



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 December 20, 2017 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 November 15, 2017 as prepared and distributed
5. Acknowledgement of Correspondence
6. Financials Update
7. Approval of the November Bills
8. Directors Report
9. Discussion/Action on scheduling a joint meeting with the Public Works Committee regarding the Main Street Reconstruction & Water Main Project
10. Closed Session
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
11. Open Session
Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
12. 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 November 15, 2017 4:00 PM
Conference Room 2A, City Hall – 626 Geneva Street

Call Meeting to Order- by President Lyon at 4:03pm

Roll Call - Members present: President Lyon, Mayor Kupsik, Ald. Flower, Ald. Hedlund, Brett Stanczak, Mark Johnson. **Absent:** Ann Esarco. **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 October 18, 2017 as prepared and distributed
Hedlund/Kupsik motion to approve. Passed 6 - 0.

Acknowledgement of Correspondence.

Gajewski reported that he has received a letter from the DNR regarding soil contamination from the old gas station in Sail Boat Plaza. He will be contacting the DNR to follow up.

Financials Update

Gajewski reviewed the financial information through October.
Flower/Kupsik motion to approve. Passed 6 - 0.

Approval of the October Bills

Hedlund/Kupsik motion to approve. Passed 6 - 0.

Directors Report

Gajewski gave an overview of Utility operations including Host Drive Tower Painting Project payment requests and cell carrier reinstallations; Wastewater Roofing Project payment requests; the completion of the Collection System Relining Project with the exception of a segment on Wrigley Drive; Utility Water and Wastewater Budgets; surveying for the Main Street Water Main Project and the reorganization of Utility treasury functions.

Election of Officers

This is an annual process to fill the two elected positions of Secretary and President. Discussion was had regarding moving the election to the spring to occur after alderman elections but the Commission decided not to change the timing as an alderperson would never be appointed to either of these positions.

Kupsik/Hedlund nomination of Lyon for President. Nomination passed 6-0.
Flower/Kupsik nomination of Esarco for Secretary. Nomination passed 6-0.

Hedlund/Kupsik motion to close nominations and appoint Lyon as President.
Roll Call: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes

Hedlund /Kupsik motion to close nominations and appoint Esarco as Secretary
Roll Call: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes

Discussion/Action on Disposal of Retired Water Meters

Gajewski explained that the Commission has been approached by a company wishing to purchase our current stock of retired water meters. Historically we have had to use man hours to disassemble

the meters and sell the salvageable parts. There is a cost savings in both man hours and storage to sell them as a lot.

Kupsik/Hedlund motion to approve the sale of current retired water meters to Mermax Metals. Passed 6-0.

Discussion/Action on Implementing a Storage and Rental Policy for Utility Owned Properties

Gajewski reported that there have been conversations amongst departments regarding storage fees for housing equipment on Utility property. There are multiple entities including the Historical Society and the Water Safety Patrol currently storing equipment and he is looking for direction from the Commission. Discussion was had on whether the items being stored were inconveniencing Utility staff and whether the owners of the items were aware they were there. No action taken.

Discussion/Action on 2018 Water Budget

Gajewski detailed the Water Budget and the requested expenses included in it.

Hedlund/Kupsik motion to approve the 2018 Water Budget as presented. Passed 6-0.

Discussion/Action on 2018 Wastewater Budget and Resolution 17-03

Gajewski detailed the Wastewater Budget which includes a rate increase for category A & B customers on sewer usage only as well as an increase on the per 1000 gallon rate for all received holding tank and septic tank wastes. The rate increase would go into effect on December 5, 2017. This is the second of a three part rate increase that was previously approved. A comparison of sewer rates amongst surrounding communities was given and Gajewski explained that this increase is another step toward equity between usage contributions and financial contributions.

Kupsik/Hedlund motion to approve the 2018 Wastewater Budget and resolution 17-03. Passed 6-0.

Closed Session

Kupsik/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: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes. Passed 6-0.

The Commission entered closed session at 6:02pm.

Open Session

Hedlund/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: Kupsik, Hedlund, Flower, Stanczak, Johnson, Lyon – Yes. Passed 6-0.

The Commission returned to open session at 6:13pm.

Hedlund/Flower motion to instruct staff to proceed as discussed in closed session. Passed 6-0.

Adjourn

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

Meeting was adjourned at 6:14 p.m.

