

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday, January 11, 2021 at 5:30 p.m.

NOTE: PER EMERGENCY ORDER FACE COVERINGS ARE REQUIRED

REMOTE PARTICIPATION: To participate or view the meeting, please select the link to the meeting listed on the **calendar events** on the City website's home page at www.cityofedgerton.com.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, January 8, 2021
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve December 14, 2020 Utility Commission Minutes.
5. Approve Vouchers Payable.
6. Discuss and Consider Disconnects and Penalty Fees in regards to PSC Regulations
7. Operator's Reports.
8. Director's Report.
9. Administrative Report.
10. Adjourn

Cc: All Commission Members All Council Members
 Department Heads Newspapers

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Administrator's office at least 6 hours prior to the meeting to request adequate accommodations. Telephone: 884-3341

Notice is hereby given that a majority of the Common Council is expected to be present at the above scheduled noticed meeting to gather information about a subject over which they have decision making responsibility. The only action to be taken at this meeting will be action by the Utilities Commission.

**DECEMBER 14, 2020 UTILITY COMMISSION MEETING MINUTES
CITY OF EDGERTON**

Chairperson Kapellen called the meeting to order at 5:30 p.m.

Present: Candy Davis, Jim Kapellen, Rick Petersen, Lawanna Schieldt, and Denise Langan (remote)

Absent: Janelle Frey and Anne Radtke

Others Present: Municipal Services Director Howard Moser and Administrative Assistant Wendy Loveland

Loveland confirmed the meeting agenda was properly posted on Friday, December 11, 2020 at the Post Office, Edgerton Library, City Hall and the city's website.

APPROVAL OF MINUTES: A Candy Davis/Lawanna Schieldt motion to approve the November 9, 2020 Utility Commission meeting minutes passed on a 5/0 roll call vote.

OVERPAYMENT REFUNDS: A Candy Davis/Rick Petersen motion to approve overpayment refunds for 1132 Heritage Ct in the amount of \$266.62; 11 ½ Swift St in the amount of \$114.90; 20 Albion St in the amount of \$127.58; 202 W Rollin St in the amount of \$44.13; 202 E Lawton St in the amount of \$160.00; and 703 Blaine St in the amount of \$127.58 passed on a 5/0 roll call vote.

APPROVE VOUCHERS PAYABLE: A Jim Kapellen/Rick Petersen motion to approve payment of the bills list in the amount of \$49,506.16 passed on a 5/0 roll call vote.

Being no other business before the Commission, a Lawanna Schieldt/Candy Davis motion to adjourn passed, on a 5/0 roll call vote.

Howard Moser/wjl
Municipal Services Director

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Input Date = 01/01/2021,01/06/2021,01/07/2021,01/08/2021,12/28/2020,12/29/2020,12/30/2020

Invoice Detail.GL Account = "60111000"."60280935340"

