3-10-2008]

A majority of the membership of the Commission shall constitute a quorum for the transaction of business.

Sec. 78-8 Committee powers and duties.

[Ord. No. 08-02, 3-10-2008]

The Utility Commission shall have the duties and powers as set forth in W.S.A., § 66.085, including those described below:

- (1) Meeting. The Utility Commission shall meet at least semi-annually. The Commission may meet as necessary, or as called by the chairman or as called by a majority of the Commission. The City Clerk shall create and post all agendas for this committee. All meetings shall be at City hall.
- (2) Duties. The Utility Commission shall have the entire charge, management and direction of the City water and sewer utilities of the City. The duties of the Utility Commission shall include, but shall not be limited to:

- a. Recommending utility ordinance amendments;
- b. Refining development plans;
- c. Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the facilities;
- d. Discussing issues of safety, function, maintenance needs, and policy;
- e. Planning for the effectuation of plant and infrastructure improvements; and
- f. Other planning the Commission deems necessary and essential for the improvement of the plant.

(3) Employees. The Commission may employ a manager or superintendent of utilities and may fix the compensation to be paid. The City Engineer may be engaged by the Commission. The Commission may employ other necessary employees and fix the compensation.

(4) Rules. The Commission shall make necessary rules to govern its own proceedings and the government of the Utility Department.

(5) Construction work. The Commission shall immediately supervise any utility construction work.

66.0805 MANAGEMENT OF MUNICIPAL PUBLIC UTILITY BY COMMISSION.

(1) Except as provided in sub. (6), the governing body of a city shall, and the governing body of a village or town may, provide for the nonpartisan management of a municipal public utility by creating a commission under this section. The board of commissioners, under the general control and supervision of the governing body, shall be responsible for the entire management of and shall supervise the operation of the utility. The governing body shall exercise general control and supervision of the commission by enacting ordinances governing the commission's operation.

The board shall consist of 3, 5 or 7 commissioners.

(2) The commissioners shall be elected by the governing body for a term, beginning on the first day of October, of as many years as there are commissioners, except that the terms of the commissioners first elected shall expire successively one each year on each succeeding first day of October.

(3) The commission shall choose a president and a secretary from its membership. The commission may appoint and establish the compensation of a manager. The commission may command the services of the city, village or town engineer and may employ and fix the compensation of subordinates as necessary. The commission may make rules for its proceedings and for the government of the department. The commission shall keep books of account, in the manner and form prescribed by the department of transportation or public service commission, which shall be open to the public.

(4) (a) The governing body of the city, village or town may provide that departmental expenditures be audited by the commission, and if approved by the president and secretary of the commission, be paid by the city, village or town clerk and treasurer as provided by s. 66.0607; that the utility receipts be paid to a bonded cashier appointed by the commission, to be turned over to the city, village or town treasurer at least once a month; and that the commission have designated general powers in the construction, extension, improvement and operation of the utility. Actual construction work shall be under the immediate supervision of the board of public works or corresponding authority.

(b) If water mains have been installed or extended in a municipality and the cost of installation or extension has been in some instances assessed against the abutting owners and in other instances paid by the municipality or a utility, the governing body of the municipality may provide that all persons who paid the assessment against any lot or parcel of land may be reimbursed the amount of the assessment regardless of when such assessment was made or paid. Reimbursement may be made from such funds or earnings of the municipal utility or from such funds of the municipality as the governing body determines.

(5) Two or more public utilities acquired as a single enterprise may be operated under this section as a single enterprise.

(6) In a 2nd, 3rd or 4th class city, a village or a town, the council or board may provide for the operation of a public utility or utilities by the board of public works or by another officer or officers, in lieu of the commission provided for in this section.

History: 1977 c. 29 s. 1654 (9) (g); 1981 c. 347 s. 80 (2); 1983 a. 207 ss. 23, 93 (1); 1983 a. 538; 1993 a. 16, 246; 1999 a. 150 ss. 179, 181, 183, 236; Stats. 1999 s. 66.0805.

When a city council creates a board under sub. (1), the council is prohibited by sub.

(3) from fixing the wages of the utility's employees. Schroeder v. City of Clintonville, 90 Wis. 2d 457, 280 N.W.2d 166 (1979).

doesn't know if that is the actual solution. Ms. Flower added a number of residents told her they park their cars there just to slow the traffic down. Ms. Chappell said the place to discuss other potential solutions should be at the Public Works committee.

Roll Call on Amendment: Chappell, Flower, Howell voting "yes." Amendment fails 3 to 5 with Skates, Kordus, Horne, Gelting, Hedlund voting "no."

Main Motion: Hedlund/Horne motion to approve Second Reading of **Ordinance 16-14**, amending Chapter 74, Traffic and Vehicles, Section 74-210 adding no parking on Grant Street, southside from Williams Street to Tomike and on Campbell Street from South Lake Shore Drive to Wells Street

Roll Call: Kordus, Skates, Gelting, Horne, Hedlund voting "yes." Motion carries 5 to 3 with Chappell, Flower, Howell voting "no."

Finance, License and Regulation Committee Recommendations – Alderman Kordus

First reading of Ordinance 16-15, to amend Chapter 78, Utilities, changing management of the utilities from a Utility Commission to the City Council

Kordus/Skates motion to table this item until a future date. Alderman Kordus felt Commissioner Lyon made some good points. The city is in the process of hiring a Comptroller, Library Director, Superintendent at the Water Commission, and in the middle of a budget process. A resolution was in place in October and they have been working through resolving issues since then. Mr. Kordus felt this was not the time to address this item. Alderman Skates was concerned with quality as there are some good things happening with the Utility Commission. He wants a focused plan with a focused leader. Mayor Kupsik informed the council that a tabled item is non-debatable.

Roll Call: Motion carried 5 to 3 with Chappell, Kordus, Skates, Hedlund, Howell voting "yes" and Flower, Gelting, Horne voting "no."

First reading of Ordinance 16-16, to amend Chapter 14, Buildings and Building Regulations, Section 14-104, deleting the words Water Commission and adding the word City in its place

Kordus/Chappell motion to approve the purchase of plow, box and salter for a 1-ton dump truck from Northland Equipment of Janesville, WI in the amount of \$28,279 from equipment capital improvements (Public Works Committee approved on August 11, 2016). Alderman Kordus explained this is the plow box and salter that are being added to a truck that was already purchased. This will make it fully operational as it was a 2 step process once we received the truck.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

Kordus/Flower motion to approve the Giraffe Electric Escrow Draw Request No 2 for \$19,850.00 with additional funding of \$6,352.76 from the Capital Fund. This is the final hookups for homes on Hwy 50 with the burying of the overhead electric lines. The overage was the hookup of 2 additional buildings (the church and utility building) that were not accounted for in the original bid. There is money in the capital fund from savings from the riprap project. City Administrator Oborn added this was done quickly, the Director of Public Works included 9 connections in the bid that was escrowed but forgot the 2 ends. He looked at the option of charging the Utility but because it is a city public works item, it should not be a utility expense. The cost for 2 hookups was twice as much due to the entities being commercial, not residential. Mayor Kupsik added the church had a rather large service as well.

