

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday, February 11, 2019 at 5:30 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, February 8, 2019.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve January 14, 2019 Utility Commission Minutes.
5. Approve Over Payment Refund for 311 First St
6. Approve Vouchers Payable.
7. Discuss and Consider Billing Credit at 110 Coralberry Ct.
8. Discuss and Consider Awarding Water Tower Paining Bid.
9. Discuss and Consider Contract Amendment with Cedar Corporation for Water Tower Design and Construction Engineering.
10. Operator's Reports.
11. Director's Report.
12. Administrative Report.
13. 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.

**JANUARY 14, 2019 UTILITY COMMISSION MEETING MINUTES
CITY OF EDGERTON**

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

Present: Matt McIntyre (arrived at 5:32), Candy Davis, Jim Kapellen, Rick Petersen (arrived at 5:37), Janelle Frey, Denise Langan and Lawanna Schieldt.

Others Present: Utility Director Randy Oren, Clerk/Treasurer Cindy Hegglund and David Reilly

Hegglund confirmed the meeting agenda was properly posted on Friday, January 11, 2019 at the Post Office, Edgerton Library, City Hall and the website.

APPROVAL OF MINUTES: A Davis/Schildt motion to approve the December 10, 2018 Utility Commission meeting minutes as amended passed, all voted in favor.

APPROVE OVERPAYMENT REFUND: A Davis/McIntyre motion to approve a refund of an overpayment at 8 Garfield St in the amount of \$254.99 passed on a 6/0 roll call vote.

APPROVE CHANGE ORDER #1 FOR RT FOX & SON: A Davis/McIntyre motion to approve change order #1 for RT Fox & Son Inc for the Blaine St project for an increase of \$103,549.66 passed on a 6/0 roll call vote.

APPROVE FINAL PAY REQUEST FOR RT FOX & SON: A Davis/Frey motion to approve the final pay request for RT Fox & Son Inc for the Blaine St project in the amount of \$91,859.41 passed on a 6/0 roll call vote.

APPROVE VOUCHERS PAYABLE: A Kapellen/Langan motion to approve payment of the bills in the amount of \$182,938.23 passed on a 7/0 roll call vote.

LEAK CREDIT FOR 309 BEL AIRE ST: David Reilly is requesting a leak credit for his rental property at 309 Bel Aire Dr. The property had a malfunctioning water softer.

A Kapellen/Davis motion to approve a \$100 sewer only credit for 309 Bel Aire St passed on a 7/0 roll call vote.

BANKRUPTCY WRITEOFF: A Kapellen/McIntyre motion to approve the bankruptcy write off for Dane Petersen in the amount of \$1,389.09 passed on a 7/0 roll call vote.

Being no other business before the Commission, a Davis/Schildt motion to adjourn passed, all voted in favor.

Randy Oren/wjl
Utility Director



Connect to Endless Possibilities

BUSINESS • COMMUNITY • RECREATION

January 28, 2019

Rinehart Properties
83 Artisan Dr
Edgerton, WI 53534

RE: 311 First St

Dear Rinehart Properties,

On 09/25/2018 we received a payment of \$241.79 for the water bill at the above property. We then received 3 different payments in October and November of 2018. These payments left a credit on the account of \$241.79. If you would like this amount refunded to you please fill out the form below and return in the provided envelope. Once the form is received by our Utility Billing Department, it will be placed on the next Utility Commission agenda for approval. The Utility Commission meets the 2nd Monday of each month. If you have any questions please contact me at 608-884-3341.

Thank you

Wendy Loveland

Wendy Loveland
Utility Billing Clerk
CITY OF EDGERTON

Please send me a refund check in the amount of \$241.79 for the overpayment at 311 First St. My current address is:

Rinehart Properties Inc
Name

83 Artisan Dr.
Address

Address 2

Edgerton *WI* *53534*
City State Zip

| Invoice Date | Name | Seq | Description | Total Cost | GL Account | GL Period |
|--------------|--------------------------------|-----|------------------------------|------------|---------------|-----------|
| 02/08/2019 | PITNEY BOWES PURCHASE POWER | 1 | POSTAGE - SEWER DEPT | 19.08 | 601-80840-311 | 02/19 |
| 02/08/2019 | PITNEY BOWES PURCHASE POWER | 2 | POSTAGE - WATER DEPT | 19.08 | 602-80903-311 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 608-884-3341 TELEPHONE CHA | 47.09 | 601-80850-225 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 2 | 608-884-3341 TELEPHONE CHA | 47.09 | 602-80920-225 | 02/19 |
| 02/08/2019 | DELTA DENTAL OF WISCONSIN INC | 1 | FEBRUARY 2019 DENTAL INSU | 251.19 | 601-80854-153 | 02/19 |
| 02/08/2019 | DELTA DENTAL OF WISCONSIN INC | 2 | FEBRUARY 2019 DENTAL INSU | 251.19 | 602-80926-153 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 370054 ELECTRIC CHARGES | 131.39 | 602-80622-221 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 2 | 370054 GAS CHARGES | 131.39 | 100-53230-224 | 02/19 |
| 02/08/2019 | WI DEPT OF EMPLOYEE TRUST FUND | 1 | MARCH 2019 HEALTH INSURAN | 3,099.09 | 601-80854-154 | 02/19 |
| 02/08/2019 | WI DEPT OF EMPLOYEE TRUST FUND | 2 | MARCH 2019 HEALTH INSURAN | 3,099.09 | 602-80926-154 | 02/19 |
| 02/08/2019 | SECURIAN FINANCIAL GROUP, INC | 1 | MARCH 2019 LIFE INSURANCE | 59.77 | 601-80854-155 | 02/19 |
| 02/08/2019 | SECURIAN FINANCIAL GROUP, INC | 2 | MARCH 2019 LIFE INSURANCE | 70.92 | 602-80926-155 | 02/19 |
| 02/08/2019 | TRANSUNION LLC | 1 | MEMBERSHIP DUES | 16.67 | 601-80840-340 | 02/19 |
| 02/08/2019 | TRANSUNION LLC | 2 | MEMBERSHIP DUES | 16.67 | 602-80903-340 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 608-884-8331 TELEPHONE CHA | 66.14 | 602-80920-225 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 262-002-7243 TELEPHONE CHA | 62.90 | 602-80920-225 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 262-002-7243 TELEPHONE CHA | 62.90 | 602-80920-225 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 262-002-7247 TELEPHONE CHA | 30.60 | 601-80850-225 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 608-884-1968 TELEPHONE CHA | 31.51 | 601-80850-225 | 02/19 |
| 02/08/2019 | LUTYNSKI, GARY | 1 | CHECK SIGNER MAINTENANCE | 125.00 | 601-80856-340 | 02/19 |
| 02/08/2019 | LUTYNSKI, GARY | 2 | CHECK SIGNER MAINTENANCE | 125.00 | 602-80930-340 | 02/19 |
| 02/08/2019 | RICOH AMERICAS CORPORATION | 1 | FEB 19 COPIER LEASE | 42.45 | 601-80852-210 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 715243 ELECTRIC CHARGES | 1,016.93 | 602-80622-221 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 236416 ELECTRIC CHARGES | 33.19 | 601-80821-221 | 02/19 |
| 02/08/2019 | NORTH CENTRAL LABS OF WI INC | 1 | BOD SEED - SEWER DEPT | 1,191.26 | 601-80827-340 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 213303 ELECTRIC CHARGES | 55.21 | 602-80622-221 | 02/19 |
| 02/08/2019 | FRONTIER COMMUNICATIONS | 1 | 608-884-2466 TELEPHONE CHA | 47.81 | 601-80850-225 | 02/19 |
| 02/08/2019 | SCHWAAB INC | 1 | DATE PAID STAMPER REFILL | 7.00 | 601-80840-340 | 02/19 |
| 02/08/2019 | SCHWAAB INC | 2 | DATE PAID STAMPER REFILL | 7.00 | 602-80903-340 | 02/19 |
| 02/08/2019 | STAPLES CREDIT PLAN | 1 | COPY PAPER | 17.84 | 601-80840-340 | 02/19 |
| 02/08/2019 | STAPLES CREDIT PLAN | 2 | COPY PAPER | 17.86 | 602-80903-340 | 02/19 |
| 02/08/2019 | US POSTAL SERVICE | 1 | PERSONALIZED ENVELOPES P | 150.00 | 601-80840-311 | 02/19 |
| 02/08/2019 | US POSTAL SERVICE | 2 | PERSONALIZED ENVELOPES P | 150.00 | 602-80903-311 | 02/19 |
| 02/08/2019 | US POSTAL SERVICE | 3 | PERSONALIZED ENVELOPES | 20.42 | 601-80840-340 | 02/19 |
| 02/08/2019 | US POSTAL SERVICE | 4 | PERSONALIZED ENVELOPES | 20.42 | 602-80903-340 | 02/19 |
| 02/08/2019 | BURNS FULL SERVICE LLC | 1 | JANUARY 2019 GAS/DIESEL CH | 103.12 | 601-80828-385 | 02/19 |
| 02/08/2019 | BURNS FULL SERVICE LLC | 2 | JANUARY 2019 GAS/DIESEL CH | 188.12 | 602-80933-385 | 02/19 |
| 02/08/2019 | BURNS FULL SERVICE LLC | 3 | WIPER BLADES & NO HEET - W | 34.90 | 602-80933-380 | 02/19 |
| 02/08/2019 | STAPLES CREDIT PLAN | 1 | PRINTER - WATER DEPT | 129.99 | 602-80920-340 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 227005 ELECTRIC CHARGES | 28.65 | 602-80622-221 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 2 | 227005 GAS CHARGES | 52.58 | 602-80622-224 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 48150 ELECTRIC CHARGES | 247.26 | 601-80821-221 | 02/19 |
| 02/08/2019 | NORTH CENTRAL LABS OF WI INC | 1 | LAB SUPPLIES - WWTP | 398.53 | 601-80827-340 | 02/19 |
| 02/08/2019 | BAKER TILLY VIRCHOW KRAUSE LLP | 1 | SERVICES 12/31/18 UTILITY FI | 429.50 | 601-80852-210 | 02/19 |
| 02/08/2019 | BAKER TILLY VIRCHOW KRAUSE LLP | 2 | SERVICES 12/31/18 UTILITY FI | 429.50 | 602-80923-210 | 02/19 |
| 02/08/2019 | RINEHART PROPERTIES | 1 | OVERPAYMENT OF UTILITY AC | 241.79 | 602-80904-740 | 02/19 |
| 02/08/2019 | WILLIAM/REID LTD LLC | 1 | DISCHARGE/VENT VALVE - WA | 887.78 | 602-80632-340 | 02/19 |
| 02/08/2019 | EDGERTON GEAR INC | 1 | STEEL PLATE - SEWER DEPT | 284.00 | 601-80834-340 | 02/19 |
| 02/08/2019 | AMAZON.COM LLC | 1 | ENDCAP FOR WWTP MACHINE | 19.00 | 601-80827-340 | 02/19 |
| 02/08/2019 | FASTENAL COMPANY | 1 | FASTENERS - WWTP | 5.57 | 601-80827-340 | 02/19 |
| 02/08/2019 | CARROLL ELECTRIC | 1 | WATER DEPT GARAGE - REPL | 774.00 | 602-80605-340 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 422906 ELECTRIC CHARGES | 5,089.97 | 601-80821-221 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 2 | 422906 GAS CHARGES | 435.94 | 601-80821-224 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 1 | 357770 ELECTRIC CHARGES | 1,404.04 | 602-80622-221 | 02/19 |
| 02/08/2019 | ALLIANT ENERGY | 2 | 357770 GAS CHARGES | 122.96 | 602-80622-224 | 02/19 |
| 02/08/2019 | EDGERTON POSTMASTER | 1 | POSTAGE - UTLITY BILLING RE | .79 | 601-80840-311 | 02/19 |
| 02/08/2019 | EDGERTON POSTMASTER | 2 | POSTAGE - UTLITY BILLING RE | .79 | 602-80903-311 | 02/19 |