Invoice.Batch = "ACH","JS","CC"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
21								
21	ALLIANT ENERGY	236416-12	236416 ELECTRIC CHARGES	01/08/2021	30.05	.00		
21	ALLIANT ENERGY	422906-12	422906 ELECTRIC CHARGES	01/08/2021	3,870.94	.00		
21	ALLIANT ENERGY	422906-12	422906 ELECTRIC CHARGES	01/08/2021	316.07	.00		
21	ALLIANT ENERGY	NOV 20 21330	213303 ELECTRIC CHARGES	01/08/2021	49.99	.00		
21	ALLIANT ENERGY	NOV 20 22700	227005 ELECTRIC CHARGES	01/08/2021	25.67	.00		
21	ALLIANT ENERGY	NOV 20 22700	227005 GAS CHARGES	01/08/2021	37.93	.00		
21	ALLIANT ENERGY	NOV 20 35777	357703 ELECTRIC CHARGES	01/08/2021	1,105.58	.00		
21	ALLIANT ENERGY	NOV 20 35777	357770 GAS CHARGES	01/08/2021	87.77	.00		
21	ALLIANT ENERGY	NOV 20 36096	360963 ELECTRIC CHARGES	01/08/2021	858.83	.00		
21	ALLIANT ENERGY	NOV 20 37005	370054 ELECTRIC/GAS CHARG	01/08/2021	334.57	.00		
21	ALLIANT ENERGY	NOV 20 48150	48150 ELECTRIC CHARGES	01/08/2021	148.25	.00		
21	ALLIANT ENERGY	NOV 20 71524	715243 ELECTRIC CHARGES	01/08/2021	1,104.37	.00		
21	ALLIANT ENERGY	NOV 20 88165	881653 ELECTRIC CHARGES	01/08/2021	959.28	.00		
21	ALLIANT ENERGY	NOV 20 88165	881653 GAS CHARGES	01/08/2021	27.26	.00		
Total 21:					8,956.56	.00		
130								
130	US CELLULAR	0406878892A	WWTP IPAD MONTHLY SERVIC	01/08/2021	22.50	.00		
130	US CELLULAR	0406878892A	WATER DEPARTMENT CELL PH	01/08/2021	17.27	.00		
130	US CELLULAR	0406878892A	UTILITY PHONE COST	01/08/2021	.25	.00		
130	US CELLULAR	0412437879	WWTP IPAD MONTHLY SERVIC	01/08/2021	22.50	.00		
130	US CELLULAR	0412437879	WATER DEPARTMENT CELL PH	01/08/2021	8.93	.00		
130	US CELLULAR	0412437879	SEWER UTILITY CELL PHONE	01/08/2021	.25	.00		
Total 130:					71.70	.00		
194								
194	DEEGAN'S HARDWARE INC	NOV 2020	NOV 20 - WATER DEPT CHARG	01/08/2021	6.49	.00		
194	DEEGAN'S HARDWARE INC	NOV 2020	NOV 20 - SEWER DEPT CHARG	01/08/2021	52.88	.00		
Total 194:					59.37	.00		
259								
259	FASTENAL COMPANY	WIJAN223279	FASTENERS - SEWER DEPT	01/08/2021	199.56	.00		
259	FASTENAL COMPANY	WIJAN223425	FASTENERS - SEWER DEPT	01/08/2021	95.01	.00		
Total 259:					294.57	.00		
406								
406	LW ALLEN LLC	105195	REPLACE ELECTRONICS CARD	01/08/2021	1,402.12	.00		
406	LW ALLEN LLC	105595	SERVICE CALL - WWTP REPAIR	01/08/2021	253.92	.00		
406	LW ALLEN LLC	105793	BATTERIES FOR BACKUP WWT	01/08/2021	297.04	.00		
Total 406:					1,953.08	.00		
490								
490	SECURIAN FINANCIAL GROUP,	FEB 2021	FEB 2021 LIFE INSURANCE	01/08/2021	47.98	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
