

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday, May 11, 2020 at 5:30 p.m.

**Notice: Participants may attend by phone or online.
Participants may not attend in person.**

Join by telephone:

- On your phone, **Dial: 1-408-418-9388**
- Enter the meeting ID number when prompted, **Meeting ID: 968 282 362**
- Please note that long-distance charges may apply. This is not a toll-free number.

- Public participants will be able to speak on agenda and non-agenda items during personal appearances only.

- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

OR

Join online: WebEx Meeting

- <https://cityofedgerton.webex.com/cityofedgerton/j.php?MTID=me9ac8f4dc718b627a6b89436b4c8d379>
- **Meeting ID: 968 282 362**
- **Meeting Password: 1853**

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, May 8, 2020.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve April 13, 2020 Utility Commission Minutes.
5. Approve Overpayment Refund at 509 S Main St
6. Approve Vouchers Payable.
7. Discuss and Consider Billing Credit for 714 Hubert St
8. Discuss and Consider Billing Credit for 207 E Lawton St
9. Operator's Reports.
10. Director's Report.

11. Administrative Report.

12. 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.

**APRIL 13, 2020 UTILITY COMMISSION MEETING MINUTES
CITY OF EDGERTON**

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

Present: Debbie Olson, Candy Davis, Jim Kapellen, Rick Petersen, and Lawanna Schieldt

Excused: Denise Langan and Janelle Frey

Others Present: Utility Director Randy Oren and City Administrator Ramona Flanigan

Flanigan confirmed the meeting agenda was properly posted on Friday, April 10, 2020 at the Post Office, Edgerton Library, City Hall and the website.

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

OVERPAYMENT REFUND: An Olson/Schildt motion to approve the overpayment refund at 412 W Rollin St in the amount of \$116.65 passed on a 5/0 roll call vote

APPROVE VOUCHERS PAYABLE: A Kapellen/Petersen motion to approve payment of the bills list in the amount of \$67,456.45 passed on a 5/0 roll call vote.

BILLING CREDIT: A Davis/Schildt motion to approve a billing credit at 111 Blanchard St in the amount of \$10.93 passed on a 5/0 roll call vote.

PREPAYMENT OF 2004 REFUNDING BONDS: The 2004 Refunding Bond loan is eligible to be repaid. This is the highest interest rate loan the utility has at 4.5%. The remaining loan balance is \$215,000. The need for borrowing is being driven by the S. Main project because of its size. The utility will be in a position to decide if a borrowing will be needed for that project after bids are taken and analyzed. If a borrowing is needed the interest rate is apt to be better than the 4.5% of the 2004 bond. There is a \$20,000 savings in interest charges by prepaying the 2004 bond.

A Davis/Olson motion to approve the prepayment of 2004 Refunding Bond in the amount of \$215,000 passed on a 5/0 roll call vote.

ADMINISTRATIVE REPORT: Due to the pandemic, the Utility is unable to disconnect services for non-payment and is restricted from charging late fees. Flanigan reported this will slightly impact the revenues. The estimated revenue loss from reconnect fees is approximately \$1,000 and the loss for penalty fees is approximately \$4,000.

Being no other business before the Commission, a Schildt/Olson motion to adjourn passed on a 5/0 roll call vote

Randy Oren/wjl
Utility Director



Connect to Endless Possibilities

BUSINESS • COMMUNITY • RECREATION

April 30, 2020

Matthew McGuire
1225 Salem Dr
Edgerton, WI 53534

RE: 509 S Main St

To Matthew McGuire,

On 04/20/2020 we received a payment of \$108.89 for the water bill at the above property. This payment left a credit on the account of \$108.89. 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 \$108.89 for the overpayment at 509 S Main St.
My current address is:

Matthew McGuire
Name

1225 Salem Dr
Address

Address 2

Edgerton WI 53534
City State Zip

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.GL Account = "60111000"- "60280935340"
 [Report].Invoice Date = 05/01/2020,05/08/2020,05/04/2020,04/17/2020
 Invoice.Batch = "ach","js","cc"
 [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	FEB 20 35777	357770 ELECTRIC CHARGES	05/08/2020	1,311.81	.00		
21	ALLIANT ENERGY	FEB 20 35777	357770 GAS CHARGES	05/08/2020	57.32	.00		
21	ALLIANT ENERGY	MAR 20 21330	213303 ELECTRIC CHARGES	05/08/2020	48.26	.00		
21	ALLIANT ENERGY	MAR 20 22700	227005 ELECTRIC CHARGES	05/08/2020	24.74	.00		
21	ALLIANT ENERGY	MAR 20 22700	227005 GAS CHARGES	05/08/2020	25.04	.00		
21	ALLIANT ENERGY	MAR 20 23641	236416 ELECTRIC CHARGES	05/08/2020	30.16	.00		
21	ALLIANT ENERGY	MAR 20 35777	357770 ELECTRIC CHARGES	05/08/2020	551.51	.00		
21	ALLIANT ENERGY	MAR 20 35777	357770 GAS CHARGES	05/08/2020	44.28	.00		
21	ALLIANT ENERGY	MAR 20 36096	360963 ELECTRIC CHARGES	05/08/2020	773.60	.00		
21	ALLIANT ENERGY	MAR 20 37005	370054 ELECTRIC CHARGES	05/08/2020	168.95	.00		
21	ALLIANT ENERGY	MAR 20 42290	422906 ELECTRIC CHARGES	05/08/2020	3,861.46	.00		
21	ALLIANT ENERGY	MAR 20 42290	422906 GAS CHARGES	05/08/2020	91.96	.00		
21	ALLIANT ENERGY	MAR 20 48150	481500 ELECTRIC CHARGES	05/08/2020	68.08	.00		
21	ALLIANT ENERGY	MAR 20 71524	715243 ELECTRIC CHARGES	05/08/2020	1,140.83	.00		
21	ALLIANT ENERGY	MAR 20 88165	881653 ELECTRIC CHARGES	05/08/2020	826.10	.00		
21	ALLIANT ENERGY	MAR 20 88165	881653 GAS CHARGES	05/08/2020	14.62	.00		
Total 21:					9,038.72	.00		
194								
194	DEEGAN'S HARDWARE INC	FEB 2020A	FEB 2020 CHARGES - SEWER D	05/08/2020	30.41	.00		
194	DEEGAN'S HARDWARE INC	FEB 2020A	FEB 2020 CHARGES - WATER D	05/08/2020	28.96	.00		
194	DEEGAN'S HARDWARE INC	MARCH 2020A	MAR 2020 CHARGES - SEWER	05/08/2020	175.42	.00		
194	DEEGAN'S HARDWARE INC	MARCH 2020A	MAR 2020 CHARGES - WATER	05/08/2020	3.98	.00		
Total 194:					238.77	.00		
206								
206	DIGGERS HOTLINE INC	MARCH 2020	MARCH 20 LOCATE TICKETS	05/08/2020	73.63	.00		
206	DIGGERS HOTLINE INC	MARCH 2020	MARCH 20 LOCATE TICKETS	05/08/2020	73.63	.00		
Total 206:					147.26	.00		
490								
490	SECURIAN FINANCIAL GROUP,	JUNE 2020	JUNE 2020 LIFE INSURANCE	05/08/2020	67.85	.00		
490	SECURIAN FINANCIAL GROUP,	JUNE 2020	JUNE 2020 LIFE INSURANCE	05/08/2020	83.46	.00		
490	SECURIAN FINANCIAL GROUP,	MAY 2020A	MAY 2020 LIFE INSURANCE	05/08/2020	67.85	67.85	04/10/2020	
490	SECURIAN FINANCIAL GROUP,	MAY 2020A	MAY 2020 LIFE INSURANCE	05/08/2020	83.46	83.46	04/10/2020	
Total 490:					302.62	151.31		
521								
521	NORTH CENTRAL LABS OF WI I	438541	SUPPLIES - WWTP	05/08/2020	482.23	.00		
Total 521:					482.23	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
553								
553	PERKINS OIL INC	0079534-IN	OIL - WWTP	05/08/2020	114.80	.00		
Total 553:					114.80	.00		
600								
600	ROCK ENERGY COOPERATIVE	APRIL 20 9036	90363001 DALLMAN TOWER	05/01/2020	61.93	61.93	04/21/2020	
Total 600:					61.93	61.93		
731								
731	BAKER TILLY VIRCHOW KRAUS	BT1578372A	SERVICES 12/31/19 UTILITY FI	05/08/2020	806.50	.00		
731	BAKER TILLY VIRCHOW KRAUS	BT1578372A	SERVICES 12/31/19 UTILITY FI	05/08/2020	806.50	.00		
731	BAKER TILLY VIRCHOW KRAUS	BT1607640	SERVICES 12/31/19 FINANCIAL	05/08/2020	503.50	.00		
731	BAKER TILLY VIRCHOW KRAUS	BT1607640	SERVICES 12/31/19 FINANCIAL	05/08/2020	503.50	.00		
Total 731:					2,620.00	.00		
747								
747	CORE & MAIN	M091835	WATER METER PARTS	05/08/2020	49.72	.00		
747	CORE & MAIN	M092073	(4) 1" WATER METER	05/08/2020	836.16	.00		
Total 747:					885.88	.00		
779								
779	WI DEPT OF EMPLOYEE TRUST	JUNE 2020	JUNE 20 HEALTH INSURANCE	05/08/2020	3,310.62	.00		
779	WI DEPT OF EMPLOYEE TRUST	JUNE 2020	JUNE 20 HEALTH INSURANCE	05/08/2020	3,310.62	.00		
Total 779:					6,621.24	.00		
812								
812	TESTAMERICA LABORATORIES	5000023867	WASTEWATER ANALYSIS	05/08/2020	252.00	.00		
812	TESTAMERICA LABORATORIES	5000025155	WASTEWATER ANALYSIS	05/08/2020	756.00	.00		