| Invoice Date | Name | Seq | Description | Total Cost | GL Account | GL Period |
|-------------------|------|-----|-------------|------------------|------------|-----------|
| Total 02/08/2019: | | | | <u>21,849.93</u> | | |

2/8/2019 GL Period Summary

| GL Period | Amount |
|---------------|-------------------------|
| 02/19 | <u>21,849.93</u> |
| Grand Totals: | <u><u>21,849.93</u></u> |

Grand Totals: 23,243.80

Report GL Period Summary

| GL Period | Amount |
|---------------|-------------------------|
| 02/19 | <u>23,243.80</u> |
| Grand Totals: | <u><u>23,243.80</u></u> |

Vendor number hash: 44132
 Vendor number hash - split: 94362
 Total number of invoices: 40
 Total number of transactions: 66

| Terms Description | Invoice Amount | Discount Amount | Net Invoice Amount |
|-------------------|-------------------------|-------------------|-------------------------|
| Open Terms | <u>23,243.80</u> | <u>.00</u> | <u>23,243.80</u> |
| Grand Totals: | <u><u>23,243.80</u></u> | <u><u>.00</u></u> | <u><u>23,243.80</u></u> |

Report Criteria:

Invoice Detail.Input date = 02/07/2019,02/08/2019
 Invoice.Batch = "ACH","JS","CC"

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].Invoice Date = 02/07/2019,02/08/2019