490	SECURIAN FINANCIAL GROUP,	FEB 2021	FEB 2021 LIFE INSURANCE	01/08/2021	65.14	.00		
Total 490:					113.12	.00		
553								
553	PERKINS OIL INC	0092593-IN	OIL - WWTP	12/28/2020	815.90	815.90	12/28/2020	
553	PERKINS OIL INC	0095239-INA	OIL - WWTP	12/28/2020	333.05	333.05	12/28/2020	
Total 553:					1,148.95	1,148.95		
557								
557	PHOENIX CONSULTING INC	0120903A	INSTALL 2ND MONITORS - LOV	01/08/2021	172.92	.00		
557	PHOENIX CONSULTING INC	0120903A	INSTALL 2ND MONITORS - LOV	01/08/2021	172.91	.00		
Total 557:					345.83	.00		
561								
561	PITNEY BOWES GLOBAL FINAN	3312463527A	LEASE PERIOD 9/30/20-12/29/20	12/29/2020	3.49	3.49	12/28/2020	
561	PITNEY BOWES GLOBAL FINAN	3312463527A	LEASE PERIOD 9/30/20-12/29/20	12/29/2020	3.49	3.49	12/28/2020	
Total 561:					6.98	6.98		
565								
565	MID-STATE EQUIPMENT	A70760	OIL FILTER - WWTP	12/28/2020	53.45	53.45	12/28/2020	
Total 565:					53.45	53.45		
747								
747	CORE & MAIN	N100447	(24) 5/8" HYDRANT METER	01/08/2021	3,684.48	.00		
747	CORE & MAIN	N144491	VALVES - WATER MAINS	01/08/2021	438.03	.00		
747	CORE & MAIN	N262630	(10) CURB BOX	01/08/2021	233.00	.00		
747	CORE & MAIN	N282853	REPAIR CLAMPS - WATER MAIN	01/08/2021	111.22	.00		
747	CORE & MAIN	N314329	(24) 5/8" HYDRANT METER	01/08/2021	3,684.48	.00		
Total 747:					782.25	.00		
779								
779	WI DEPT OF EMPLOYEE TRUST	FEB 2021	FEB 2021 HEALTH INSURANCE	01/08/2021	2,726.09	.00		
779	WI DEPT OF EMPLOYEE TRUST	FEB 2021	FEB 2021 HEALTH INSURANCE	01/08/2021	2,726.09	.00		
Total 779:					5,452.18	.00		
812								
812	TESTAMERICA LABORATORIES	5000034611	WASTEWATER ANALYSIS	01/08/2021	252.00	.00		
Total 812:					252.00	.00		
934								
934	STAPLES CREDIT PLAN	7320556120A	COPY PAPER	12/28/2020	22.15	22.15	12/28/2020	
934	STAPLES CREDIT PLAN	7320556120A	COPY PAPER	12/28/2020	22.15	22.15	12/28/2020	
Total 934:					44.30	44.30		
980								
980	CIVIC SYSTEMS	CVC20016	SEMI-ANNUAL SOFTWARE SUP	01/08/2021	1,416.60	.00		
980	CIVIC SYSTEMS	CVC20016	SEMI-ANNUAL SOFTWARE SUP	01/08/2021	1,416.60	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 980:					2,833.20	.00		
1043								
1043	TRANSUNION LLC	DEC 2020	DECEMBER 2020 MEMBERSHIP	01/08/2021	22.50	.00		
1043	TRANSUNION LLC	DEC 2020	DECEMBER 2020 MEMBERSHIP	01/08/2021	22.50	.00		
Total 1043:					45.00	.00		
2023								
2023	USA BLUEBOOK	273284	BOD - WWTP	12/28/2020	170.18	170.18	12/28/2020	
2023	USA BLUEBOOK	305083	SLUDGE TESTING - WWTP	12/28/2020	240.26	240.26	12/28/2020	