Roll Call: Chappell, Kordus, Skates, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Unanimously carried.

Discussion/Action on 2017 Budget Goals

Mr. Kordus noted due to time constraints, this was sent to Council with no recommendation from FLR. City Administrator Oborn stated last year he introduced budget goals as part of the process as it makes it go smoother and outlines some of the things we want to see. It is a moving document, so Council members can add to it. He listed a number of goals he included in the packet. Mayor Kupsik asked if Council members had any additional goals.

The consensus was that everyone agreed on the goals. Alderman Flower added if funds are going to be transferred to VISIT Lake Geneva they should look at what the city pays for that benefits that entity, such as the shuttle or waiving fees. Alderman Gelting asked for clarification on the item listed as "implementation of compensation study." He asked if it included the Utility and Library employees. Mr. Oborn said the City does not have jurisdiction over those employees. He encouraged the Utility to participate and they completed phase 1, but not phase 2. He asked Mr. Oborn to reach out to

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Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

~~The Water Utility and the Wastewater Utilities shall operate as separate utilities under the administration of the Utility Committee Commission shall be in charge of the City water and sewer utilities and shall of all the power and duties of W.S.A., § 66.0805. There shall be seven members on the Utility Committee Commission. The membership shall include the Mayor, two Aldermen, and four citizens.~~

(a) Water and Sewer Utilities operation. As provided in § 66.0805(6), Wis. Stats., the Common Council will be in charge of the operations of the City of Lake Geneva water and sewer utilities. The City Council shall be advised on water and sewer matters by a Utility Committee. There shall be seven members on the Utility Committee. The membership shall include the Mayor, two Aldermen and four citizens.

(b) Manager. The Common Council shall appoint a manager who may be referred to as the "Utility Manager." He shall be the general executive officer of the Utility. He shall hold office for such time as shall be determined by the Common Council and shall give a bond conditioned on the faithful discharge of his duties in such sum and with such surety as shall be provided by the Common Council, and the water and sewer utilities shall pay the premium therefor.

(c) Manager duties. The Utility Manager shall have general supervision of the Utilities under the direction of the City Council. He shall engage necessary employees and agents subject to the approval of the City Council. He shall have supervision of the buildings, grounds, machinery, pipes and all other matters connected therewith. He shall see that all laws, ordinances, rules and regulations of the State Public Service Commission and the City Council as they pertain to the operation of the Utilities are complied with and shall perform all other duties concerning the Utilities imposed upon him by the City Council and shall see that the conditions of contracts by or with such Utilities are complied with.

(d) City officials. The Utilities, when necessary, may utilize the services of the City Engineer, City Attorney and other officials and employees on such basis as shall be mutually agreed upon or as determined by the City Council. The general fund of the City shall be reimbursed by the Utilities for the cost of the services of City officials and City employees.

(e) Rules. The City Council shall have power to make all necessary rules governing its own proceedings and for the governing of the Water and Sewer Utilities, which rules shall, however, not contravene any laws of the State or ordinances of the City.

(f) Compensation. The City Council shall fix the compensation to be received by all employees of the Water and Sewer Utilities.

8-22-2016 Draft Ord.

Sec. 78-2. Officers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The ~~Committee Commission~~ shall choose a ~~president~~ chairman, vice-chairman, and secretary from among its ranks.

Sec. 78-3. Appointment.

[Ord. No. 08-02, 3-10-2008]

The members shall be appointed to the Utility ~~Committee Commission~~ by the Mayor. The appointments shall be subject to approval by the Common Council.

Sec. 78-4. Term.

[Ord. No. 08-02, 3-10-2008]

The citizen members shall each serve ~~four~~ five-year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor and the Aldermen shall serve conterminously with their respective terms as Mayor and Aldermen.

Sec. 78-5. Vacancy.

[Ord. No. 08-02, 3-10-2008]

Any vacancy shall be filled through the appointment procedures described above for the remainder of the term.

Sec. 78-6. Salary.

[Ord. No. 08-02, 3-10-2008]

Members of the Utility ~~Committee Commission~~ shall serve ~~with or~~ without a stipend.

Sec. 78-7. Quorum.

[Ord. No. 08-02, 3-10-2008]

A majority of the membership of the ~~Committee Commission~~ shall constitute a quorum for the transaction of business.

Sec. 78-8. Committee powers and duties.

[Ord. No. 08-02, 3-10-2008]

The Utility ~~Committee Commission~~ shall have the duties ~~and powers as set forth in W.S.A., § 66.085,~~ including those as described below:

(1)

Meeting. The Utility ~~Committee Commission~~ shall meet at least ~~quarterly~~ semi-annually. The ~~Committee Commission~~ may meet as necessary, or as called by the chairman or as called by a majority of the ~~Commission~~. The ~~Cit~~City Clerk shall create and post all agendas for this committee. All meetings shall be at City hall.

8-22-16 Draft Ord.

(2)

Duties. The Utility ~~Committee~~Commission shall advise the City Council and City Administrator ~~have the entire charge, regarding~~ management and direction of the City water and sewer utilities of the City. The duties of the Utility ~~Committee~~Commission shall include, but shall not be limited to:

a.

Recommending utility ordinance amendments;

b.

Refining water and sewer utility development plans;

c.

Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the water and sewer facilities;

d.

Discussing issues of safety, function, maintenance needs, and policy concerning water and sewer utilities;

e.

Planning for the effectuation of water and sewer plants and infrastructure improvements; and

f.

Other planning the ~~Committee~~Commission deems necessary and essential for the improvement of the water and sewer plants.

(3)

~~Employees. The Commission may employ a manager or superintendent of utilities and may fix the compensation to be paid. The City Engineer may be engaged by the Commission. The Commission may employ other necessary employees and fix the compensation.~~

(4)

~~Rules. The Commission shall make necessary rules to govern its own proceedings and the government of the Utility Department.~~

(5)

~~Construction work. The Commission shall immediately supervise any utility construction work.~~

Sec. 78-9. through Sec. 78-30. (Reserved)

ARTICLE II. WATER SERVICE

DIVISION 1. GENERALLY

Sec. 78-31. PSC rules adopted.

[Code 1992, § 13.02]

The following rules issued by the Public Service Commission and on file in the office of the Director of Public Works and Utilities are adopted by reference in this section as though fully set forth in this section. Whenever any provision of this Code shall conflict with any PSC rule adopted by reference in this section, such conflict shall be resolved in favor of the PSC rule.

8-22-16 Draft Ord.

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Kordus/Gelting motion to approve.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Items removed from the Consent Agenda. None.