/s/ Jo Busch, Office Manager

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

11 / 2017

WATER UTILITY

91.67%

REVENUES

	2017 Budgeted	Normalized Budget Thru November	YTD	YTD % of Budget	\$ Difference of Normalized & YTD	YTD % of Normalized
TOTAL REVENUES	1,878,618	1,722,067	1,638,029	87.19%	-84,038	95%
EXPENSES						
TOTAL SOURCE OF SUPPLY - OPERATION	66,233	60,714	50,396	76.09%	10,318	83%
TOTAL SOURCE OF SUPPLY - MAINTENANCE	17,000	15,583	9,660	56.82%	5,923	62%
TOTAL PUMPING EXPENSE - OPERATION	81,050	74,296	70,271	86.70%	4,024	95%
TOTAL PUMPING EXPENSE - MAINTENANCE	19,350	17,738	15,995	82.66%	1,742	90%
TOTAL WATER TREATMENT - OPERATION	91,875	84,219	75,057	81.69%	9,162	89%
TOTAL WATER TREATMENT - MAINTENANCE	75,500	69,208	73,216	96.97%	-4,007	106%
TOTAL TRANS. & DISTRIBUTION - OPERATION	46,900	42,992	37,445	79.84%	5,546	87%
TOTAL TRANS. & DISTRIBUTION - MAINTENANCE	143,300	131,358	101,648	70.93%	29,710	77%
TOTAL CUSTOMER ACCOUNTS	64,520	59,143	63,466	98.37%	-4,323	107%
TOTAL ADMIN & GENERAL OPERATIONS	578,920	530,677	367,647	63.51%	163,029	69%
TOTAL OTHER EXPENSES	330,000	302,500	240,802	72.97%	61,698	80%
TOTAL OPERATION & MAINTENANCE EXPENSES	1,514,648	1,388,427	1,105,604	72.99%	282,824	80%
REVENUES OVER O&M EXPENSES	363,970		532,425			
TOTAL CAPITAL OUTLAY	560,000	513,333	332,831	59.43%	180,503	65%
TOTAL TRANSFERS	-215,000	-197,083	0	0.00%	-197,083	0%
TOTAL DEPRECIATION	0	0	0	0%	0	0%
TOTAL UTILITY ANNUAL EXPENSE	1,859,648	1,704,677	1,438,434	77.35%	266,243	84%
BALANCE OF FINANCES	18,970		199,595			

CHECKING BALANCE	879,065
CD'S	267,874
LGIP 1 GENERAL BALANCE	81,262
LGIP 2 IMPACT FEES BALANCE	123,985
LGIP 3 EQ. REPLACE. BALANCE	2,408
INVESTMENT TOTAL	475,528
TOTAL	1,354,593

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LAKE GENEVA UTILITY COMMISSION
2017 BUDGET COMPARISON THRU:

11 / 2017

WASTEWATER UTILITY

91.67%

REVENUES	2017 Budgeted	Normalized		YTD % of Budget	\$ Difference of	
		Budget Thru November	YTD		Normalized & YTD	Normalized
TOTAL REVENUES	1,520,322	1,393,629	1,282,283	84.34%	-111,345	92%
EXPENSES						
TOTAL OUTSIDE SERVICES	251,025	230,106	209,883	83.61%	20,224	91%
TOTAL OPERATING EXPENSES	35,337	32,392	25,210	71.34%	7,182	78%
TOTAL INSURANCE	36,185	33,170	22,318	61.68%	10,851	67%
TOTAL SALARY & BENEFITS	642,271	588,748	501,029	78.01%	87,719	85%
TOTAL LAB SUPPLIES	41,880	38,390	6,191	14.78%	32,199	16%
TOTAL MISCELLANEOUS EXPENSE	2,500	2,292	6,056	242.24%	-3,764	264%
TOTAL MAINTENANCE	155,950	142,954	100,976	64.75%	41,978	71%
TOTAL OPERATION & MAINTENANCE EXPENSES	1,165,148	1,068,052	871,663	74.81%	196,389	82%
REVENUES OVER O&M EXPENSES	355,174		410,620			
TOTAL CAPITAL OUTLAY	273,500	250,708	187,199	68.45%	63,509	75%
TOTAL TRANSFERS	81,500	74,708	0	0.00%	74,708	0
TOTAL DEPRECIATION	0	0	0	0%	0	0%
TOTAL UTILITY ANNUAL EXPENSE	1,520,148	1,393,469	802,241	52.77%	591,227	58%
BALANCE OF FINANCES	174		223,421			
		CHECKING BALANCE	750,056			
		CD'S	418,659			
		LGIP 10 GENERAL BALANCE	240,754			
		LGIP 11 DEBT SERVICE BALANCE	0			
		LGIP12 IMPACT FEES BALANCE	138,550			
		LGIP 13 COMP. MAINT. BALANCE	64,489			
		<u>INVESTMENT TOTAL</u>	<u>862,452</u>			
		TOTAL	1,612,508			

Payments over \$5K

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LAKE GENEVA UTILITY COMMISSION

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

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Dec 18, 2017 02:49pm

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
1-52520	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-ELECTRICITY						
	1118	ALLIANT ENERGY/WP&L	201 HASKINS ST SWR PLNT	95400001711		11/03/2017	12,567.77
Total OUTSIDE SERVICES							12,567.77
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							31,646.77
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
	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
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
							57,914.70 *
2-40802	WATER UTILITY FUND - DEPRECIATION - RECORD TAX EQUIVELANT						
	142	CITY OF LAKE GENEVA	DECEMBER TAX EQUIVELANT	201712		11/30/2017	26,038.00
Total DEPRECIATION							26,038.00
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
Total TRANS & DISTRIBUTION MAINT							7,253.00
Total WATER UTILITY FUND							925,800.66

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
Grand Total:							957,447.43