Invoice Detail.GL updated = No

[Report].Invoice Date = {OR} {IS NULL}

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|------------|-------------------------|----------------|-----------------------------|--------------|-----------------------|-------------|-----------|--------|
| 21 | | | | | | | | |
| 21 | ALLIANT ENERGY | DEC 18 21330 | 213303 ELECTRIC CHARGES | 02/08/2019 | 55.21 | .00 | | |
| 21 | ALLIANT ENERGY | DEC 18 23641 | 236416 ELECTRIC CHARGES | 02/08/2019 | 33.19 | .00 | | |
| 21 | ALLIANT ENERGY | DEC 18 35777 | 357770 ELECTRIC CHARGES | 02/08/2019 | 1,404.04 | .00 | | |
| 21 | ALLIANT ENERGY | DEC 18 35777 | 357770 GAS CHARGES | 02/08/2019 | 122.96 | .00 | | |
| 21 | ALLIANT ENERGY | DEC 18 37005 | 370054 ELECTRIC CHARGES | 02/08/2019 | 131.39 | .00 | | |
| 21 | ALLIANT ENERGY | DEC 18 37005 | 370054 GAS CHARGES | 02/08/2019 | 131.39 | .00 | | |
| 21 | ALLIANT ENERGY | DEC 18 71524 | 715243 ELECTRIC CHARGES | 02/08/2019 | 1,016.93 | .00 | | |
| 21 | ALLIANT ENERGY | JAN 19 227005 | 227005 ELECTRIC CHARGES | 02/08/2019 | 28.65 | .00 | | |
| 21 | ALLIANT ENERGY | JAN 19 227005 | 227005 GAS CHARGES | 02/08/2019 | 52.58 | .00 | | |
| 21 | ALLIANT ENERGY | JAN 19 422906 | 422906 ELECTRIC CHARGES | 02/08/2019 | 5,089.97 | .00 | | |
| 21 | ALLIANT ENERGY | JAN 19 422906 | 422906 GAS CHARGES | 02/08/2019 | 435.94 | .00 | | |
| 21 | ALLIANT ENERGY | JAN 19 48150 | 48150 ELECTRIC CHARGES | 02/08/2019 | 247.26 | .00 | | |
| Total 21: | | | | | 8,749.51 | .00 | | |
| 227 | | | | | | | | |
| 227 | EDGERTON GEAR INC | 85141 | STEEL PLATE - SEWER DEPT | 02/08/2019 | 284.00 | .00 | | |
| Total 227: | | | | | 284.00 | .00 | | |
| 230 | | | | | | | | |
| 230 | EDGERTON POSTMASTER | 2/5/19 | POSTAGE - UTLITY BILLING RE | 02/08/2019 | .79 | .00 | | |
| 230 | EDGERTON POSTMASTER | 2/5/19 | POSTAGE - UTLITY BILLING RE | 02/08/2019 | .79 | .00 | | |
| Total 230: | | | | | 1.58 | .00 | | |
| 231 | | | | | | | | |
| 231 | EDGERTON REPORTER CO IN | 30910 | AD FOR BIDS - WATER TOWER | 02/08/2019 | 83.49 | .00 | | |
| Total 231: | | | | | 83.49 | .00 | | |
| 259 | | | | | | | | |
| 259 | FASTENAL COMPANY | WIJAN202345 | FASTENERS - WWTP | 02/08/2019 | 5.57 | .00 | | |
| Total 259: | | | | | 5.57 | .00 | | |
| 311 | | | | | | | | |
| 311 | FRONTIER COMMUNICATIONS | DEC 18 3341A | 608-884-3341 TELEPHONE CHA | 02/08/2019 | 47.09 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | DEC 18 3341A | 608-884-3341 TELEPHONE CHA | 02/08/2019 | 47.09 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | DEC 18 7243 | 262-002-7243 TELEPHONE CHA | 02/08/2019 | 62.90 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | JAN 19 1968 | 608-884-1968 TELEPHONE CHA | 02/08/2019 | 31.51 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | JAN 19 2466 | 608-884-2466 TELEPHONE CHA | 02/08/2019 | 47.81 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | JAN 19 7243 | 262-002-7243 TELEPHONE CHA | 02/08/2019 | 62.90 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | JAN 19 7247 | 262-002-7247 TELEPHONE CHA | 02/08/2019 | 30.60 | .00 | | |
| 311 | FRONTIER COMMUNICATIONS | JAN 19 8331 | 608-884-8331 TELEPHONE CHA | 02/08/2019 | 66.14 | .00 | | |
| Total 311: | | | | | 396.04 | .00 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|--------|----------------------------|----------------|------------------------------|--------------|-----------------------|-------------|-----------|--------|
| 410 | | | | | | | | |
| 410 | RICOH AMERICAS CORPORATI | 31245812 | FEB 19 COPIER LEASE | 02/08/2019 | 42.45 | .00 | | |
| | Total 410: | | | | 42.45 | .00 | | |
| 490 | | | | | | | | |
| 490 | SECURIAN FINANCIAL GROUP, | MARCH 2019 | MARCH 2019 LIFE INSURANCE | 02/08/2019 | 59.77 | .00 | | |
| 490 | SECURIAN FINANCIAL GROUP, | MARCH 2019 | MARCH 2019 LIFE INSURANCE | 02/08/2019 | 70.92 | .00 | | |
| | Total 490: | | | | 130.69 | .00 | | |
| 521 | | | | | | | | |
| 521 | NORTH CENTRAL LABS OF WI I | 417437 | BOD SEED - SEWER DEPT | 02/08/2019 | 1,191.26 | .00 | | |
| 521 | NORTH CENTRAL LABS OF WI I | 418542 | LAB SUPPLIES - WWTP | 02/08/2019 | 398.53 | .00 | | |
| | Total 521: | | | | 1,589.79 | .00 | | |
| 633 | | | | | | | | |
| 633 | SCHWAAB INC | C026637A | DATE PAID STAMPER REFILL | 02/08/2019 | 7.00 | .00 | | |
| 633 | SCHWAAB INC | C026637A | DATE PAID STAMPER REFILL | 02/08/2019 | 7.00 | .00 | | |
| | Total 633: | | | | 14.00 | .00 | | |
| 716 | | | | | | | | |
| 716 | US POSTAL SERVICE | O1169674023 | PERSONALIZED ENVELOPES P | 02/08/2019 | 150.00 | .00 | | |