Total 2023:					410.44	410.44		
2086								
2086	FIRST SUPPLY LLC	12458039-00	SOLENOID VALVE - WWTP	01/08/2021	157.87	.00		
Total 2086:					157.87	.00		
2190								
2190	CITY OF EDGERTON	4TH QTR 2 10	4TH QTR 2020 UTILITY BILL	01/08/2021	86.24	.00		
2190	CITY OF EDGERTON	4TH QTR 20 2	4TH QTR 2020 UTILITY BILL	01/08/2021	4,609.09	.00		
2190	CITY OF EDGERTON	4TH QTR 20 2	4TH QTR 2020 UTILITY BILL	01/08/2021	12,673.40	.00		
2190	CITY OF EDGERTON	4TH QTR 20 2	4TH QTR 2020 UTILITY BILL	01/08/2021	504.19	.00		
2190	CITY OF EDGERTON	4TH QTR 20 5	4TH QTR 2020 UTILITY BILL	01/08/2021	15.20	.00		
2190	CITY OF EDGERTON	4TH QTR 20 5	4TH QTR 2020 UTILITY BILL	01/08/2021	6.00	.00		
2190	CITY OF EDGERTON	4TH QTR 20 5	4TH QTR 2020 UTILITY BILL	01/08/2021	3.30	.00		
2190	CITY OF EDGERTON	4TH QTR 20 5	4TH QTR 2020 UTILITY BILL	01/08/2021	8.30	.00		
2190	CITY OF EDGERTON	4TH QTR 20 5	4TH QTR 2020 UTILITY BILL	01/08/2021	6.50	.00		
Total 2190:					17,912.22	.00		
2209								
2209	BAER INSURANCE SERVICES L	3623A	WORKER'S COMP INSURANCE	01/08/2021	1,114.07	.00		
2209	BAER INSURANCE SERVICES L	3623A	WORKER'S COMP INSURANCE	01/08/2021	1,592.47	.00		
2209	BAER INSURANCE SERVICES L	3623A	LIABILITY INSURANCE	01/08/2021	3,379.00	.00		
2209	BAER INSURANCE SERVICES L	3623A	LIABILITY INSURANCE	01/08/2021	920.75	.00		
2209	BAER INSURANCE SERVICES L	3623A	AUTO LIABILITY INSURANCE	01/08/2021	492.35	.00		
2209	BAER INSURANCE SERVICES L	3623A	AUTO LIABILITY INSURANCE	01/08/2021	492.35	.00		
Total 2209:					7,990.99	.00		
2412								
2412	CRANE ENGINEERING SALES	3888808-00	REPLACE BLOWER - WWTP	01/08/2021	4,451.80	.00		
Total 2412:					4,451.80	.00		
2639								
2639	R.A. HEATING & AIR COND INC	S113865	RESET HIGH TEMP LIMIT SWIT	01/08/2021	75.00	.00		
Total 2639:					75.00	.00		
2887								
2887	DELTA DENTAL OF WISCONSIN	1535061A	JAN 21 DENTAL INSURANCE	01/08/2021	174.66	.00		
2887	DELTA DENTAL OF WISCONSIN	1535061A	JAN 21 DENTAL INSURANCE	01/08/2021	174.66	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2887:					349.32	.00		
3175								
3175	MOTOR PARTS & EXHAUST LLC	11440-320921	VBELT-WWTP	01/08/2021	237.64	.00		
3175	MOTOR PARTS & EXHAUST LLC	11440-321228	OIL FILTER/OIL - WATER TRUCK	01/08/2021	32.91	.00		
Total 3175:					270.55	.00		
3404								
3404	BURNS FULL SERVICE LLC	DEC 2020	DEC 2020 GAS/DIESEL CHARG	01/08/2021	40.00	.00		
3404	BURNS FULL SERVICE LLC	DEC 2020	DEC 2020 GAS/DIESEL CHARG	01/08/2021	148.51	.00		