Finance, License and Regulation Committee Recommendations – Alderman Kordus

First reading of Ordinance 16-05, amending the Sidewalk Café ordinance restaurant definition to include retail food establishments whose primary sales are comprised of frozen dairy products

First reading of Ordinance 16-06, amending the Sidewalk Café ordinance to include a Penalties and Enforcement section

Discussion/Action on City Water and Sewer Utility Ordinance changes and corresponding organizational issues (*Continued from May 23, 2016 Council Meeting*). This was referred to council without recommendation from FLR. City Administrator Oborn stated this was brought to FLR back in October 2015. He explained 3 options that address some concerns. Those concerns were addressed by the Utility Commission along with a comprehensive clean up.

Option 1 is to approve it as presented and recommended by the Utility Commission.

Option 2 is to abolish the Utility Commission and make them a Committee under the City. They would have the same structure as they do now with 4 citizens, the Mayor and 2 council members. Everything would then go through the City. Mr. Oborn recommends Option 2. It was brought to his attention that with this option the Director of Public Works and Utilities contract has a provision that if the city revokes the Utility Commission it puts in place a 6 month severance pay. However, since Mr. Winkler has already announced his retirement, the ordinance would be effective after he leaves. The Administrator would not be on the committee as he would already have oversight of it since it would be a city function.

Option 3 is a hybrid. If they choose to go with option 1, Mr. Oborn recommends the Administrator taking the place of the vacant citizen member so not to bump out an Alderman, including the Water and Sewer finances under the City and any Water and Sewer extensions be under the guides of the City Council. Mr. Oborn is not in favor of this option as he believes in removing silos.

Alderman Kordus commented for 80 plus years the water has been run as a separate independent utility. In 2001 due to some complexities, the sewer was moved over there as well. He is not sure they really want to dismantle the system due to one person retiring. As far as the silo argument, they already are breaking down silos by having the Director of Public Works cross over between the City and Utility Commission. By moving to option 2 or option 3 we are creating a bigger silo under the City Administrator.

Alderman Gelting feels it is eliminating silos when there is common management of staff and accounting functions. State law has also changed allowing sales to private entities. There are concerns that it could be considered.

The primary reason to set up a Utility Commission is to make that Commission have the independence over the employees and salary. The only way to bring parity to it is to bring it into the City.

Alderman Flower does not think it eliminates or causes silos. It seems it would be a better flow and accountability. She is fearful of the budgeting as she does not want the council to dip into those funds or put the money into the general fund. As it brings in its own income, it needs its own dollars for improvements. From this standpoint, it should be independent. Mr. Oborn replied state law only allows Utility money to be spent on the Utility. There is separation of the funds and the funds would remain.

The City and Utility are under two different accounting systems. The City would transition within 1 to 3 years to the same system as the Utility, which could cost \$20,000 to \$60,000. If they choose Option 2, Mr. Oborn recommends implementing any changes slowly and appropriately to minimize cost.

Mayor Kupsik went over Mr. Oborn's memo regarding the changes the Utility Commission has implemented. City Attorney Draper noted there is a state statute that gives the authority to allow the transition from the commission to this type of body.

Director of Public Works Winkler stated what is before the council is the final step in working with the City Administrator on changes he wanted to see and wanting to get involved in Utility Commission operations. He presented a list of items and Utility Commission staff worked vigorously to make these changes with the intent being to maintain their autonomy. The Utility Commission has gone 25 years without a rate increase and has one of the lowest rates in the state. Being named Utility Commission of the year in 2010 is indicative of some of the things that have been accomplished. In 2001 the sewer plant was in disarray and barely functional. The City Council was glad to divest themselves of that facility. We have turned it around to being nominated annually for one of the top utilities of the year. With independence comes responsibility and responsibility goes along with authority. If you strip it of its authority, people will stop calling us and start calling council members when they are unhappy with what the utility says. The temptation will be to go to the political solution. It has happened in the past and it will happen again. Past council's have raided the funds of the utility and the temptation will be there to do it again. If nothing else, look at Michigan. The City stripped it of its funds and responsibility, now they have a tremendous problem.

Kordus/Howell motion to adopt option 1 that was recommended by the Utility Commission on March 10, 2016. Mr. Kordus said we want to keep it segregated and not make Utility Commission items political. He feels adding the Administrator to the Utility Commission is the best route to go with at this time.

Per Mr. Oborn's recommendation in his memo, Mayor Kupsik asked Mr. Kordus if he would consider modifying the Water and Sewer Utility finances under the City, along with the Administrator taking the place of the vacant citizen position rather than an Alderman position. Mr. Kordus felt it should be looked at when they start looking at new accounting systems. As to eliminating a citizen member, Mr. Kordus objects to that. That is not an easy committee to serve on as there is a big learning curve. He does not think it would work having it as a routing Alderman position. They just has a meeting about realigning the citizen committees and one of the big things he heard was that we want more citizen input and not less. He would prefer leaving the committee as it stands, but would be willing to add the City Administrator to the commission so he can have an input and be aware that the steps put in place are being followed.

Alderman Hedlund questioned if the council is okay with allowing the commission to extend the water and sewer outside the city limits. DPW Winkler stated the Utility Commission would never go against the recommendation of the council. There was a council in the past that was antigrowth and antidevelopment. There was an opportunity to run water to the Town of Springfield at their expense. Due to the temperament of the council at the time, the Utility Commission declined to proceed. The Utility Commission is made up of the Mayor, 2 Aldermen, and 4 citizens from the community; the influence is already there.

Attorney Draper said the service commission will not allow the City to mingle or steal funds for City purposes, applying state statute 66.085. It's the same question with why do we have a Police and Fire Commission with special powers. It's to remove the political side of running a Police Department. This statute starts out by saying, except as provided in subsection 6, the governing body shall provide for the nonpartisan management of the Municipal Public Utility. The choice you are making is whether to make it nonpartisan or make it part of the political process.

Alderman Chappell doesn't believe that is an accurate assumption as the City can't raid these accounts. Items would still go through the committee and be recommended to council.

Alderman Hedlund felt they are employees when they want to be employees and not when it is not convenient for them. One of his issues is the disparity between things they have that the normal city employee does not have.

Alderman Gelting said there is a perception of oversight. His constituents believe the council has authority over the Utility Commission, which we don't have. There will be a transition of management with Mr. Winkler retiring and this is the time to establish the organizational chart with consistent oversight.

Kordus/Howell motion to adopt option 1 that was recommended by the Utility Commission on March 10, 2016 including finances. Mr. Kordus clarified the motion puts the Utility Commission into the process of reporting their expenses with

all city expenses. It would be similar to the Library. Mr. Winkler asked if the council can deny payment of bills. Mr. Oborn stated no, you would have control over your own budget. As long as the Utility Commission is still functioning they would have the control over it. It just means the funds would be managed by the City Treasurer and the City Comptroller.