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

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
1-52100	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - LABORATORY SERVICES						
	426	CULLIGAN OF BURLINGTON	DI EXCHANGE, DISTILLED WTR	30X02039200		11/30/2017	85.00
	758	NORTHERN LAKE SERVICE INC	TEST WEEKLY LAB SAMPLES	325306		11/15/2017	169.20
	758	NORTHERN LAKE SERVICE INC	TEST WEEKLY LAB SAMPLES	325753		11/28/2017	169.20
							423.40 *
1-52500	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-GAS						
	61	WE ENERGIES	191 HASKINS ST DEWATER BLDG	28436451712		12/05/2017	403.01
	61	WE ENERGIES	1350 EDGEWOOD DR	35670041712		12/04/2017	14.47
	61	WE ENERGIES	860 LA GRANGE DR	36812781710		11/06/2017	12.01
	61	WE ENERGIES	HASKINS ST SEWER PLANT	44037321712		12/05/2017	672.47
	61	WE ENERGIES	191 HASKINS ST WEST BLDG	92923801712		12/05/2017	116.77
							1,218.73 *
1-52520	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - UTILITY-ELECTRICITY						
	1118	ALLIANT ENERGY/WP&L	191 HASKINS ST DEWTRBLD	87500001711		11/08/2017	249.28
	1118	ALLIANT ENERGY/WP&L	201 HASKINS ST SWR PLNT	95400001711		11/03/2017	12,567.77
							12,817.05 *
1-52660	WASTEWATER UTILITY FUND - OUTSIDE SERVICES - OUTSIDE SERVICES EMPLOYED						
	1141	LANDMARK SERVICES COOPER	BASIC SOIL TESTING-SEEPAGE C	810019919		11/30/2017	162.00
Total OUTSIDE SERVICES							14,821.18
1-53050	WASTEWATER UTILITY FUND - OPERATING EXPENSES - COMPUTER EXPENSE						
	821	CAPITAL ONE FSB	COMPUTER PROJECTOR	201710A		10/14/2017	234.37
1-53100	WASTEWATER UTILITY FUND - OPERATING EXPENSES - OFFICE SUPPLIES EXPENSE						
	43	MARTIN BUSINESS GROUP	SERVICE CONTRACT/COPIES	1225494		11/20/2017	75.50
	135	SCHWAAB INC	STAMPER FOR INVOICES	B050948		11/08/2017	82.00
	1152	OFFICE PRO INC	OFFICE SUPPLIES	0282432-001		11/14/2017	6.64
	1152	OFFICE PRO INC	BULK CALENDARS	0282432-001		11/14/2017	31.39
	1152	OFFICE PRO INC	FLASH DRIVE	0284546-001		12/04/2017	21.39
	1152	OFFICE PRO INC	BULK COPY PAPER	0284546-001		12/04/2017	42.16
							259.08 *
1-53110	WASTEWATER UTILITY FUND - OPERATING EXPENSES - TELEPHONE EXPENSE						
	1	AT&T	WWTF-MONTHLY SERVICE	201710		12/15/2017	98.78 - PR
	1	AT&T	WWTF-MONTHLY SERVICE	201711		11/13/2017	98.80
	14	CITY OF LAKE GENEVA	WWTF LONG DIST THRU CITY	12432		11/17/2017	12.00
	271	US CELLULAR	NEW PHONES & PLAN FOR STAFI	0218481297		11/04/2017	379.29
							391.31 *
1-53140	WASTEWATER UTILITY FUND - OPERATING EXPENSES - OFFICIAL PUBLICATIONS & NOTICE						
	38	LAKE GENEVA REGIONAL NEWS	RATE INCREASE NOTIFICATION	201711		11/30/2017	742.50
1-53210	WASTEWATER UTILITY FUND - OPERATING EXPENSES - FREIGHT EXPENSE						
	157	USA BLUEBOOK	FREIGHT	416220		11/09/2017	29.13
	429	NCL OF WISCONSIN	FREIGHT	398054		11/08/2017	7.45
							36.58 *
1-53320	WASTEWATER UTILITY FUND - OPERATING EXPENSES - CONFERENCES & SCHOOL						
	150	WI DNR-SS/BW	CERT EXAMS-KOEHN	020718-MK		11/30/2017	25.00
1-53900	WASTEWATER UTILITY FUND - OPERATING EXPENSES - FIRST AID & SAFETY SUPPLIES						
	14	CITY OF LAKE GENEVA	DRUG TEST	12436		11/30/2017	75.00
	907	CINTA FIRE PROTECTION F36	WWTF ANNUAL SERVICE & MAIN	OF36586780		11/20/2017	446.00
	1198	LOU'S GLOVES INC	BULK DISPOSABLE LATEX GLOVE	020686		11/22/2017	152.00