| 716 | US POSTAL SERVICE | O1169674023 | PERSONALIZED ENVELOPES P | 02/08/2019 | 150.00 | .00 | | |
| 716 | US POSTAL SERVICE | O1169674023 | PERSONALIZED ENVELOPES | 02/08/2019 | 20.42 | .00 | | |
| 716 | US POSTAL SERVICE | O1169674023 | PERSONALIZED ENVELOPES | 02/08/2019 | 20.42 | .00 | | |
| | Total 716: | | | | 340.84 | .00 | | |
| 731 | | | | | | | | |
| 731 | BAKER TILLY VIRCHOW KRAUS | BT1361676 | SERVICES 12/31/18 UTILITY FI | 02/08/2019 | 429.50 | .00 | | |
| 731 | BAKER TILLY VIRCHOW KRAUS | BT1361676 | SERVICES 12/31/18 UTILITY FI | 02/08/2019 | 429.50 | .00 | | |
| | Total 731: | | | | 859.00 | .00 | | |
| 779 | | | | | | | | |
| 779 | WI DEPT OF EMPLOYEE TRUST | MARCH 2019 | MARCH 2019 HEALTH INSURAN | 02/08/2019 | 3,099.09 | .00 | | |
| 779 | WI DEPT OF EMPLOYEE TRUST | MARCH 2019 | MARCH 2019 HEALTH INSURAN | 02/08/2019 | 3,099.09 | .00 | | |
| | Total 779: | | | | 6,198.18 | .00 | | |
| 934 | | | | | | | | |
| 934 | STAPLES CREDIT PLAN | 7211630410A | COPY PAPER | 02/08/2019 | 17.84 | .00 | | |
| 934 | STAPLES CREDIT PLAN | 7211630410A | COPY PAPER | 02/08/2019 | 17.86 | .00 | | |
| 934 | STAPLES CREDIT PLAN | 7212962565 | PRINTER - WATER DEPT | 02/08/2019 | 129.99 | .00 | | |
| | Total 934: | | | | 165.69 | .00 | | |
| 982 | | | | | | | | |
| 982 | LUTYNSKI, GARY | 2019 | CHECK SIGNER MAINTENANCE | 02/08/2019 | 125.00 | .00 | | |
| 982 | LUTYNSKI, GARY | 2019 | CHECK SIGNER MAINTENANCE | 02/08/2019 | 125.00 | .00 | | |
| | Total 982: | | | | 250.00 | .00 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|-------------|---------------------------|----------------|--------------------------------|--------------|--------------------|-------------|-----------|--------|
| 1043 | | | | | | | | |
| 1043 | TRANSUNION LLC | JAN 2019 | MEMBERSHIP DUES | 02/08/2019 | 16.67 | .00 | | |
| 1043 | TRANSUNION LLC | JAN 2019 | MEMBERSHIP DUES | 02/08/2019 | 16.67 | .00 | | |
| Total 1043: | | | | | 33.34 | .00 | | |
| 2433 | | | | | | | | |
| 2433 | AMAZON.COM LLC | 1870666 | ENDCAP FOR WWTP MACHINE | 02/08/2019 | 19.00 | .00 | | |
| Total 2433: | | | | | 19.00 | .00 | | |
| 2688 | | | | | | | | |
| 2688 | WILLIAM/REID LTD LLC | 56057 | DISCHARGE/VENT VALVE - WA | 02/08/2019 | 887.78 | .00 | | |
| Total 2688: | | | | | 887.78 | .00 | | |
| 2887 | | | | | | | | |
| 2887 | DELTA DENTAL OF WISCONSIN | FEB 2019A | FEBRUARY 2019 DENTAL INSU | 02/08/2019 | 251.19 | .00 | | |
| 2887 | DELTA DENTAL OF WISCONSIN | FEB 2019A | FEBRUARY 2019 DENTAL INSU | 02/08/2019 | 251.19 | .00 | | |
| Total 2887: | | | | | 502.38 | .00 | | |
| 2890 | | | | | | | | |
| 2890 | PITNEY BOWES PURCHASE PO | 1/14/19A | POSTAGE - SEWER DEPT | 02/08/2019 | 19.08 | .00 | | |
| 2890 | PITNEY BOWES PURCHASE PO | 1/14/19A | POSTAGE - WATER DEPT | 02/08/2019 | 19.08 | .00 | | |
| Total 2890: | | | | | 38.16 | .00 | | |
| 3404 | | | | | | | | |
| 3404 | BURNS FULL SERVICE LLC | JANUARY 201 | JANUARY 2019 GAS/DIESEL CH | 02/08/2019 | 103.12 | .00 | | |
| 3404 | BURNS FULL SERVICE LLC | JANUARY 201 | JANUARY 2019 GAS/DIESEL CH | 02/08/2019 | 188.12 | .00 | | |
| 3404 | BURNS FULL SERVICE LLC | JANUARY 201 | WIPER BLADES & NO HEET - W | 02/08/2019 | 34.90 | .00 | | |
| Total 3404: | | | | | 326.14 | .00 | | |
| 3792 | | | | | | | | |
| 3792 | RINEHART PROPERTIES | 1/28/19 | OVERPAYMENT OF UTILITY AC | 02/08/2019 | 241.79 | .00 | | |
| Total 3792: | | | | | 241.79 | .00 | | |
| 4586 | | | | | | | | |
| 4586 | CARROLL ELECTRIC | 321543A | REPAIR HEATER - 415 W HIGH | 02/08/2019 | 450.00 | .00 | | |
| 4586 | CARROLL ELECTRIC | 322756 | WATER DEPT GARAGE - REPL | 02/08/2019 | 774.00 | .00 | | |
| Total 4586: | | | | | 1,224.00 | .00 | | |
| 4880 | | | | | | | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - POSTA | 02/08/2019 | 266.98 | .00 | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - POSTA | 02/08/2019 | 266.98 | .00 | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - LEAD IN | 02/08/2019 | 40.72 | .00 | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - INSER | 02/08/2019 | 13.57 | .00 | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - INSER | 02/08/2019 | 13.57 | .00 | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - PROC | 02/08/2019 | 129.28 | .00 | | |
| 4880 | BAYSIDE PRINTING, LLC | 134817 | 4TH QTR 2018 BILLING - PROC | 02/08/2019 | 129.28 | .00 | | |
| Total 4880: | | | | | 860.38 | .00 | | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid | Voided |
|---------------|-------------|----------------|-------------|--------------|--------------------|-------------|-----------|--------|
| Grand Totals: | | | | | 23,243.80 | .00 | | |