Total 812:					1,008.00	.00		
934								
934	STAPLES CREDIT PLAN	7307326033A	COPY PAPER	05/08/2020	18.46	.00		
934	STAPLES CREDIT PLAN	7307326033A	COPY PAPER	05/08/2020	18.46	.00		
Total 934:					36.92	.00		
1043								
1043	TRANSUNION LLC	APRIL 2020	MEMBERSHIP DUES	05/08/2020	16.67	.00		
1043	TRANSUNION LLC	APRIL 2020	MEMBERSHIP DUES	05/08/2020	16.67	.00		
1043	TRANSUNION LLC	MARCH 20	MEMBERSHIP DUES	05/08/2020	16.66	.00		
1043	TRANSUNION LLC	MARCH 20	MEMBERSHIP DUES	05/08/2020	16.67	.00		
Total 1043:					66.67	.00		
2023								
2023	USA BLUEBOOK	181381	GLOVES - SEWER DEPT	05/08/2020	203.31	.00		
Total 2023:					203.31	.00		
2239								
2239	SHUMWAY APPLIANCE SHOP	110290	AIR CONDITIONER FOR LAB @	05/08/2020	1,265.98	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2239:					1,265.98	.00		
2412								
2412	CRANE ENGINEERING SALES	377325-00	REPLACEMENT BLOWER - WW	05/08/2020	2,976.00	.00		
Total 2412:					2,976.00	.00		
2772								
2772	ENERGETICS	0857152	AEON PD - 5 GALLON PAIL	05/08/2020	468.82	.00		
Total 2772:					468.82	.00		
2887								
2887	DELTA DENTAL OF WISCONSIN	1433606	MAY 20 DENTAL INSURANCE	05/08/2020	251.19	.00		
2887	DELTA DENTAL OF WISCONSIN	1433606	MAY 20 DENTAL INSURANCE	05/08/2020	251.19	.00		
Total 2887:					502.38	.00		
3175								
3175	MOTOR PARTS & EXHAUST LLC	MARCH-APRIL	PARTS FOR WATER VEHICLES	05/08/2020	131.88	.00		
3175	MOTOR PARTS & EXHAUST LLC	MARCH-APRIL	HAND SOAP - WATER DEPT	05/08/2020	18.85	.00		
Total 3175:					150.73	.00		
3377								
3377	DIXON ENGINEERING INC	20-6555	CLEANING, MAINTENANCE, AN	05/08/2020	3,250.00	.00		
Total 3377:					3,250.00	.00		
3404								
3404	BURNS FULL SERVICE LLC	APRIL 2020A	APRIL 2020 GAS/DIESEL CHAR	05/08/2020	27.75	.00		
3404	BURNS FULL SERVICE LLC	APRIL 2020A	APRIL 2020 GAS/DIESEL CHAR	05/08/2020	117.18	.00		
Total 3404:					144.93	.00		
3534								
3534	CHARTER COMMUNICATIONS	000011504012	WATER DEPARTMENT INTERNE	05/08/2020	32.49	.00		
Total 3534:					32.49	.00		
3557								
3557	DAVE'S MILTON ACE HARDWAR	A39862	DISTILLED WATER/SHIPPING O	05/08/2020	72.40	.00		
Total 3557:					72.40	.00		
3690								
3690	CEDAR CORPORATION	103316	WATER UTILITY CORRISION ST	05/08/2020	2,388.00	.00		
Total 3690:					2,388.00	.00		
3951								
3951	WI STATE HYGIENE LABORATO	627144	FLUORIDE TESTING	05/08/2020	26.00	.00		
3951	WI STATE HYGIENE LABORATO	630078	FLUORIDE TESTING	05/08/2020	26.00	.00		
Total 3951:					52.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4659								
4659	CENTURYLINK	1491347717	LONG DISTANCE CHARGES	05/08/2020	.07	.00		
4659	CENTURYLINK	1491347717	LONG DISTANCE CHARGES	05/08/2020	.07	.00		
Total 4659:					.14	.00		
4845								
4845	STARFIRE SYSTEMS, INC	2/4/20	INSPECTION OF CLEAN AGENT	05/08/2020	710.00	.00		
4845	STARFIRE SYSTEMS, INC	29360	REPAIR BATTERY CLEAN AGEN	05/08/2020	194.55	.00		
Total 4845:					904.55	.00		
4880								
4880	BAYSIDE PRINTING, LLC	137106A	1ST QTR 20 BILLING - UTILITY B	05/08/2020	136.03	.00		
4880	BAYSIDE PRINTING, LLC	137106A	1ST QTR 20 BILLING - UTILITY B	05/08/2020	136.03	.00		
4880	BAYSIDE PRINTING, LLC	137106A	1ST QTR 20 BILLING - UTILITY B	05/08/2020	274.83	.00		
4880	BAYSIDE PRINTING, LLC	137106A	1ST QTR 20 BILLING - UTILITY B	05/08/2020	274.83	.00		
Total 4880:					821.72	.00		
5031								
5031	JOHNSON, ERIC	29010004	REFUND OF OVERPAYMENT O	04/17/2020	92.15	92.15	04/15/2020	
5031	JOHNSON, ERIC	29010004	REFUND OF OVERPAYMENT O	04/17/2020	28.69	28.69	04/15/2020	
Total 5031:					120.84	120.84		
5044								
5044	5 ALARM	196317-1	READIMASK - SEWER DEPT	05/08/2020	73.25	.00		
Total 5044:					73.25	.00		
5045								
5045	MCGUIRE, MATTHEW	4/30/20	REFUND OF UTILITY OVERPAY	05/08/2020	108.89	.00		
Total 5045:					108.89	.00		
Grand Totals:					35,161.47	334.08		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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GRAND TOTAL: \$35,161.47
UTILITY COMMISSION MEETING