Attorney Draper pointed out another option that is not currently in the city's ordinances. The City has the option to hold all the money from the Utility Commission and the City would write checks that the utility requests. It would still be a commission and the commission would still make the decision, but it would allow for someone bonded at the Utility Commission to collect all the money, turn it over to the City and the City issue the checks as one system.

Alderman Flower recommended the meetings be held at City Hall due to the size of the room at the Utility Department.

Kordus/Howell motion to approve Option 1 including moving the finances to the city and holding the meetings at City Hall. Roll Call: Chappell, Flower, Gelting, Horne, Hedlund voting "no." Motion failed 5 to 2 with Alderman Kordus and Howell voting "yes."

Flower/Chappell motion to approve Option 2 effective October 1, 2016 and direct City Attorney to draft ordinance. Alderman Howell stated his whole reason for voting the way he did mimics Mr. Kordus. He has lived here 37 years, watched lots of councils and lots of politics. He is very fearful to politicize the Utility Commission. Mr. Gelting felt bringing it under the City Administrator does not politicize it. Previous councils have been held accountable by their constituents.

Roll Call: Chappell, Flower, Gelting, Horne, Hedlund voting "yes." Motion carried 5 to 2 with Alderman Kordus and Howell voting "no."

Discussion/Action on Ordinance change to include Flat Iron Park in prohibited areas for a bicycle, skateboard, roller skate or any similar device *(Recommended by Public Works Committee on June 9, 2016)*

Item was referred to council without recommendation from FLR.

Kordus/Hedlund motion to approve to include Flat Iron Park and exclude Library Park. There has been damage done to the rail by skateboards. Public Works is going to look at putting bumps on the rail to help deter that. Mayor Kupsik said the ordinance would be geared towards not skateboarding primarily on the Brunk Pavilion. There was discussion on if a sign should be posted and if someone riding in the park would be ticketed. Mr. Gelting voted against it at Public Works and felt they are creating ordinances for problems that don't exist or could be solved in other ways.

Roll Call: Alderman Chappell, Flower, Gelting and Howell voting "no." Motion failed 4 to 3 with Kordus, Horne, Hedlund voting "yes."

Howell/Chappell motion to approve changing the wording from Flat Iron Park to Brunk Pavilion.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Discussion/Action on Ordinance change to provide no parking space near 322 Warren Street *(Recommended by Public Works Committee on June 9, 2016)*. Kordus/Hedlund motion to approve. This will change the spot to no parking due to an issue with trash pickup. With no alley access their recycling is not being picked up due to a vehicle being parked in the stall during trash collection. The automated trash collector can reach 15 feet but it cannot reach over a vehicle and trash collectors are not allowed to get out of their vehicles due to a safety issue.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Discussion/Action on regulating Utility Poles and Mono Towers including possible Ordinance changes *(Recommended by Public Works Committee on June 9, 2016)*. This was referred to council without recommendation from FLR. City Attorney Draper said there is little the City can do to prevent people from putting up utility poles in the city's right of way spaces. The best way to control it is to adopt an ordinance. He has a model ordinance recommended by the League of Wisconsin Municipalities that would regulate it, but it cannot be banned based on esthetics. The most you can do is control it and permit it with costs associated. He recommends moving forward with the ordinance.

Kordus/Horne motion to direct City Attorney to draft an ordinance based on the model ordinance from the League of WI Municipalities.

Roll Call: Chappell, Kordus, Flower, Gelting, Horne, Hedlund, Howell voting "yes." Motion carried 7 to 0.

Option 1 - Recommended by the Utility Commission 3/10/16

Chapter 78. Utilities

ARTICLE I. IN GENERAL

Sec. 78-1. Composition and powers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The Utility Commission shall be in charge of the City water and sewer utilities and shall have of all the power and duties of W.S.A., § 66.0805. There shall be seven members on the Utility Commission. The membership shall include the Mayor, ~~two~~ one Alderman, the City Administrator, and four citizens.

Sec. 78-2. Officers.

[Ord. No. 02-34, § I, 1-14-2002; Ord. No. 08-02, 3-10-2008]

The Commission shall choose a president and secretary from among its ranks.

Sec. 78-3. Appointment.

[Ord. No. 08-02, 3-10-2008]

The members shall be appointed to the Utility Commission by the Mayor. The appointments shall be subject to approval by the Common Council.

Sec. 78-4. Term.

[Ord. No. 08-02, 3-10-2008]

The citizen members shall each serve ~~four~~ five-year terms. The terms of the citizen members shall be staggered so as to have one members' term expire each year. The Mayor, Alderman, and the City Administrator shall serve ~~e~~con~~terminously~~terminously with their respective terms/appointment as Mayor, ~~and Alderman~~, and City Administrator.

Sec. 78-5. Vacancy.

[Ord. No. 08-02, 3-10-2008]

Any vacancy shall be filled through the appointment procedures described above for the remainder of the term.

Sec. 78-6. Salary.

[Ord. No. 08-02, 3-10-2008]

Members of the Utility Commission shall serve ~~with~~ or without a stipend.

Sec. 78-7. Quorum.

[Ord. No. 08-02, 3-10-2008]

A majority of the membership of the Commission shall constitute a quorum for the transaction of business.

Sec. 78-8. Committee powers and duties.

[Ord. No. 08-02, 3-10-2008]

The Utility Commission shall have the duties and powers as set forth in W.S.A., § 66.085, including those described below:

(1)

Meeting. The Utility Commission shall meet at least quarterly ~~semi-annually~~. The Commission may meet as necessary, or as called by the chairman or as called by a majority of the Commission. The City Clerk shall create and post all agendas for this committee. ~~All meetings shall be at City hall.~~

(2)

Duties. The Utility Commission shall have the entire charge, management and direction of the City water and sewer utilities of the City. The duties of the Utility Commission shall include, but shall not be limited to:

a.

Recommending utility ordinance amendments;

b.

Refining development plans;

c.

Reviewing and making recommendations on proposed improvements, additions, extensions, or changes to the facilities;

d.

Discussing issues of safety, function, maintenance needs, and policy;

e.

Planning for the effectuation of plant and infrastructure improvements; and

f.

Other planning the Commission deems necessary and essential for the improvement of the plant.

(3)

Employees. The Commission may employ a manager or superintendent of utilities and may fix the compensation to be paid. The City Engineer may be engaged by the Commission. The Commission may employ other necessary employees and fix the compensation.

(4)

Rules. The Commission shall make necessary rules to govern its own proceedings and the government of the Utility Department.

(5)

Construction work. The Commission shall immediately supervise any utility construction work.