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
1-53990		WASTEWATER UTILITY FUND - OPERATING EXPENSES - MISCELLANEOUS EXPENSE					673.00 *
	157	USA BLUEBOOK	CHLORIDE TEST STRIPS-BILLABL	416220		11/09/2017	324.80
	157	USA BLUEBOOK	CHLORIDE TEST STRIPS-BILLABL	423298		11/17/2017	1,995.20
	1340	CORE & MAIN LP	PASS THRU-SEP REC STATION	1088252		11/15/2017	200.00
	1340	CORE & MAIN LP	PASS THRU-SEP REC STATION	1104835		11/14/2017	37.67
	1340	CORE & MAIN LP	PASS THRU-SEP REC STATION	1120776		11/16/2017	40.74
							2,598.41 *
Total OPERATING EXPENSES							4,960.25
1-63100		WASTEWATER UTILITY FUND - CHEMICALS EXPENSE - POLYMER					
	1217	AQUACHEM OF AMERICA INC	BULK POLYMER FOR BELT PRES!	1976AQ		11/13/2017	4,290.00
Total CHEMICALS EXPENSE							4,290.00
1-64000		WASTEWATER UTILITY FUND - LABORATORY EXPENSE - LABORATORY SUPPLIES					
	20	DUNN LUMBER & TRUE VALUE	LAB SUPPLIES	201711		11/30/2017	24.73
	157	USA BLUEBOOK	BULK BOD VIALS	416220		11/09/2017	537.75
	429	NCL OF WISCONSIN	LAB SUPPLIES	398054		11/08/2017	142.60
							705.08 *
Total LABORATORY EXPENSE							705.08
1-65000		WASTEWATER UTILITY FUND - MISCELLANEOUS EXPENSES - OTHER OPERATING SUPPLIES-KITCH					
	432	ITU ABSORBTECH INC	BULK SHOP TOWELS	6900709		11/16/2017	29.95
Total MISCELLANEOUS EXPENSES							29.95
1-92650		WASTEWATER UTILITY FUND - SALARY & BENEFITS - UNIFORM/CLOTHING EXPENSE					
	502	CINTAS CORPORATION LOC 447	WWTF UNIFORMS	201711		11/30/2017	190.67
	1010	PFI FASHIONS	UNIFORM SWEATSHIRTS	237660		11/21/2017	78.46
	1235	INITIAL DESIGNS EMBROIDERY	EMBROIDERY AND JACKET	6482		11/21/2017	154.75
							423.88 *
Total SALARY & BENEFITS							423.88
1-93500		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-LAB BLDG					
	20	DUNN LUMBER & TRUE VALUE	BULK LIGHT BULBS	201711		11/30/2017	37.77
	20	DUNN LUMBER & TRUE VALUE	DRAIN REPAIRS	201711		11/30/2017	16.16
	403	HOME DEPOT	BULK LIGHT BULBS	201712		11/30/2017	67.94
							121.87 *
1-93501		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-HEADWORKS BLDG					
	403	HOME DEPOT	BULK LIGHT BULBS	201712		11/30/2017	31.51
1-93602		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-DIGESTERS EQUIP					
	1003	UNITED LABORATORIES	BULK BELTPRESS CLEANER	INV207281		11/16/2017	6,006.00
1-93700		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-VEHICLES & EQUIP					
	403	HOME DEPOT	CHAINSAW REPAIRS	201711		11/30/2017	12.97
	1147	ADVANCE AUTO PARTS	TRAILBLAZER REPAIRS	93730446163		10/31/2017	17.49