Meeting Date: May 11, 2020
Vouchers Payable submitted By: Jenny Salvo, Administrative Assistant

James Kapellen (Chairperson)

Debbie Olson (Aldersperson)

Candy Davis (Aldersperson)

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
Invoice Detail.GL Account = "60111000"."60280935340"
[Report].Invoice Date = 05/01/2020,05/08/2020,05/04/2020,04/17/2020
Invoice.Batch = "ach","js","cc"
[Report].Invoice Date = {OR} {IS NULL}

TO: Utility Commission

FROM: Wendy Loveland

MEETING DATE: May 11, 2020

GENERAL DESCRIPTION

714 Hubert St Billing Credit

The account at 714 Hubert St was terminated on March 17, 2020. This date was the day before the meter was read for the quarterly billing. Due to some software glitch this account was billed twice for the usage. Software support did fix the account so they were only billed once. A billing adjustment was needed to eliminate the incorrect amount billed. The amount that was billed twice was \$37.29.

207 E. Lawton St Billing Credit

Kevin Hahn bought the property at 207 E Lawton St on December 22, 2017. This service had previously been shut off at the curb for non-payment. When Mr. Hahn bought the property the billing system automatically started charging base fees for all services. The water has remained disconnected during construction and has not been reinstated. This customer should not have been charged base fees for the water and sewer service. The total credit due to this homeowner is \$584.05.

EDGERTON WATERWORKS

April Report 2020

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. The west tower was drained and inspected. Two safe samples were taken and it was put back into service. See Randy for details.
3. CTW has for the most part completed their work on #3 well. Also, see Randy for details.
4. Old pipe from #3 was taken to a recycler.
5. Bill Fox fixed the sinkhole on Ridgeway St.
6. Valve boxes were sucked out with the Vactor truck.
7. Replaced an old hydrant on Cherry St.
8. Locates were done.
9. Monthly DNR report was submitted.

Thomas A. Pennekamp/Operator-in-charge

EDGERTON W.W.T.P. REPORT

APRIL 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. We are having trouble with aeration blower #3 not commuting with the scada system. I have a call into L.W. Allen to come and make repairs.
7. Drain and cleaned mixing tanks, 1, 2, and 3.
8. Drain and cleaned aeration basin #3. There was a lot of grit in the bottom of the tank we flushed out. The large amount of grit ended up plugging the pipes on the discharge side of the grit pump. We had to disassemble the piping and clean out the grit that was plugging the pipes. The grit system is back up and running.
10. Drain and cleaned the clarifiers.
11. Drain and cleaned the U.V. Tank. Started the U.V. system up for the summer disinfection as required by the DNR.

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