GRAND TOTAL: \$23,243.80
UTILITY COMMISSION MEETING
Meeting Date: February 11, 2019
Vouchers Payable submitted By: Jenny Salvo, Administrative Assistant

James Kapellen (Chairperson)

Matt McIntyre (Aldersperson)

Candy Davis (Aldersperson)

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- [Report].Invoice Date = 02/07/2019,02/08/2019
- Invoice Detail.GL updated = No
- [Report].Invoice Date = {OR} {IS NULL}

TO: Edgerton Utility Commission

FROM: Wendy Loveland

MEETING DATE: February 11, 2019

110 Coralberry Ct billing credit:

The new owner of 110 Coralberry Ct, Kimberly Adams, contacted the billing office when she received her first utility bill. In the first two months they had used 38,000 gallons of water/sewer. She felt this was excessive. They have two adults and two children that live in the home. The Utility uses 12,000 gallons per quarter as an average usage for a family of four.

Tom Pennekamp was called to the home to check for leaks. He inspected the home and found no leaks. He also checked the leak detector on the meter and it was not turning.

Ms. Adams is requesting the Utility consider a credit for the excess usage.

Thank you
Wendy Loveland
Utility Billing Clerk

City of Edgerton Board Members,

We recently moved to Edgerton in October 2018. We received our first utility bill for our account #7.0130.05 and it was over \$500. We are a family of 4 and have never had a water bill like this. I immediately called in when I received the bill because I knew something was not correct. We did not have any running toilets or dripping sinks/pipes/etc. There was no way that our family used that amount of water. There had to be an error somewhere.

We had the city water inspector and also Edwardson Plumbing come out. Neither parties were able to find any leaks, running toilets, or movement on the water meter. Recently we had the meter read and it showed that the water usage is average. Everyone seems to be at a loss of why this occurred.

We would like to request a credit for this bill. We were never notified of the water usage being high so this was an unusual and unexpected amount. We were diligent and cooperative to make sure the meter and pipes were all confirmed. With no leakage found or explanations, we feel this had to be an error. We hope that you can help correct this by providing a credit.

Sincerely,

Kimberly and Aaron Adams

LEAK CREDIT AFFIDAVIT

This form is required if your leak credit request is 20,000-50,000 gallons over your average usage

I, Kimberly Adams, personally appeared before the undersigned notary public to affirm that either I or my contractor have made repairs to the plumbing or appliance that has caused the leak for which I seek a credit. I affirm the following statements:

Describe the location of the leak. None found

Describe the probable cause of the leak. None found

*Attach all receipts for materials or repairs related to the leak.

I understand that if a credit is approved, I may not apply for another leak credit for 3 years.

Kim Adams Date: 2-6-19
Signature of property owner/tenant

State of Wisconsin
County of Rock

Signed and sworn to (or affirmed) before me on 2-6-19
Date

by Kimberly Adams
Printed name(s) of individual(s) making statement

who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Public
My commission expires on _____

Project No: 4894-0074
Addn. No: 36
Date: 02/05/19

ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to the conditions contained in that Agreement for Services dated April 5, 2011, between Cedar Corporation (ENGINEER), and City of Edgerton (OWNER).

WHEREAS the OWNER wishes to engage the ENGINEER to provide various services as described below, in accordance with ENGINEER procedures, standards, and normal billing practices, and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Water Tower Restoration and Painting, and

WHEREAS the ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ENGINEER and the OWNER do hereby agree and covenant as follows:

SECTION 1 - SERVICES

The PROJECT includes the following improvements:

Project: Water Tower Restoration and Painting

- Description: Design, bidding and construction inspection/administration for the East Water Tower restoration and painting project. This project involves the upgrades to the 400,000-gallon water tower located off the City golf course, referred to as the east tower. The outside of the tank will be power washed and repainted. The inside of the tank will be blasted and repainted. Various other minor upgrades will also be completed for the water tower.

1.1 DESIGN

The ENGINEER agrees to provide the following design services for the PROJECT.

ENGINEER shall, under this paragraph, prepare computations, designs, drawings, specifications, and other documents for the ultimate purpose of the receiving of bids and/or construction of the PROJECT.

Field Design Survey: Field design surveys as used in this subparagraph are understood to be limited to those necessary to prepare the drawings and specifications. Property surveys, plats, detailed frontage assessment schedules, descriptions of needed land and easement rights, maps and plans and assistance in negotiating for land and easement rights, shall not be included under the services of this paragraph.

Preparation of Contract Documents: This generally includes Advertisement for Bids, Instructions to Bidders, General Conditions, Supplementary Conditions, Proposals, Agreements, Miscellaneous Forms, Specifications, Drawings, and Schedules.

Cost Estimates: Any opinion of the construction cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the OWNER. Since the ENGINEER has no control over the cost of labor and material, or over competitive bidding or market conditions, the ENGINEER does not guarantee that bids or actual construction costs to the OWNER will not vary from ENGINEER'S opinions of probable cost. If the OWNER desires greater assurance as to construction costs, OWNER shall employ an independent cost estimator.

Approval of Contract Documents: The ENGINEER shall submit sufficient copies of the Contract Documents to the various agencies which have final review authority on the design of the PROJECT and shall make such adjustments to these documents as are required to receive final approval.

Construction Permits and Approvals: It is understood that approval of the Contract Documents may not be sufficient to allow construction of the PROJECT. In many cases, the PROJECT requires permits and approvals that relate to the construction and not to the design (e.g. Corps of Engineers, Highway, Planning Agencies, etc.). The ENGINEER shall adopt any design requirements of these permits and approvals into the Contract Documents as a part of the work under this paragraph, however, permit and approval applications, surveys, and reports shall not be included under the services of this paragraph.

Coordination: Coordination of subcontractors, agents or employees of the OWNER in the compilation of data for the PROJECT. It is understood that if subsurface exploration such as borings, soil tests and the like are made to determine amounts of rock excavation or other subsurface conditions, the ENGINEER will furnish coordination of said exploration but the costs incident to such exploration shall be paid for by the OWNER.

1.2 BIDDING AND CONTRACT AWARD

The ENGINEER agrees under this paragraph, to assist the OWNER in obtaining and evaluating bids on the PROJECT as follows:

- Assist the OWNER in obtaining bids by printing Bid Documents, distributing Bid Documents to those requesting such, maintaining a record of Bid Documents holders, and receiving and processing charges for the Bid Documents.

- Interpretation of Contract Documents and preparation of Addenda during the bidding period.
- Preparation of bid tabulations.
- Analysis of bid results.
- Consultation with the OWNER on the award of contracts.
- Assist in preparation of formal Contract Documents for review by the OWNER'S legal representative.
- Safe Drinking Water loan application for WDNR Funding.