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount		
							30.46	*	
1-93800		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-LIFT STATIONS							
	20	DUNN LUMBER & TRUE VALUE	LIFT STATION REPAIRS	201711		11/30/2017	4.30		
	821	CAPITAL ONE FSB	REPL LIFT STATION UPS BATTER	201711		11/30/2017	119.97		
	821	CAPITAL ONE FSB	REPL LIFT STATION HEATERS	201711		11/30/2017	173.97		
	1118	ALLIANT ENERGY/WP&L	MAXWELL ST LFT STA	95500001711		11/10/2017	17.29		
	1118	ALLIANT ENERGY/WP&L	BAYVIEW DR LFT STA	11300001711		11/15/2017	53.76		
	1118	ALLIANT ENERGY/WP&L	BIG FOOT LFT STA	41100001711		11/30/2017	223.52		
	1118	ALLIANT ENERGY/WP&L	EDGEWOOD DR LFT STA	96100001711		11/21/2017	172.86		
							765.67	*	
1-93820		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-RECEIVING STATION							
	1118	ALLIANT ENERGY/WP&L	GATE E STATE RD 50	42200001711		11/22/2017	16.94		
1-93830		WASTEWATER UTILITY FUND - MAINTENANCE - MAINT-SEEPAGE CELLS/POND							
	1118	ALLIANT ENERGY/WP&L	SEEPAGE E STATE RD 50	88500001711		11/22/2017	110.11		
1-93910		WASTEWATER UTILITY FUND - MAINTENANCE - MIANT-OTHER							
	411	SYSTEMS DESIGN INC LTD	BLOWOUT SPRINKLER SYSTEM	15496		11/08/2017	67.50		
	1003	UNITED LABORATORIES	BULK CLEANER DEGREASER	INV207281		11/16/2017	1,844.70		
							1,912.20	*	
Total MAINTENANCE							8,994.76		
Total WASTEWATER UTILITY FUND							47,098.10		
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	
	1236	DIXON ENGINEERING INC	SEVEN BROS PAINTING HOST TO	100717		12/15/2017	410,750.00	PR	
	1236	DIXON ENGINEERING INC	HOST TOWER PAINT & ENG SERV	17-3051		12/15/2017	2,275.00	PR	
	1236	DIXON ENGINEERING INC	HOST TOWER PAINT & ENG SERV	17-3051		11/27/2017	2,275.00	PR	
	1236	DIXON ENGINEERING INC	HOST TOWER PAINT & ENG SERV	17-3051A		11/27/2017	2,275.00		
	1257	KAPUR & ASSOCIATES INC	MAINT ST-WATER MAIN REPL	92385		11/27/2017	1,220.00		
	1257	KAPUR & ASSOCIATES INC	CEMETERY RD PROJECT	92406		11/27/2017	296.00		
	1353	SEVEN BROTHERS PAINTING IN	HOST TOWER PAINT W/CHANGE	100717		11/16/2017	410,750.00		
							414,541.00	*	
2-15000		WATER UTILITY FUND - MATERIAL-SUPPLIES							
	1340	CORE & MAIN LP	INVENTORY-CORP	H861627		10/19/2017	450.00		
	1340	CORE & MAIN LP	INVENTORY-ADAPTORS	H861627		10/19/2017	460.32		
	1340	CORE & MAIN LP	INVENTORY-CURB BOX SLEEVE	H861627		10/19/2017	377.94		
	1340	CORE & MAIN LP	INVENTORY-CURB BOX TOPS	H861627		10/19/2017	255.00		
	1340	CORE & MAIN LP	INVENTORY-INSERTS	H861627		10/19/2017	42.56		
	1340	CORE & MAIN LP	BULK-METERHORNS	H861627		10/19/2017	2,240.00		
	1340	CORE & MAIN LP	INVENTORY-CLAMPS	I153886		11/22/2017	160.00		
							3,985.82	*	
2-22500		WATER UTILITY FUND - DEFERRED COMP-GREAT WEST							
	856	GREAT-WEST RETIREMENT SEF	WI DEFERRED PASS THROUGH	201711A		11/13/2017	1,045.00		
	856	GREAT-WEST RETIREMENT SEF	WI DEFERRED PASS THROUGH	201711B		11/28/2017	1,045.00		
	856	GREAT-WEST RETIREMENT SEF	WI DEFERRED PASS THROUGH	201712A		12/12/2017	1,045.00		
	856	GREAT-WEST RETIREMENT SEF	WI DEFERRED PASS THROUGH	201712B		12/28/2017	1,045.00		
							4,180.00	*	
2-22510		WATER UTILITY FUND - AFLAC-MCKAIG							
	374	AFLAC	McKAIG, BRANDON-PASS THRU	163165		11/27/2017	41.04		
2-22600		WATER UTILITY FUND - SECURITY BENEFIT GROUP							
	755	SECURITY BENEFIT GROUP OF	DEFERRED PASS THROUGH	201711A		11/14/2017	425.00		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount		
	755	SECURITY BENEFIT GROUP OF	DEFERRED PASS THROUGH	201711B		11/28/2017	425.00		
	755	SECURITY BENEFIT GROUP OF	DEFERRED PASS THROUGH	201712A		12/12/2017	425.00		
	755	SECURITY BENEFIT GROUP OF	DEFERRED PASS THROUGH	201712B		12/28/2017	425.00		
							1,700.00	*	
2-23831	WATER UTILITY FUND - PENSION PAYABLE TO CITY								
	143	CITY OF LAKE GENEVA	NOV PENSION	201711		11/30/2017	7,855.88		
2-23832	WATER UTILITY FUND - DISABILITY PAYABLE TO CITY								
	145	CITY OF LAKE GENEVA	DECEMBER DISABILITY INS	201712		11/30/2017	227.75		
2-23833	WATER UTILITY FUND - FLEX PLAN 125 - MEDICAL								
	145	CITY OF LAKE GENEVA	NOVEMBER FLEX	201711A		11/10/2017	522.99		
	145	CITY OF LAKE GENEVA	DECEMBER FLEX	201712		11/30/2017	522.99		
							1,045.98	*	
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	NOVEMBER DENTAL INS	201711A		11/10/2017	1,315.00		
	145	CITY OF LAKE GENEVA	NOVEMBER DISABILITY INS	201711A		11/10/2017	227.75		
	145	CITY OF LAKE GENEVA	DECEMBER HEALTH INS	201712		11/30/2017	28,957.35		
	145	CITY OF LAKE GENEVA	DECEMBER DENTAL INS	201712		11/30/2017	1,315.00		
							60,772.45	*	
2-23836	WATER UTILITY FUND - BILLABLE-PASS THRU								
	654	BASSO BUILDERS INC	R-O-R 400 MANNING WAY	6215		12/07/2017	567.00		
	654	BASSO BUILDERS INC	R-O-R 260 HIGHLAND WAY	6216		12/07/2017	567.00		
	654	BASSO BUILDERS INC	R-O-R 321 MANNING WAY	6217		12/07/2017	567.00		
	1236	DIXON ENGINEERING INC	SAC DODGE TOWER PROJECT	17-2952		11/02/2017	750.00	PR	
	1236	DIXON ENGINEERING INC	SAC DODGE TOWER PROJECT	17-2952		12/15/2017	750.00	PR	
	1236	DIXON ENGINEERING INC	SAC DODGE TOWER PROJECT	172952-A		11/02/2017	750.00		
							2,451.00	*	
2-23841	WATER UTILITY FUND - MINNESOTA LIFE PAYABLE								
	1026	MINNESOTA LIFE INSURANCE C	JAN LIFE INS #099018	201801		11/30/2017	278.92		
2-34600	WATER UTILITY FUND - METERS								
	1340	CORE & MAIN LP	INVENTORY-METERS	H861627		10/19/2017	2,861.60		
2-39200	WATER UTILITY FUND - TRANSPORTATION EQUIP-TRUCKS								
	403	HOME DEPOT	TRUCK MAINT	201711		11/30/2017	2.63		
2-40802	WATER UTILITY FUND - DEPRECIATION - RECORD TAX EQUIVELANT								
	142	CITY OF LAKE GENEVA	DECEMBER TAX EQUIVELANT	201712		11/30/2017	26,038.00		
Total DEPRECIATION								26,038.00	
2-60100	WATER UTILITY FUND - WELL OPERATIONS - LABOR & EXPENSES								
	378	MARTELLE WATER TREATMENT	BULK CHLORINE-WELL HOUSES	16382		11/17/2017	768.84		
2-60300	WATER UTILITY FUND - WELL OPERATIONS - MISC EXPENSES & UTILITY								
	61	WE ENERGIES	WAVERLY ST PUMP HSE	38835771712		12/05/2017	32.69		
Total WELL OPERATIONS								801.53	
2-61400	WATER UTILITY FUND - WELL MAINTENANCE - WELLS MAINTENANCE								
	403	HOME DEPOT	MAINT OF WELLS	201711		11/30/2017	21.94		
	1229	MIDWEST METER INC	TEST WELLS METERS FOR PSC	0095665-IN		11/17/2017	1,082.00		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
							1,103.94 *
Total WELL MAINTENANCE							1,103.94
2-62300	WATER UTILITY FUND - PUMPING OPERATIONS - PUMPING POWER PURCHASED						
61	WE ENERGIES	1401 CENTER ST		70524361712		12/04/2017	18.04
61	WE ENERGIES	361 E MAIN ST		36720731712		12/05/2017	568.97
118	ALLIANT ENERGY/W P & L	361 MAIN ST ENGINE ROOM		64250001711		11/03/2017	5,239.08
118	ALLIANT ENERGY/W P & L	1401 CENTER ST TEMP		06100001711		11/08/2017	158.59
							5,984.68 *
2-62400	WATER UTILITY FUND - PUMPING OPERATIONS - PUMPING LABOR & EXPENSE						
1229	MIDWEST METER INC	TEST PLANT METERS FOR PSC		0095665-IN		11/17/2017	541.00
Total PUMPING OPERATIONS							6,525.68
2-63100	WATER UTILITY FUND - PUMPING MAINTENANCE - MAINTENANCE OF STRUCTURES						
20	DUNN LUMBER & TRUE VALUE	DODGE BOOSTER REPAIRS		201711		11/30/2017	44.58
403	HOME DEPOT	DODGE B/STA ROOF REPRS		201712		11/30/2017	148.93
821	CAPITAL ONE FSB	DODGE BOOSTER ROOF REPAIR		201711		11/30/2017	200.42
							393.93 *
Total PUMPING MAINTENANCE							393.93
2-64100	WATER UTILITY FUND - TREATMENT PLANT OPERATIONS - CHEMICALS						
378	MARTELLE WATER TREATMENT	BULK CHLORINE		16382		11/17/2017	666.00
378	MARTELLE WATER TREATMENT	BULK POLYPHOSPHATE		16382		11/17/2017	4,977.43
378	MARTELLE WATER TREATMENT	BULK FLOURIDE		16382		11/17/2017	923.78
							6,567.21 *
Total TREATMENT PLANT OPERATIONS							6,567.21
2-65100	WATER UTILITY FUND - TREATMENT PLANT MAINTENANCE - PLANT MAINTENANCE						
20	DUNN LUMBER & TRUE VALUE	IRON FILTER MAINTENANCE		201711		11/30/2017	10.37
403	HOME DEPOT	PLANT A LIGHTING REPAIRS		201712		11/30/2017	74.96
							85.33 *
2-65200	WATER UTILITY FUND - TREATMENT PLANT MAINTENANCE - MAINT WATER TREATMENT EQUIP						
12	CTW CORPORATION	PLANT A-REPL GAS CYLINDER HE		27098		11/06/2017	2,024.80
157	USA BLUEBOOK	REPL PLANT A AIR RELEASE VLV		402243		10/24/2017	422.34
							2,447.14 *
Total TREATMENT PLANT MAINTENANCE							2,532.47
2-66100	WATER UTILITY FUND - TRANS & DISTRIBUTION OPERATION - MAINT OPS-STANDPIPES						
118	ALLIANT ENERGY/W P & L	750 WILD RIDGE DR-TOWER		43300001711		11/08/2017	106.08
118	ALLIANT ENERGY/W P & L	1887 DODGE ST TOWER		17100001711		11/13/2017	92.58
							198.66 *
2-66500	WATER UTILITY FUND - TRANS & DISTRIBUTION OPERATION - MISC EXPENSE LICENSE & TOOLS						
20	DUNN LUMBER & TRUE VALUE	REPL WORN TOOLS		201711		11/30/2017	116.88
58	WALMART	BULK BATTERIES		201711		11/30/2017	23.56
403	HOME DEPOT	HOST TOWER SAFETY EQUIP		201711		11/30/2017	41.30
403	HOME DEPOT	REPL WORN POST HOLE DIGGER		201711		11/30/2017	31.97
794	THE SUPPLY CORPORATION	REPL OLD/OUTDATED SAFETY EC		0067438-IN		11/15/2017	864.84