Sec. 78-9. through Sec. 78-30. (Reserved)

ARTICLE II. WATER SERVICE

City of Lake Geneva
 Cost Allocation Plan for Allocation of Administrative Services to Water/Sewer Funds
 2017 Budget 10/18/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2017-- BUDGET	Building Inspection		Employee Benefits		Insurance	
			%	Allocation	%	Allocation	%	Allocation
GENERAL GOVERNMENT								
11-10-00-5133	LIFE INSURANCE POLICY FEES	1,850.00						
11-10-00-5154	UNEMPLOYMENT COMPENSATION	10,000.00						
11-10-00-5245	EXPENSES SUBJECT TO INS CLAIM	10,000.00						
11-10-00-5314	OFFICIAL PUBLICATIONS & NOTICE	12,000.00	1%	120.00	5%	600.00	1%	120.00
11-10-00-5315	PUBLICATION FEES REIMBURSABLE	2,100.00						
11-10-00-5316	RECORDING FEES	100.00						
11-10-00-5398	BANK CHARGES	910.00						
11-10-00-5399	GENERAL GOV'T MISC EXPENSES	250.00						
11-10-00-5740	PERSONAL PROPERTY WRITEOFFS	1,000.00						
11-10-00-5780	CONTINGENCY ACCOUNT	75,000.00						
INSURANCE								
11-10-10-5509	INS REIMB-OTHER DEPTS	(92,000.00)	0%	-	0%	-	0%	-
11-10-10-5512	GENERAL LIABILITY INSURANCE	174,115.00	1%	1,741.15	7%	12,188.05	1%	1,741.15
11-10-10-5513	BOILER & MACHINERY INS	405.00	0%	-	0%	-	2%	8.10
11-10-10-5516	WORKERS COMPENSATION	160,250.00	1%	1,602.50	10%	16,025.00	1%	1,602.50
HEALTH & OTHER BENEFITS								
11-10-20-5111	HEALTH & DENTAL REIMBURSABLE	(630,000.00)	0%	-	0%	-	0%	-
11-10-20-5132	HEALTH AND DENTAL ADMIN CHGS	625,000.00	1%	6,250.00	15%	93,750.00	1%	6,250.00
11-10-20-5133	HEALTH AND DENTAL CLAIMS	1,425,000.00	1%	14,250.00	15%	213,750.00	1%	14,250.00
11-10-20-5134	DISABILITY PREMIUMS CITY	11,500.00	1%	115.00	15%	1,725.00	1%	115.00
11-10-20-5135	EAP PROGRAM	3,800.00	1%	38.00	15%	570.00	1%	38.00
11-10-20-5152	OPT OUT SOCIAL SECURITY EXP	3,800.00						

City of Lake Geneva
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2017-- BUDGET	Building Inspection		Employee Benefits		Insurance	
			%	Allocation	%	Allocation	%	Allocation
COMMON COUNCIL								
11-11-00-5114	COUNCIL SALARIES	32,000.00	1%	320.00	5%	1,600.00	1%	320.00
11-11-00-5120	PART TIME WAGES	1,615.00	1%	16.15	5%	80.75	1%	16.15
11-11-00-5152	COUNCIL SOCIAL SECURITY	2,572.00	1%	25.72	5%	128.60	1%	25.72
11-11-00-5214	VIDEOTAPING EXPENSES	50.00	1%	0.50	5%	2.50	1%	0.50
11-11-00-5320	COUNCIL WIS LEAGUE MEMBERSH	3,527.00	1%	35.27	5%	176.35	1%	35.27
11-11-00-5331	COUNCIL MEALS & LODGING	500.00	1%	5.00	5%	25.00	1%	5.00
11-11-00-5332	COUNCIL CONFERENCES & SCHOOL	600.00	1%	6.00	5%	30.00	1%	6.00
11-11-00-5399	COUNCIL MISCELLANEOUS EXPENS	1,000.00	1%	10.00	5%	50.00	1%	10.00
LEGAL EXPENSES								
11-13-00-5113	CITY ATTORNEY SALARY	67,926.00	1%	679.26	5%	3,396.30	1%	679.26
11-13-00-5134	CITY ATTORNEY LIFE INSURANCE	415.00	1%	4.15	5%	20.75	1%	4.15
11-13-00-5136	CITY ATTORNEY RETIREMENT FUNE	4,620.00	1%	46.20	5%	231.00	1%	46.20
11-13-00-5152	CITY ATTORNEY SOCIAL SECURITY	5,196.00	1%	51.96	5%	259.80	1%	51.96
11-13-00-5331	CITY ATTORNEY MEALS & LODGING	450.00	1%	4.50	5%	22.50	1%	4.50
11-13-00-5332	CITY ATTORNEY SCHOOL/CONFER	450.00	1%	4.50	5%	22.50	1%	4.50
11-13-00-5399	CITY ATTORNEY MISC EXPENSES	300.00	1%	3.00	5%	15.00	1%	3.00
MAYOR								
11-14-10-5114	MAYOR SALARY	6,858.00	1%	68.58	5%	342.90	1%	68.58
11-14-10-5152	MAYOR SOCIAL SECURITY	525.00	1%	5.25	5%	26.25	1%	5.25
11-14-10-5331	MAYOR MEALS,LODGING,ETC	200.00	1%	2.00	5%	10.00	1%	2.00
11-14-10-5399	MAYOR MISC EXPENSE	700.00	1%	7.00	5%	35.00	1%	7.00