1.3 GENERAL PROJECT ADMINISTRATION

The ENGINEER agrees to provide the following General Administrative Services for the PROJECT. OWNER and ENGINEER agree that the ENGINEER shall be obligated to provide only that degree of scrutiny of the Contractor's work as is described in this part. Only if specifically included otherwise in this Agreement shall the ENGINEER provide full-time Resident Engineering Services for the PROJECT.

The performance of General Administrative Services specifically excludes direction or supervision of the Contractor or his employees in the performing of their work in a safe, legal or proper manner and ENGINEER hereby disclaims any responsibility therefore.

ENGINEER will endeavor to guard OWNER against defects and deficiencies in the work. However, it is understood and agreed by and between ENGINEER and OWNER that with respect to defects and deficiencies in the work, ENGINEER'S role under this subsection is advisory only. Accordingly, ENGINEER can neither guarantee the performance of the construction contracts by Contractor(s) nor assume responsibility for Contractor(s)' failure to furnish and perform their work in accordance with the Contract Documents.

ENGINEER shall under this paragraph, assist the OWNER in administering the provisions of the Contract Documents as follows:

- Assistance in interpretation of the drawings and specifications and approval of all changes in the Contract Documents.
- Make decisions regarding the PROJECT as called for in the Contract Documents.
- Assistance in interpretation of the reports of inspection bureaus, laboratories, test borings, and subsurface exploration related to the PROJECT during construction.
- Review of shop drawings and manufacturer's data for general conformance with the Contract Documents.

- Final inspection and processing of final contract payment request. (Final unit quantities where appropriate to the method of compensation shall be furnished to the ENGINEER by the OWNER or OWNER'S Agent performing Resident Engineering duties.)
- Preparation of a set of record drawings of the completed PROJECT conforming to the construction records provided to the ENGINEER by the Contractor or the OWNER during construction.

1.4 RESIDENT ENGINEERING

The ENGINEER agrees to provide Resident Engineering Services for the PROJECT. These services do not guarantee the Contractor's performance which is covered by the Contractor's bond, but by providing these services, the ENGINEER endeavors to protect the OWNER against defects and deficiencies in the PROJECT work and endeavors to insure compliance with the drawings and specifications within reasonable tolerances generally accepted in the Trade.

- The OWNER has requested the ENGINEER to provide part time Resident Engineering which shall provide for a Resident Project Representative to be at the construction site periodically. Continuous surveillance of construction activities will not be required. Scheduling of on-site observations will endeavor to observe and accept or reject materials and procedures, in general, before they become hidden from view by subsequent construction. We are planning to hire James Orr Coating Inspection, LLC., for this work. He has planned 22 site visits for this project.

Services to be offered by the ENGINEER are limited to those specified below:

- The original setting of lines and grades.
- Checking of lines and grades at intervals during construction.
- Observation of completed work for compliance with drawings and specifications.
- Keeping field measurement records.
- Keeping records of the Contractor's activities.
- Negotiation of field changes and change orders for approval by the OWNER and ENGINEER.
- On-site coordination of the PROJECT.
- Recommendation for payment of Contractor's progress payment requests.

1.5 ADDITIONAL ENGINEERING SERVICES

The ENGINEER shall under this paragraph provide optional additional professional services which are often a part of the project, but which have not been included under previous paragraphs. These services shall be provided **AT ADDITIONAL COST** under the method indicated in Section 2.

Examples of these services include, but are not limited to:

Providing services which are not in accordance with ENGINEER procedures, standards or normal billing practices, assistance to attorneys and appearances before courts or boards on matters of litigation or arbitration, redesign ordered by the OWNER after the original design concept has been reviewed and accepted by the OWNER, laboratory testing, tune up and testing of equipment, plant operation and maintenance manuals, training of operators, final computation of total eligible PROJECT cost including engineering, construction, administration, etc., for purposes of audit on projects involving grants, etc.

The ENGINEER agrees to provide the following Additional Engineering Services for the PROJECT:

- None requested at this time. However, services of the type listed above will be provided under this paragraph **AT ADDITIONAL COST** if authorized in writing by the OWNER.

SECTION 2 - COMPENSATION

AN INITIAL PAYMENT OF Zero Dollars (\$0.00) shall be made upon execution of this Agreement and credited to the OWNER's account at final payment.

2.1 PER DIEM

Whereas the OWNER has elected to compensate the ENGINEER for services under paragraphs 1.1, 1.2, 1.3, 1.4, and 1.5 on a Per Diem Basis, such compensation shall include payment for labor, direct expenses, and other compensation as follows:

Hourly Rate Schedule: The hourly rates to be used for this item shall be determined by the hourly rate schedule incorporated into this agreement as shown below or attached schedule. The ENGINEER reserves the right to adjust the overhead rate, which is used in determining the above hourly rates, on a yearly basis.

Direct Expenses: Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

- Reimbursable expenses (e.g. long distance telephone, subsistence and lodging, commercial transportation, postage and shipping, expense of purchased services, lease of specialized equipment, etc.).

- Mileage expenses per IRS regulations (currently 58 cents/mile).
- Fees paid for securing approval of authorities having jurisdiction over the PROJECT.
- Printing and reproduction.
- Actual reproduction costs and mailing costs for Bidding Documents less the non-refundable purchase amount received for the Bid Documents.
- Equipment costs (e.g., computers, automated survey instruments, CADD equipment, etc.).

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

The estimated cost follows:

| | |
|-------------------------|--------------------------------|
| Items 1.1 through 1.4 = | \$ 38,280 |
| Item 1.5 = | To be determined if requested. |

Other Compensation: It is understood that when requested by the OWNER, the ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ENGINEER shall provide coordination only of these services at the labor rates determined above.