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
							1,078.55 *
Total TRANS & DISTRIBUTION OPERATION							1,277.21
2-67200	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - RESERVOIR & STANDPIPES	20 DUNN LUMBER & TRUE VALUE	HOST TOWER REPAIRS	201711		11/30/2017	9.85
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
2-67500	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - MAINT SERVICES & CURB BOX	20 DUNN LUMBER & TRUE VALUE	CURB BOX REPAIRS	201711		11/30/2017	32.00
		417 DOWN TO EARTH	903 LK GEN BLVD-REPL CURB BO	6668		11/15/2017	1,011.00
							1,043.00 *
2-67700	WATER UTILITY FUND - TRANS & DISTRIBUTION MAINT - MAINT OF HYDRANTS	38 LAKE GENEVA REGIONAL NEWS	HYDRANT FLUSHING NOTICE	201711		11/30/2017	93.00
Total TRANS & DISTRIBUTION MAINT							8,398.85
2-90200	WATER UTILITY FUND - CUSTOMER ACCOUNTS - METER READING EXPENSE	502 CINTAS CORPORATION LOC 447	WATER UNIFORMS	201711		11/30/2017	218.36
Total CUSTOMER ACCOUNTS							218.36
2-92000	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - ADMIN & GENERAL SALARIES	20 DUNN LUMBER & TRUE VALUE	REPL WORN WORK GLOVES	201711		11/30/2017	13.50
2-92100	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - OFFICE SUPPLIES & EXPENSE	1 AT&T	WATER-MONTHLY SERVICE	201710		12/15/2017	98.78 - PR
		1 AT&T	WATER-MONTHLY SERVICE	201711		11/13/2017	98.80
		14 CITY OF LAKE GENEVA	WATER LONG DIST THRU CITY	12432		11/17/2017	12.01
		43 MARTIN BUSINESS GROUP	SERVICE CONTRACT/COPIES	1225494		11/20/2017	75.50
		57 WI RURAL WATER ASSN	ANNUAL MEMBERSHIP	S2564		12/01/2017	495.00
		135 SCHWAAB INC	STAMPER FOR INVOICES	B050948		11/08/2017	82.00
		271 US CELLULAR	NEW PHONES & PLAN FOR STAFI	0218481297		11/04/2017	531.74
		821 CAPITAL ONE FSB	COMPUTER PROJECTOR	201710A		10/14/2017	234.36
		821 CAPITAL ONE FSB	ARENZ DNR TRAINNING	201711		11/30/2017	170.56
		1152 OFFICE PRO INC	BULK CALENDARS	0282432-001		11/14/2017	31.39
		1152 OFFICE PRO INC	OFFICE SUPPLIES	0282432-001		11/14/2017	6.64
		1152 OFFICE PRO INC	FLASH DRIVE	0284546-001		12/04/2017	21.40
		1152 OFFICE PRO INC	BULK COPY PAPER	0284546-001		12/04/2017	42.16
							1,702.78 *
2-92300	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - OUTSIDE SERVICES EMPLOYED	307 WI STATE LABORATORY OF HYC	FLOURIDE TESTING FEE	527246		11/30/2017	25.00
2-92600	WATER UTILITY FUND - ADMIN & GENERAL OPERATIONS - EMPLOYEE PENSIONS & BENEFITS	1010 PFI FASHIONS	UNIFORM SWEATSHIRTS	237849		11/20/2017	310.31
		1269 SIMEK, JAY	STEEL TOED WORKBOOTS-2017	112117		11/21/2017	100.00
							410.31 *
Total ADMIN & GENERAL OPERATIONS							2,151.59