City of Lake Geneva
 Cost Allocation Plan for Allocation of Administrative Services to Water/Sewer Funds
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2017--		Building Inspection		Employee Benefits		Insurance	
		BUDGET		%	Allocation	%	Allocation	%	Allocation
CITY ADMINISTRATOR									
11-14-20-5110	CITY ADMINISTRATOR SALARY	106,636.00		2%	2,132.72	15%	15,995.40	2%	2,132.72
11-14-20-5134	CITY ADMIN LIFE INSURANCE	300.00		2%	6.00	15%	45.00	2%	6.00
11-14-20-5136	CITY ADMIN RETIREMENT	7,251.00		2%	145.02	15%	1,087.65	2%	145.02
11-14-20-5152	CITY ADMIN SOCIAL SECURITY	8,158.00		2%	163.16	15%	1,223.70	2%	163.16
11-14-20-5310	CITY ADMIN OFFICE SUPPLIES	200.00		2%	4.00	15%	30.00	2%	4.00
11-14-20-5324	DUES,BOOKS,PUBLICATIONS	1,300.00		2%	26.00	15%	195.00	2%	26.00
11-14-20-5330	CITY ADMIN TRAVEL-MILEAGE	1,200.00		2%	24.00	15%	180.00	2%	24.00
11-14-20-5331	CITY ADMIN MEALS/LODGING	1,300.00		2%	26.00	15%	195.00	2%	26.00
11-14-20-5332	CITY ADMIN CONFR/SCHOOLS	2,000.00		2%	40.00	15%	300.00	2%	40.00
11-14-20-5399	CITY ADMIN MISC EXPENSE	200.00		2%	4.00	15%	30.00	2%	4.00
CITY CLERK									
11-14-30-5110	CITY CLERK SALARY	57,960.00		1%	579.60	2%	1,159.20	5%	2,898.00
11-14-30-5111	ASSISTANT CLERK WAGES	37,706.00		1%	377.06	2%	754.12	5%	1,885.30
11-14-30-5120	CITY CLERK STAFF WAGES	18,236.00		1%	182.36	2%	364.72	5%	911.80
11-14-30-5126	CITY CLERK SEASONAL WAGES	6,000.00		1%	60.00	2%	120.00	5%	300.00
11-14-30-5134	CITY CLERK LIFE INSURANCE	125.00		1%	1.25	2%	2.50	5%	6.25
11-14-30-5136	CITY CLERK RETIREMENT FUND	6,505.00		1%	65.05	2%	130.10	5%	325.25
11-14-30-5152	CITY CLERK SOCIAL SECURITY	9,550.00		1%	95.50	2%	191.00	5%	477.50
11-14-30-5190	POLL WORKERS FEES	4,900.00							
11-14-30-5218	MUNICIPAL CODIFICATION	4,800.00		1%	48.00	2%	96.00	5%	240.00
11-14-30-5310	CITY CLERK OFFICE SUPPLIES	1,100.00		1%	11.00	2%	22.00	5%	55.00
11-14-30-5311	BALLOTS/OTHER ELECTION EXPENS	3,200.00							
11-14-30-5312	POSTAGE-CITY CLERK	5,500.00		1%	55.00	2%	110.00	5%	275.00
11-14-30-5330	CITY CLERK TRAVEL-MILEAGE	800.00		1%	8.00	2%	16.00	5%	40.00
11-14-30-5331	CITY CLERK MEALS,LODGING	900.00		1%	9.00	2%	18.00	5%	45.00
11-14-30-5332	CITY CLERK CONFERENCES & DUES	1,100.00		1%	11.00	2%	22.00	5%	55.00

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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2017--		Building Inspection		Employee Benefits		Insurance		
		BUDGET		%	Allocation	%	Allocation	%	Allocation	
11-14-30-5382	LICENSE/SUPPORT EXPENSE	2,000.00		1%	20.00	2%	40.00	5%	100.00	
11-14-30-5399	CITY CLERK MISCELLANEOUS EXP	400.00		1%	4.00	2%	8.00	5%	20.00	
ACCOUNTING & DATA PROCERSING										
11-15-10-5110	ACCOUNTING SALARY	91,000.00		1%	910.00	15%	13,650.00	1%	910.00	
11-15-10-5120	ACCOUNTING WAGES	49,455.00		1%	494.55	2%	989.10	1%	494.55	
11-15-10-5126	ACCTG PART TIME WAGES	36,220.00		0%	-	35%	12,677.00	0%	-	
11-15-10-5134	ACCTG LIFE INSURANCE	650.00		1%	6.50	12%	78.00	1%	6.50	
11-15-10-5136	ACCTG RETIREMENT EXP	9,552.00		1%	95.52	12%	1,146.24	1%	95.52	
11-15-10-5152	ACCTG SOCIAL SECURITY	13,516.00		1%	135.16	12%	1,621.92	1%	135.16	
11-15-10-5212	ACCTG CONSULTANT FEES	2,000.00		1%	20.00	12%	240.00	1%	20.00	
11-15-10-5213	INDEPENDENT AUDIT FEES	25,100.00		1%	251.00	12%	3,012.00	1%	251.00	
11-15-10-5310	ACCTG OFFICE SUPPLIES	1,000.00		1%	10.00	12%	120.00	1%	10.00	
11-15-10-5320	ACCTG PROFESSIONAL DUES	250.00		1%	2.50	12%	30.00	1%	2.50	
11-15-10-5332	ACCTG CONFERENCES/TRAINING	1,800.00		1%	18.00	12%	216.00	1%	18.00	
11-15-10-5399	ACCTG MISC EXPENSE	250.00		1%	2.50	12%	30.00	1%	2.50	
11-15-10-5450	COMPUTER IT SVC & EQUIPMENT	30,000.00		1%	300.00	12%	3,600.00	1%	300.00	
CITY HALL BUILDING										
11-16-10-5120	CITY HALL MAINT WAGES	47,178.00		1%	471.78	5%	2,358.90	1%	471.78	
11-16-10-5125	CITY HALL MAINT OVERTIME	1,000.00		1%	10.00	5%	50.00	1%	10.00	
11-16-10-5134	CITY HALL MAINT LIFE INS	275.00		1%	2.75	5%	13.75	1%	2.75	
11-16-10-5136	CITY HALL MAINT RETIREMENT	3,276.00		1%	32.76	5%	163.80	1%	32.76	
11-16-10-5152	CITY HALL MAINT SOCIAL SEC	3,686.00		1%	36.86	5%	184.30	1%	36.86	
11-16-10-5221	CITY HALL TELEPHONE EXPENSE	10,000.00		1%	100.00	5%	500.00	1%	100.00	
11-16-10-5222	CITY HALL ELECTRICITY	45,000.00		1%	450.00	5%	2,250.00	1%	450.00	
11-16-10-5224	CITY HALL GAS HEAT	13,000.00		1%	130.00	5%	650.00	1%	130.00	
11-16-10-5226	CITY HALL WATER & SEWER EXP	2,100.00		1%	21.00	5%	105.00	1%	21.00	