Total 3404:					188.51	.00		
3518								
3518	BATTERIES PLUS LLC	P34798474	BATTERIES - WWTP BACKUP	12/29/2020	40.90	40.90	12/28/2020	
Total 3518:					40.90	40.90		
3534								
3534	CHARTER COMMUNICATIONS	000011512012	WATER DEPARTMENT INTERNE	12/28/2020	32.49	32.49	12/28/2020	
3534	CHARTER COMMUNICATIONS	000011512312	WATER DEPARTMENT INTERNE	01/08/2021	32.49	.00		
Total 3534:					64.98	32.49		
3557								
3557	DAVE'S MILTON ACE HARDWAR	12/14/20	DISTILLED WATER/SHIPPING O	12/28/2020	21.45	21.45	12/28/2020	
3557	DAVE'S MILTON ACE HARDWAR	8/17/20 - CRE	CREDIT - SHIPPING OF SAMPL	12/28/2020	37.07-	37.07-	12/28/2020	
3557	DAVE'S MILTON ACE HARDWAR	B30867	DISTILLED WATER/SHIPPING O	12/28/2020	36.53	36.53	12/28/2020	
3557	DAVE'S MILTON ACE HARDWAR	B30883	SHIPPING OF SAMPLES	01/08/2021	24.00	.00		
Total 3557:					44.91	20.91		
3608								
3608	WI DEPT OF NATURAL RESOUR	2021	WASTEWATER OPERATOR CER	01/08/2021	25.00	.00		
Total 3608:					25.00	.00		
3951								
3951	WI STATE HYGIENE LABORATO	655385	FLUORIDE TESTING	01/08/2021	26.00	.00		
3951	WI STATE HYGIENE LABORATO	659697	FLUORIDE TESTING	01/08/2021	26.00	.00		
Total 3951:					52.00	.00		
4414								
4414	SUMMIT SAFETY LLC	1588779	FIRE EXTINGUISHER UPDATES	01/08/2021	349.00	.00		
Total 4414:					349.00	.00		
4500								
4500	HOBBY LOBBY	2020	OREN RETIREMENT GIFT	01/08/2021	13.95	.00		
4500	HOBBY LOBBY	2020	OREN RETIREMENT GIFT	01/08/2021	13.94	.00		
Total 4500:					27.89	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4880								
4880	BAYSIDE PRINTING, LLC	138032A	4TH QTR 20 BILLING - NEWSLE	01/08/2021	110.46	.00		
4880	BAYSIDE PRINTING, LLC	138032A	4TH QTR 20 BILLING - NEWSLE	01/08/2021	110.46	.00		
Total 4880:					220.92	.00		
5054								
5054	ZOOM VIDEO COMMUNICATION	INV51243926A	ANNUAL MEMBERSHIP - PRO O	12/28/2020	19.18	19.18	12/28/2020	
5054	ZOOM VIDEO COMMUNICATION	INV51243926A	ANNUAL MEMBERSHIP - PRO O	12/28/2020	19.18	19.18	12/28/2020	
Total 5054:					38.36	38.36		
5140								
5140	DRUG & ALCOHOL CLEARING	12/14/20A	DRUG/ALCOHOL TESTING - WA	12/28/2020	4.16	4.16	12/28/2020	
5140	DRUG & ALCOHOL CLEARING	12/14/20A	DRUG/ALCOHOL TESTING - WA	12/28/2020	4.17	4.17	12/28/2020	
Total 5140:					8.33	8.33		
5144								
5144	CONTRADO IMAGING LTD	1946633	SCRAPBOOK	12/28/2020	64.25	64.25	12/28/2020	
5144	CONTRADO IMAGING LTD	1946633	SCRAPBOOK	12/28/2020	64.24	64.24	12/28/2020	
Total 5144:					128.49	128.49		
Grand Totals:					55,220.02	1,933.60		