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
2-93000	WATER UTILITY FUND - ADMIN & GENERAL EXPENSES - MISCELLANEOUS GENERAL EXP						
20	DUNN LUMBER & TRUE VALUE	BLDG MAINT-FLOOR REPAIRS	201711			11/30/2017	38.66
58	WALMART	KITCHEN SUPPLIES	201711			11/30/2017	29.68
58	WALMART	BREAK ROOM SUPPLIES	201711			11/30/2017	28.92
403	HOME DEPOT	REPR SAILBOAT LIGHTING	201711			11/30/2017	7.37
403	HOME DEPOT	PROGRAMMABLE THERMOSTATS	201712			11/30/2017	77.70
403	HOME DEPOT	LIGHTING REPAIRS	201712			11/30/2017	86.39
411	SYSTEMS DESIGN INC LTD	BLOWOUT SPRINKLER SYSTEM	15496			11/08/2017	67.50
							336.22 *
2-93200	WATER UTILITY FUND - ADMIN & GENERAL EXPENSES - MAINTENANCE OF GENERAL PLANT						
403	HOME DEPOT	MAINT OF PLANT	201711			11/30/2017	15.12
403	HOME DEPOT	REPL CEILING PANELS	201711			11/30/2017	329.76
403	HOME DEPOT	TRUCK POWER INVERTERS	201711			11/30/2017	104.94
1352	TIMELESS FLOORING	REFINISH HARDWOOD FLOORS	2017-0607			11/15/2017	1,912.00
							2,361.82 *
2-93300	WATER UTILITY FUND - ADMIN & GENERAL EXPENSES - TRANSPORTATION EXPENSE						
20	DUNN LUMBER & TRUE VALUE	TRUCK MAINT-PLOW	201711			11/30/2017	56.19
397	FORD OF LAKE GENEVA	VEHICLE MAINT	24783			10/13/2017	22.35
403	HOME DEPOT	MAINT TRUCK-PLOW REPRS	201712			11/30/2017	38.60
821	CAPITAL ONE FSB	TRUCK 40 MAINT	201711			11/30/2017	42.95
821	CAPITAL ONE FSB	TRUCK 40-LIGHT BAR	201711			11/30/2017	45.00
1147	ADVANCE AUTO PARTS	TRAILBLAZER REPAIRS	93730446163			10/31/2017	17.50
1147	ADVANCE AUTO PARTS	TRUCK # 40 MAINT	19373247117			11/28/2017	37.98
							260.57 *
Total ADMIN & GENERAL EXPENSES							2,958.61
Total WATER UTILITY FUND							558,911.45
Grand Total:							606,009.55