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 Cost Allocation Plan for Allocation of Administrative Services to Water/Sewer Funds
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2017--		Building Inspection		Employee Benefits		Insurance	
		BUDGET		%	Allocation	%	Allocation	%	Allocation
11-16-10-5240	CITY HALL BUILDING REPAIRS	22,000.00		1%	220.00	5%	1,100.00	1%	220.00
11-16-10-5310	CITY HALL OFFICE SUPPLIES	3,300.00		1%	33.00	5%	165.00	1%	33.00
11-16-10-5350	CITY HALL BLDG MAINT SUPPLIES	6,000.00		1%	60.00	5%	300.00	1%	60.00
11-16-10-5360	CITY HALL MAINT SERVICE COSTS	16,500.00		1%	165.00	5%	825.00	1%	165.00
11-16-10-5531	CH OFFICE EQUIPMENT CONTRACT	1,700.00		1%	17.00	5%	85.00	1%	17.00
11-16-10-5532	CH POSTAGE METER RENT & EXP	5,000.00		1%	50.00	5%	250.00	1%	50.00
BUILDING & ZONING									
11-24-00-5110	BUILDING INSPECTOR SALARIES	68,850.00		50%	34,425.00	0%	-	0%	-
11-24-00-5120	BUILDING INSPECTION WAGES	44,325.00		50%	22,162.50	0%	-	0%	-
11-24-00-5134	BLDG INSPECTOR LIFE INSURANCE	450.00		50%	225.00	0%	-	0%	-
11-24-00-5136	BLDG INSPECTOR RETIREMENT FUI	7,095.00		50%	3,547.50	0%	-	0%	-
11-24-00-5152	BLDG INSPECTOR SOCIAL SECURITY	8,660.00		50%	4,330.00	0%	-	0%	-
11-24-00-5217	CONTRACT-ELEVATOR INSPECTION	100.00		0%	-	0%	-	0%	-
11-24-00-5218	CONTRACTS-WEIGHTS & MEASURE	5,000.00		0%	-	0%	-	0%	-
11-24-00-5219	CONTRACT BUILDING INSPECTOR	6,000.00		0%	-	0%	-	0%	-
11-24-00-5262	TELEPHONE EXPENSE	660.00		50%	330.00	0%	-	0%	-
11-24-00-5310	BLDG INSPECTOR OFFICE SUPPLIES	3,500.00		50%	1,750.00	0%	-	0%	-
11-24-00-5320	MEMBERSHIP DUES & FEES	200.00		50%	100.00	0%	-	0%	-
11-24-00-5330	BLDG INSPECTOR TRAVEL-MILEAGE	2,800.00		50%	1,400.00	0%	-	0%	-
11-24-00-5331	BLDG INSP-MEALS & LODGING	550.00		50%	275.00	0%	-	0%	-
11-24-00-5332	CONFERENCES & SCHOOL	500.00		50%	250.00	0%	-	0%	-
11-24-00-5399	BLDG INSPECTOR MISC EXPENSES	250.00		50%	125.00	0%	-	0%	-
Total Administration Costs		2,803,659.00			102,475.29		413,829.65		39,670.67

City of Lake Geneva
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 2017 Budget 10/18/2016

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	--2017-- BUDGET	Building Inspection		Employee Benefits		Insurance	
			% Allocation	Allocation	% Allocation	Allocation	% Allocation	Allocation
Water & Sewer Fund Impact Fee Allocation								
Total Permits		750						
Permits with Water & Sewer Impact Fees		30	4.0%	4,099.01				
Employee Benefits Allocation								
Total Employees		78						
Employees in the Water & Sewer Funds		12	15.4%		63,666.10			
Insurance Allocation								
Total Liability & Property		127,067.50					18.6%	7,390.90
		23,673.50						
Total Allocations to Water & Sewer Funds		75,156.01						

City of Lake Geneva
Cost Allocation Plan for Allocation of Public Works Services to Water/Sewer Funds
2017 Budget 10/18/2016

	<u>Hours</u>	<u>Times/Year</u>	<u>Annual Hours/Amount</u>
Mowing			
Bocci ball Ct	1	25	25
Sr Hill h2o tower	3	25	75
Host h2o tower	1	25	25
Dodge h2o tower	2	25	50
Commission Bldg	4.5	25	112.5
N Center St bldg	1	25	25
Easement to well 4	1	3	3
2 bldgs at Dunn	1	25	25
Bldg on Edgewood	0.5	25	12.5
Tree/brush trimming at all location	45	1	45
Sweep commission bldg	1	7	7
Stripe commission	2	1	2
Plow Host	0.5	15	7.5
Allendale to Haskins plow	0.25	15	3.75
Total Annual Hours			418.25
Public Works Regular Staff Hourly Rate			41.11
Total Public Works Regular Staff Cost			<u>17,194.26</u>
Management Hours 10%			41.83
Management Rate			55.66
Total Management Cost			<u>2,327.98</u>
Total Public Works Cost			<u><u>19,522.24</u></u>

City of Lake Geneva
 Cost Allocation Plan for Allocation of Water/Sewer Services to City Public Works
 2017 Budget 10/18/2016

Annual
Hours Times/Year Hours/Amount

Administrative Assistant support
 for Public Work

Office Manager	4	52	208
Office Manager Rate			<u>43.82</u>
Total Utility Commission Staff Cost			<u>9,114.56</u>

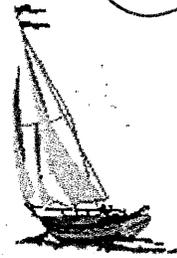
LAKE GENEVA UTILITY COMMISSION

Invoice

361 MAIN STREET - P.O. BOX 187

LAKE GENEVA, WI 53147

PHONE 262-248-2311 FAX 262-248-0589



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CITY OF LAKE GENEVA
626 GENEVA ST
LAKE GENEVA WI 53147

DATE: 08/24/16

INVOICE NO. 5637

WISCONSIN RURAL WATER ASSOCIATION 2010 WATER SYSTEM OF THE YEAR

\$ 5,000.00

Phone No.

Water

Sewer

DATE	DESCRIPTION	UNIT COST	COST	TOTAL
08/24/16	2015-2016 Diggers Hotline As per budget			\$ 5,000.00
	Total Due This Invoice			\$ 5,000.00
	Total Amount Due			\$ 5,000.00

Member of American Water Works Association
Subject to 1% Monthly Finance Charges

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DATE APPROVED	08 Sept 2016
APPROVED BY	[Signature]
ACCOUNT #(S)	11-32-15-5460
DESCRIPTION	2015/16 Diggers Hotline share
PO #	locate contract