GRAND TOTAL: \$55,220.02

January 11, 2021

Vouchers Payable submitted By: Jenny Salvo, Administrative Assistant

James Kapellen (Chairperson)

Anne Radtke (Aldersperson)

Candy Davis (Aldersperson)

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Input Date = 01/01/2021,01/06/2021,01/07/2021,01/08/2021,12/28/2020,12/29/2020,12/30/2020

Invoice Detail.GL Account = "60111000"- "60280935340"

Invoice.Batch = "ACH","JS","CC"

Memo

To: RDA
From: Staff
Date: 1/7/2021
Re: December 21, 2020 Meeting

Shut off and Penalty fees: Due to the pandemic, early in 2020 the PSC prohibited the City from shutting off customers for unpaid utility bills and from charging late payment penalties. The earliest the City could resume shutoffs is in April 15 of this year. The PSC is allowing cities to not charge late fees until April 15, 2021. The PSC is requiring the City report on the Utility's plan for 2021 regarding shut off and penalties. The Commission should decide if shut offs will begin in April or later and if penalty fees will be charged before April 15.

The loss of revenue to the Utilities from not charging penalties is approximately \$4,000 per quarter. The loss of revenue from not having the reconnection fees from shut offs is approximately \$340 per quarter.

Besides the lost revenue related to the shutoff moratorium, the Commission should evaluate the impact of large unpaid customer balances on the Utility's cash flow. If a customer does not pay a utility bill, the balance will accumulate until November when it is placed on the customers taxes. The Utility will eventually receive the payment but how significant is the delay in payment? The amount of unpaid bills placed on the 2019 tax roll (when we were shutting off) was \$17,963. The amount taken to the 2020 tax roll was \$28,754. Was this increase due to shutoff moratorium or the economy? It appears that based on statistics of unpaid utility customer balances, economic conditions may be more impactful on unpaid balances than shut offs are. In 2010 and 2011 during the last economic downturn (when we were still shutting off customers), the level of unpaid balances sent to the tax roll reached \$40,000.

Having some perspective on the revenue lost from not doing shut offs and not charging late penalties may be helpful. Not charging late penalties and not shutting off users for an entire year equates to an approximate 1% increase in water and sewer rates. *is comparable*

Limited term utility cross connection position: The Water utility is required by DNR regulations to complete cross connection inspection in private residences. (A cross-connection is a point in a plumbing system where it is possible for a nonpotable substance to come into contact with the potable drinking water supply.) Additionally, the DNR wants cities to inspect water laterals to produce an inventory of the location of lead water laterals. If the City were to receive the Lead Service Lateral grant for which we made an application, lead lateral inspections will be required for that program. The sewer utility also has an interest in knowing where sump pumps are illegally discharging to sanitary sewer.

Completing these inspections is a time consuming effort and is difficult to do during regular staff hours as many people are not home during those hours. Thus, our full time operators are having difficulty

completing enough inspections to stay in compliance with DNR rules. To address this issue, staff is recommending the City hire a limited term employee who can focus on these inspections. The estimated cost for this position based on a 3 month assignment at 40 hours per week (or a total of 480 hours) at \$15 per hour is \$7,750. Funding for this position will come from available funding created by the retirement of the Utility Director.

EDGERTON W.W.T.P. REPORT

DECEMBER 2020

1. Daily lab work.
2. D.N.R. reports.
3. Did sewer and lift station checks.
4. General-plant maintenance was done.
5. Did phosphorus and ammonia sampling for D.N.R. reports.
6. Snow and ice removal at the plant and Hospital lift station. Help the DPW when called to plow streets.
7. Greased upper bearing in both clarifiers. Flush out channel and clean out weirs.
8. Changed oil on digester blowers #1 and #3. Changed belts on blower #1.
10. Eric from Crane was in with our new digester blower #2. WE helped him install the blower, with no trouble at the start up the blower has been running fine. Eric also took oil samples from all three aeration blowers to have analyzed.
11. Sent back the used Trojan UV Lamps to their instructions for recycling.
12. I had City Hall call the Frontier about our phone lines not working. They came to the plant and made repairs.
13. Howard called and had us check out a sink hole on West Rollin ST. We found it to be an old gas line manhole. Called Allient to look at it. They had no current maps showing it. We all agreed to fill it up with sand.
14. Called and ordered the Lift Station influent exhaust fan.
15. Called L.W. Allen, the backup battery system for the scada and office computer failed. They have made a temporary repair for now. They will be back with repair parts when they come in.

Thank-You
James Reilly
Edgerton - W.W.T.P.

EDGERTON WATERWORKS

December Report 2020

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Quarterly meter reading was done.
3. Fixed a leaking water service line at 601 N Main St. (A&W) Repairs to the sidewalk and blacktop will be made this spring.
4. Repaired a water main leak at the main entrance to IKI.
5. Fixed a severely bent curb stop box at one of the new houses on Hain Rd.
6. Meters found to be "dead" during meter reading were replaced.
7. Locates were done.
8. New houses were wired for meters.
9. A street valve box at Swift and Pearl was repaired.
10. Monthly DNR report was submitted.

Thomas A. Pennekamp/Operator-in-charge