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____



Lake Geneva Utility Commission

#8

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: December 2017 Director's Report

OPERATIONS UPDATE

Host Drive Tower Paint Project

Final contractor payment has been issued and work continues with the carriers for reinstallation and equipment upgrades on the tank. We expect that this will be wrapped up by month's end, with final inspections to follow.

Water Operations

At the start of December we began transitioning operations toward off peak fill cycles for all three of the elevated towers and associated pumping equipment. We continue to adjust set points based off of usage trends with the goal of achieving improved water characteristics within each pressure zone and also to save on pumping costs by utilizing the lowest tier in our electric rates at each site.

Wastewater Roofing Project

This project has been completed, punch lists finalized, warranties issued and final contractor payment has been issued.

Collection System Relining Project

As reported last month, the scope of the project was shortened to exclude one segment on Wrigley Dr. Outside of that amendment; the project was completed within the original scope and costs. Request for final payment has been received and will be processed with the next bill batch.

Budget - Wastewater Rate Increase

The recently approved rates and 2018 Utility Rate card were published in the Lake Geneva Regional News the last two weeks of November. There was a clerical error made on the Resolution that was presented 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 brought to the attention of the City Administrator and was decided to be corrected for publishing and be brought to the Commission's attention at the next Commission meeting.

Main St. Water Main

The project is out for bid, with a bid opening scheduled for December 21, 2017. To expedite the schedule on the project we hope to schedule a joint Utility Commission - Public Works Committee meeting the first week of January 2018. At that time we will review the bids and make a recommendation to the City Council on the selected contractor to be awarded the project.

Disposal of Surplus Equipment

As a follow up to the disposal of meters that was approved last month, we were able to dispose of and recover \$5,200 from 879 small diameter and 67 large diameter meters. Early in the year we discussed vehicles to be sold via Wisconsin Surplus and we sold the van for \$4,800, a truck for \$1,335 and a power unit for \$860. These funds will be deposited accordingly into our LGIP accounts.

Software Upgrade

The City has recently recruited a new Comptroller to their staff and we have begun to discuss the time table for implementation and training on the new software. We are planning to have a meeting with Civic in early to mid-January to refresh our schedule and theirs. We anticipate an April – May implementation at this point and will keep the Commission updated as the project moves forward.

DECEMBER AGENDA

- 9. Joint UC/PWC Meeting** – The Main Street Water main Project is being bid in combination with the related road work in the 800-1000 blocks. Because there are two different departments involved in the project bid, recommendations of award, etc., it is recommended to have a joint meeting with the Public Works Committee to make a joint recommendation to City Council on the award of the project. To facilitate the short window of timing, the first week of January would ensure prompt action by Council and subsequent circulation of project documents.

Action is requested to schedule joint meeting between the Utility Commission and Public Works Committee for the first week of January 2018 to ensure quorums are established.

- 10. Closed Session** – As part of the adopted Employee Performance Review Policy, the Commission is charged with performing the review of the Utility Director position.

Action is requested to enter closed session to perform the annual performance review for the Utility Director.

2018 JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#9