- ?
w/ Utility

2015/2016 DIGGERS' RECAPITULATION-INV 5637

MONTH	# OF LOCATES	DIGGER'S INVOICE	UTILITY EXPENSE	TOTAL EXPENSE	EXPENSE PER DEPT
AUGUST	130	\$ 234.95	\$ 1,889.23	\$ 2,124.18	\$ 708.06
SEPTEMBER	222	\$ 407.00	\$ 2,751.40	\$ 3,158.40	\$ 1,052.80
OCTOBER	212	\$ 392.20	\$ 2,080.81	\$ 2,473.01	\$ 824.34
NOVEMBER	102	\$ 186.85	\$ 3,781.10	\$ 3,967.95	\$ 1,322.65
DECEMBER	77	\$ 142.45	\$ 2,573.39	\$ 2,715.84	\$ 905.28
JANUARY	72	\$ 122.10	\$ 904.54	\$ 1,026.64	\$ 342.21
FEBRUARY	66	\$ 122.10	\$ 2,655.85	\$ 2,777.95	\$ 925.98
MARCH	?	\$ 281.20	\$ 2,762.28	\$ 3,043.48	\$ 1,014.49
APRIL	239	\$ 440.30	\$ 2,839.31	\$ 3,279.61	\$ 1,093.20
MAY	223	\$ 352.00	\$ 3,459.65	\$ 3,811.65	\$ 1,270.55
JUNE	176	\$ 278.40	\$ 2,683.40	\$ 2,961.80	\$ 987.27
JULY	151	\$ 235.20	\$ 2,405.83	\$ 2,641.03	\$ 880.34
	1670	\$ 3,194.75	\$ 30,786.78	\$ 33,981.53	\$ 11,327.18
SCOTT		BRANDON		JEFF	
HOURS	WAGES & BENEFITS	HOURS	WAGES & BENEFITS	HOURS	WAGES & BENEFITS
0.00	\$ -	0.00	\$ -	16.00	\$ 482.30
0.00	\$ -	0.00	\$ -	10.50	\$ 316.51
0.00	\$ -	0.00	\$ -	10.00	\$ 301.44
0.00	\$ -	0.00	\$ -	15.50	\$ 467.23
0.00	\$ -	4.00	\$ 118.56	14.50	\$ 437.09
2016					
0.00	\$ -	0.00	\$ -	7.50	\$ 230.58
0.00	\$ -	0.00	\$ -	16.00	\$ 491.90
0.00	\$ -	0.00	\$ -	16.00	\$ 491.90
0.00	\$ -	0.00	\$ -	19.00	\$ 584.14
0.00	\$ -	0.00	\$ -	10.00	\$ 307.44
0.00	\$ -	0.00	\$ -	7.50	\$ 230.58
0.00	\$ -	3.00	\$ 91.80	2.00	\$ 74.06
0.00	\$ -	7.00	\$ 210.36	144.50	\$ 4,415.18
JAY		KENT/JEFF		TOTALS	
HOURS	WAGES & BENEFITS	HOURS	WAGES & BENEFITS	ACCUM HOURS	WAGES & BENEFITS
44.50	\$ 1,325.92	2.00	\$ 81.00	18.00	\$ 1,889.23
79.00	\$ 2,353.88	2.00	\$ 81.00	12.50	\$ 2,751.40
57.00	\$ 1,698.37	2.00	\$ 81.00	12.00	\$ 2,080.81
108.50	\$ 3,232.87	2.00	\$ 81.00	17.50	\$ 3,781.10
65.00	\$ 1,936.74	2.00	\$ 81.00	16.50	\$ 2,573.39
2016					
19.50	\$ 592.96	2.00	\$ 81.00	9.50	\$ 904.54
68.50	\$ 2,082.95	2.00	\$ 81.00	18.00	\$ 2,655.85
72.00	\$ 2,189.38	2.00	\$ 81.00	18.00	\$ 2,762.28
71.50	\$ 2,174.17	2.00	\$ 81.00	21.00	\$ 2,839.31
101.00	\$ 3,071.21	2.00	\$ 81.00	12.00	\$ 3,459.65
78.00	\$ 2,371.82	2.00	\$ 81.00	9.50	\$ 2,683.40
71.00	\$ 2,158.97	2.00	\$ 81.00	7.00	\$ 2,405.83
481.50	\$ 25,189.24	240.00	\$ 972.00	873.00	\$ 30,786.78

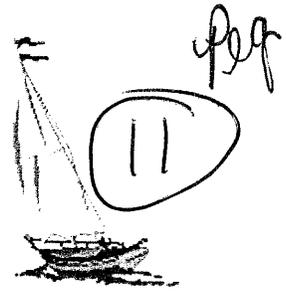
NO CHARGES FOR THE FOLLWING EXPENSES:

VEHICLE MAPPING ADMIN PAINT EQUIPMENT

LAKE GENEVA UTILITY COMMISSION

Invoice

361 MAIN STREET - P.O. BOX 187
LAKE GENEVA, WI 53147
PHONE 262-248-2311 FAX 262-248-0589



CITY OF LAKE GENEVA
626 GENEVA ST
LAKE GENEVA WI 53147

DATE: 08/03/16

INVOICE NO. 5610

WISCONSIN RURAL WATER ASSOCIATION 2010 WATER SYSTEM OF THE YEAR

\$ 322.25

Phone No.

Water

Sewer

DATE	DESCRIPTION	UNIT COST	COST	TOTAL
07/19/16	Annual Hearing Tests American Industrial Medical Inv 18008 refund Total invoice \$685.00 St. Dept 8 participants Utility 9 participants			\$ 322.25
	Total Due This Invoice			\$ 322.25
	Total Amount Due			\$ 322.25

Member of American Water Works Association
Subject to 1% Monthly Finance Charges

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DATE APPROVED	05 Aug 2016
APPROVED BY	[Signature]
ACCOUNT #(S)	11-32-10-5205
DESCRIPTION	Hearing tests
PO #	Streets

?

LAKE GENEVA UTILITY COMMISSION

Invoice

361 MAIN STREET - P.O. BOX 187

LAKE GENEVA, WI 53147

PHONE 262-248-2311 FAX 262-248-0589



CITY OF LAKE GENEVA
626 GENEVA ST
LAKE GENEVA WI 53147

DATE: 01/28/16

INVOICE NO. 5351

WISCONSIN RURAL WATER ASSOCIATION 2010 WATER SYSTEM OF THE YEAR

\$ 29.43

Phone No.

Water

Sewer

DATE	DESCRIPTION	UNIT COST	COST	TOTAL
01/28/16	2016 Annual Billing City Seasonal Meters			\$ 29.43
	Total Due This Invoice			\$ 29.43
	Total Amount Due			\$ 29.43

Member of American Water Works Association
Subject to 1% Monthly Finance Charges

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DATE APPROVED 06 April 2016
 APPROVED BY [Signature]
 ACCOUNT #(S) 115200 5226
 DESCRIPTION _____
 PO # Water

LAKE GENEVA UTILITY COMMISSION

Invoice

361 MAIN STREET - P.O. BOX 187

LAKE GENEVA, WI 53147

PHONE 262-248-2311 FAX 262-248-0589



CITY OF LAKE GENEVA
626 GENEVA ST
LAKE GENEVA WI 53147

DATE: 05/23/16

INVOICE NO. **5491**

WISCONSIN RURAL WATER ASSOCIATION 2010 WATER SYSTEM OF THE YEAR

\$ 200.00

Phone No.

Water

Sewer

DATE	DESCRIPTION	UNIT COST	COST	TOTAL
	Install mseasonal meters			
	Library Park-Irrigation			\$ 25.00
	Library Park-West Bathrooms			\$ 25.00
	Dunn Field Concessions			\$ 25.00
	Riviera Beach House			\$ 25.00
	Vet's Park-Concessions			\$ 25.00
	Vet's Park-Irrigation			\$ 25.00
	Library-East Bathrooms			\$ 25.00
	3 Sisters Fountain			\$ 25.00
	Total Due This Invoice			\$ 200.00
	Total Amount Due			\$ 200.00

Member of American Water Works Association
Subject to 1% Monthly Finance Charges

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DATE APPROVED	<u>31 May 2016</u>
APPROVED BY	<u>[Signature]</u>
ACCOUNT #(S)	<u>115200 5241</u>
DESCRIPTION	_____
PO#	<u>Water</u>