SECTION 3 - TIMETABLE

Estimated Project Schedule:

| | |
|----------------------------|---------------|
| Project Design | December 2018 |
| Project Advertising | December 2018 |
| Project Bid/Award | February 2019 |
| Project Construction Start | June 2019 |
| Substantial Completion | October 2019 |
| Final Completion | November 2019 |

The ENGINEER is prepared to work within the above schedule, unless delays occur due to unforeseen circumstances beyond the control of the ENGINEER.

SECTION 4 - SPECIAL CONDITIONS

None

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this _____ day of _____, 2019.

For OWNER:

City of Edgerton

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

For ENGINEER:

Cedar Corporation

By: David K. Sauer

Name: DAVID K. SAUER

Title: Director

By: _____

Name: _____

Title: _____

2019 Schedule of Hourly Rates

| <u>TITLE</u> | <u>RATE</u> |
|--|-------------|
| Principal | \$145.00 |
| Director | \$135.00 |
| Lead Project Manager | \$132.00 |
| Senior Project Manager / Lead Senior Planner | \$130.00 |
| Lead Engineer | \$130.00 |
| Senior Architect | \$125.00 |
| Project Manager III | \$125.00 |
| Senior Construction Manager | \$125.00 |
| Project Manager II | \$120.00 |
| Landscape Architect | \$110.00 |
| Project Engineer III / Project Manager I | \$110.00 |
| Technician V | \$106.00 |
| Senior Planner | \$105.00 |
| Project Engineer II / Environmental Specialist III | \$102.00 |
| Architect / Technician IV / Technical Specialist | \$ 95.00 |
| Professional Land Surveyor II / Project Engineer I | \$ 95.00 |
| Construction Manager | \$ 95.00 |
| Environmental Specialist II | \$ 91.00 |
| Professional Land Surveyor I | \$ 90.00 |
| Staff Engineer II | \$ 88.00 |
| Technician III | \$ 85.00 |
| Environmental Specialist I | \$ 81.00 |
| Staff Engineer I | \$ 80.00 |
| Planner II / Technician II | \$ 75.00 |
| Planner I / Administrative Assistant II | \$ 70.00 |
| Technician I | \$ 69.00 |
| Administrative Assistant I | \$ 65.00 |
| Intern-Coop | \$ 62.00 |

Reimbursable Expenses (in addition to compensation for professional services if not included in contract):

| | |
|------------------------------|--------------------------|
| Photocopying (24" x 36") | \$7.00/sheet |
| Photocopying (11" x 17") | \$2.00/sheet |
| Photocopying (8½" x 11") | \$0.50/sheet |
| Vehicle Mileage | \$0.58/mile ¹ |
| GPS/Robotic Survey Equipment | \$30/hour |

¹ Mileage reimbursement is subject to adjustment during the calendar year based on the IRS standard mileage rate

Field supplies are charged to the project at cost. Review fees required by approving authorities shall be paid directly by the Owner.

THIS RATE SCHEDULE, APPENDED TO ANY CONTRACT, IS SUBJECT TO ANNUAL ADJUSTMENT BEGINNING WITH THE MARCH BILLING OF EACH YEAR.



EDGERTON W.W.T.P. REPORT

JANUARY 2019

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.
7. The covers Miron put over the old piping that was removed in the RBC basement started to leak. Zach and I are working on this problem without much luck so far. I ordered two blank flanges from Edgerton Gear. We will have to drill holes and fit these in place to stop the pipes from leaking.
9. Had to call Crane about one of our ferric pressure relief valves not working. They had to order a rebuild kit for it. They will be back to fix it when the parts come in.
10. Had to order a tanker of ferric chloride to help us make the phosphorus limits. The high flows coming to the plant is not helping us. Plus the big weather changes is very hard on the biology to stabilize and give us the best treatment.
11. The heating unit in the lift station basement failed. Called R&A Heating to look at it. He has ordered the parts and will make repairs when they come in.
12. The 2018 sludge report has been sent in to the DNR as required.

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

EDGERTON WATERWORKS

January Report 2019

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Fixed the wash basin at the shop. It had started to leak when being used.
3. Yearly inventory was done.
4. Provided Randy with several items needed to complete end of year DNR report. This included valve exercising, repair work, hydrant flushing, meter replacement, meter testing and cross connection control.
5. Parts of the piping at #2 & #3 were scraped and painted.
6. Brass from old meters was taken to a recycler.
7. On 1-20 there was a main break on the corner of Chamberlain and Dickinson. One 6" repair band was used for the fix.
8. On the night of 1-22 we received a call for a main break at 411 Stoughton Rd. This was repaired on 1-23. One 6" repair band was used.
9. All the valves and o-rings were replaced on the #4 chlorine pump.
10. Hydrants were cleared of snow.
11. The alarm dialer called for a low temperature alarm at the West Tower. This was due to the extreme cold. After talking to L.W. Allen it is believed to have been caused by ice buildup on the transducer that measures the water level in the tower. Warmer temperatures are expected to help. We are keeping an eye on this situation.
12. 10 West St. called to say they had no water. We used a heat gun to thaw a frozen pipe in the basement. Tenant was advised to plug in the heat tape that was wrapped around the pipe.
13. Used the thawing machine at 19 E Hubert St. They have a shallow line running under an unheated garage floor. Advised them to keep a small stream of water going to prevent further issues.
14. Customers with known shallow services were notified to let water run.
15. Monthly DNR report was submitted.

Thomas A. Pennekamp/Operator-in-charge