

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

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

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, November 8, 2019.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve October 14, 2019 Utility Commission Minutes.
5. Approve overpayment refunds.
6. Approve Vouchers Payable.
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.

**OCTOBER 14, 2019 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 and Denise Langan.

Excused: Janelle Frey, Lawanna Schieldt and Debbie Olson

Others Present: Utility Director Randy Oren, City Clerk/Treasurer Cindy Hegglund

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

APPROVAL OF MINUTES: A Davis/Langan motion to approve the September 9, 2019 Utility Commission meeting minutes passed, all voted in favor.

PAY REQUEST FROM NUEMAN COMPANY: A Davis/Langan motion to approve pay request #1 from Neuman Co in the amount of \$177,937.50 for the water tower restoration and painting project passed on a 4/0 roll call vote

APPROVE VOUCHERS PAYABLE: A Kapellen/Petersen motion to approve payment of the bills list in the amount of \$258,039.26 passed on a 4/0 roll call vote.

LEAK CREDIT FOR 447 WILEMAN DR: A Kapellen/Petersen motion to approve a \$100 sewer credit for 447 Wileman Dr passed on a 4/0 roll call vote.

LEAK CREDIT FOR 300 LORD ST: A Kapellen/Davis motion to approve a \$100 sewer credit for 300 Lord St passed on a 4/0 roll-call vote.

LEAK CREDIT FOR 601 N MAIN ST: A Kapellen/Davis motion to approve a \$700 sewer credit for 601 N Main St passed on a 4/0 roll call vote.

LEAK CREDIT 210 LORD ST: A Kapellen/Petersen motion to approve a \$150 sewer credit for 210 Lord St passed on a 4/0 roll call vote.

POOL FILL CREDITS: A Davis/Langan motion to approve pool fill credits as listed (see attached) passed on a 4/0 roll call vote.

SALE OF 2000 GMC VAN: A Davis/Langan motion to approve the sale of the 2000 GMC cargo van to the highest bidder in the amount of \$1.480 passed on a 4/0 roll call vote.

2020 BUDGET: Oren reviewed the draft budget and discussed the revenues and expenses. He stated overall the projected budget will be up about 1.5% for sewer and 4.5% for water.

A Davis/Petersen motion to recommend to Council the 2020 Budget passed on a 4/0 roll call vote.

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

Randy Oren/wjl
Utility Director

TO: Utility Commission

FROM: Wendy

MEETING DATE: October 14, 2019

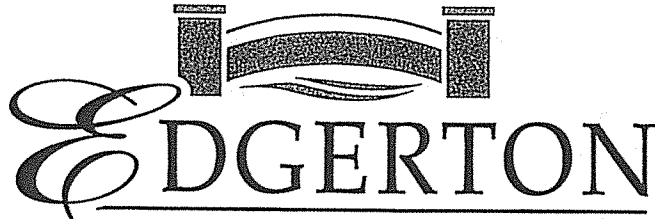
GENERAL DESCRIPTION

Description of Request: 3rd Quarter Pool fill credits

STAFF DISCUSSION

The following customers requested a pool fill credit for 3rd quarter. Due to a billing entry error they did not receive their credit. The accounts need to be credited the following amounts.

Tim Hazeltine	600 Dean St	\$22.35
Tracy Kilburg	610 S Main St	\$37.25
Susan Solberg	1 W Rollin	\$22.35
Chris Johnson	109 Broadway St	\$29.80
Sarah Schiek	734 Hemphill Ave	\$29.80
Richard Walker	815 Dean St	\$37.25
Lisa Pennington	1141 Salem Dr	\$81.95
James Butzlaff	723 W Ladd Ln	\$59.60



Connect to Endless Possibilities

BUSINESS • COMMUNITY • RECREATION

October 15, 2019

Garrett Fishwick
N2363 Curtis Rd
Stanley, WI 54768

RE: 611 York Rd

Dear Mr. Fishwick

On 07/31/2019 we received a payment of \$205.23 for the water bill at the above property. This payment left a credit on the account of \$205.23. 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 \$205.23 for the overpayment at 611 York Rd.
My current address is:

Garrett Fishwick

Name

N2363 Curtis Road

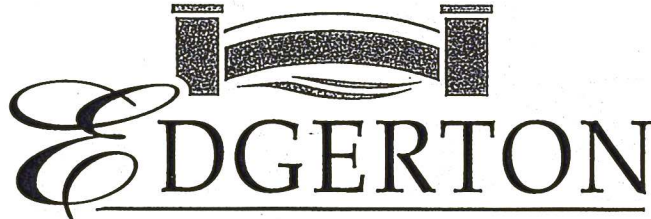
Address

Address 2

Stanley
City

WI
State

54768
Zip



October 15, 2019

Connect to Endless Possibilities

BUSINESS • COMMUNITY • RECREATION

Nicholas & Heather Steinbach
17208 Hwy 131
Gay Mills, WI 54631

RE: 702 Hubert St

Dear Mr. & Mrs. Steinbach

On 04/16/20109 we received a payment of \$239.95 for the water bill at the above property. This payment left a credit on the account of \$239.95. 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 \$239.95 for the overpayment at 702 Hubert St.
My current address is:

Heather Steinbach

Name

17208 State Hwy 131

Address

Address 2

Gay Mills

City

WI

State

54631

Zip

Please send me a refund check in the amount of \$185.99 for the overpayment at 431 Hemphill Ave. My current address is:

Mary Roensch
Name

200 E 37th Ave
Address

Address 2

Hutchinson KS
City State

67502
Zip

City of Edgerton | 12 Albion Street | Edgerton, WI 53534 | Phone: (608) 884-3341 | Fax: (608) 884-8892
www.cityofedgerton.com

Please send me a refund check in the amount of \$105.72 for the overpayment at 709 Pearl St

My current address is:

Sue Hess
Name

1511 Blackhawk Bluffs Dr.
Address

Address 2

Milton _____ WI _____ 53563
City State Zip

City of Edgerton | 12 Albion Street | Edgerton, WI 53534 | Phone: (608) 884-3341 | Fax: (608) 884-8892
www.cityofedgerton.com

November 4, 2019

Matson & Associates
Attn: John O'Conner
PO Box 333
Stoughton, WI 53589

RE: 705 Washington St

To Whom it may Concern,

On 10/22/2019 we received a payment of \$519.43 for the water bill at the above property. This payment left a credit on the account of \$519.43. 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 \$519.43 for the overpayment at 705 Washington St. My current address is:

 MATSON & ASSOCIATES, INC.
Name

 PO BOX 333
Address

Address 2

 STOUGHTON WI 53589
City State Zip

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 [Report].Invoice Date = 11/08/2019
 Invoice.Batch = "JS","CC","ACH"
 [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	OCT 19 22700	227005 ELECTRIC CHARGES	11/08/2019	24.55	.00		
21	ALLIANT ENERGY	OCT 19 22700	227005 GAS CHARGES	11/08/2019	16.04	.00		
21	ALLIANT ENERGY	OCT 19 42290	422906 ELECTRIC CHARGES	11/08/2019	3,982.81	.00		
21	ALLIANT ENERGY	OCT 19 42290	422906 GAS CHARGES	11/08/2019	59.70	.00		
21	ALLIANT ENERGY	OCT 19 48150	481500 ELECTRIC CHARGES	11/08/2019	68.45	.00		
21	ALLIANT ENERGY	SEPT 19 2364	236416 ELECTRIC CHARGES	11/08/2019	28.91	.00		
21	ALLIANT ENERGY	SEPT 19 3577	357770 ELECTRIC CHARGES	11/08/2019	1,162.13	.00		
21	ALLIANT ENERGY	SEPT 19 3577	357770 GAS CHARGES	11/08/2019	31.14	.00		
21	ALLIANT ENERGY	SEPT 19 3700	370054 ELECTRIC/GAS CHARG	11/08/2019	59.17	.00		
21	ALLIANT ENERGY	SEPT 19 7152	715243 ELECTRIC CHARGES	11/08/2019	792.02	.00		
21	ALLIANT ENERGY	SEPT 9 21330	213303 ELECTRIC CHARGES	11/08/2019	41.77	.00		
Total 21:					6,266.69	.00		
130								
130	US CELLULAR	0331530902A	WWTP IPAD MONTHLY SERVIC	11/08/2019	22.50	.00		
130	US CELLULAR	0331530902A	WATER DEPARTMENT CELL PH	11/08/2019	12.47	.00		
130	US CELLULAR	0331530902A	UTILITY DEPT CELL PHONE	11/08/2019	.47	.00		
130	US CELLULAR	0336960014A	WWTP IPAD MONTHLY SERVIC	11/08/2019	22.50	.00		
130	US CELLULAR	0336960014A	WATER DEPARTMENT CELL PH	11/08/2019	14.92	.00		
130	US CELLULAR	0336960014A	UTILITY DEPT CELL PHONE	11/08/2019	1.20	.00		
Total 130:					74.06	.00		
194								
194	DEEGAN'S HARDWARE INC	SEPT 2019A	SEPT 2019 CHARGES - SEWER	11/08/2019	58.51	.00		
194	DEEGAN'S HARDWARE INC	SEPT 2019A	SEPT 2019 CHARGES - WATER	11/08/2019	21.99	.00		
194	DEEGAN'S HARDWARE INC	SEPT 2019A	SEPT 2019 CHARGES - WELL R	11/08/2019	26.33	.00		
Total 194:					106.83	.00		
259								
259	FASTENAL COMPANY	WIJAN209984	GLOVES - WWTP	11/08/2019	55.13	.00		
Total 259:					55.13	.00		
490								
490	SECURIAN FINANCIAL GROUP,	DEC 2019	DEC 2019 LIFE INSURANCE	11/08/2019	67.85	.00		
490	SECURIAN FINANCIAL GROUP,	DEC 2019	DEC 2019 LIFE INSURANCE	11/08/2019	83.46	.00		
Total 490:					151.31	.00		
521								
521	NORTH CENTRAL LABS OF WI I	429946	PHOSPHOROUS TESTING	11/08/2019	547.90	.00		
Total 521:					547.90	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
553								
553	PERKINS OIL INC	0061992-IN	OIL - WWTP	11/08/2019	323.05	.00		
Total 553:					323.05	.00		
747								
747	CORE & MAIN	L229262	(8) 5/8" WATER METER	11/08/2019	1,953.55	.00		
747	CORE & MAIN	L267139	(32) 3/4" WATER METER	11/08/2019	4,782.08	.00		
747	CORE & MAIN	L399162	(8) 5/8" WATER METER	11/08/2019	1,165.80	.00		
Total 747:					7,901.43	.00		
779								
779	WI DEPT OF EMPLOYEE TRUST	DECEMBER 2	DECEMBER 19 HEALTH INSURA	11/08/2019	3,099.09	.00		
779	WI DEPT OF EMPLOYEE TRUST	DECEMBER 2	DECEMBER 19 HEALTH INSURA	11/08/2019	3,099.09	.00		
Total 779:					6,198.18	.00		
812								
812	TESTAMERICA LABORATORIES	5000014988	WASTEWATER ANALYSIS	11/08/2019	756.00	.00		
812	TESTAMERICA LABORATORIES	5000017687	WASTEWATER ANALYSIS	11/08/2019	252.00	.00		
Total 812:					1,008.00	.00		
934								
934	STAPLES CREDIT PLAN	7301894198	POST-IT FLAGS	11/08/2019	5.48	.00		
Total 934:					5.48	.00		
1043								
1043	TRANSUNION LLC	OCT 2019	MEMBERSHIP DUES	11/08/2019	16.67	.00		
1043	TRANSUNION LLC	OCT 2019	MEMBERSHIP DUES	11/08/2019	16.67	.00		
Total 1043:					33.34	.00		
2323								
2323	STODDARD SILENCERS INC	100344	F8-110 FILTER ELEMENT	11/08/2019	210.10	.00		
Total 2323:					210.10	.00		
2433								
2433	AMAZON.COM LLC	8778667	WATER LEAK DETECTION DYE	11/08/2019	59.98	.00		
Total 2433:					59.98	.00		
2639								
2639	R.A. HEATING & AIR COND INC	S108452	REPLACED LEAKING PT VALVE	11/08/2019	269.00	.00		
Total 2639:					269.00	.00		
2772								
2772	ENERGETICS	0845177	AEON PD	11/08/2019	460.17	.00		
Total 2772:					460.17	.00		
2887								
2887	DELTA DENTAL OF WISCONSIN	NOV 19A	NOV 2019 DENTAL INSURANCE	11/08/2019	251.19	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2887	DELTA DENTAL OF WISCONSIN	NOV 19A	NOV 2019 DENTAL INSURANCE	11/08/2019	251.19	.00		
Total 2887:					502.38	.00		
3175								
3175	MOTOR PARTS & EXHAUST LLC	1-298162	FILTERS - WWTP	11/08/2019	33.38	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-298555	HAND CREME - WATER DEPT	11/08/2019	18.85	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-299846	MOTOR OIL - HOSPITAL LIFT ST	11/08/2019	14.52	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-299861	O-RINGS FOR HOSPITAL LIFT S	11/08/2019	2.48	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-299912	THERMAL FLASHER - VACTOR	11/08/2019	1.76	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-300594	PLUG LIGHTER - VAN WATER D	11/08/2019	3.00	.00		
Total 3175:					73.99	.00		
3404								
3404	BURNS FULL SERVICE LLC	OCT 2019A	OCT 2019 GAS/DIESEL CHARG	11/08/2019	305.00	.00		
3404	BURNS FULL SERVICE LLC	OCT 2019A	OCT 2019 GAS/DIESEL CHARG	11/08/2019	61.50	.00		
Total 3404:					366.50	.00		
3534								
3534	CHARTER COMMUNICATIONS	000011510011	DPW INTERNET	11/08/2019	32.49	.00		
Total 3534:					32.49	.00		
3557								
3557	DAVE'S MILTON ACE HARDWAR	A07202	DISTILLED WATER/SHIPPING O	11/08/2019	34.10	.00		
3557	DAVE'S MILTON ACE HARDWAR	J20823	SHIPMENT OF SAMPLES	11/08/2019	38.15	.00		
Total 3557:					72.25	.00		
3690								
3690	CEDAR CORPORATION	101442	IKI SANITARY SEWER RELOCAT	11/08/2019	371.00	.00		
3690	CEDAR CORPORATION	101443	WATER TOWER RESTORATION	11/08/2019	8,794.00	.00		
3690	CEDAR CORPORATION	101447	WWTF SLUDGE HAULING	11/08/2019	507.50	.00		
Total 3690:					9,672.50	.00		
3951								
3951	WI STATE HYGIENE LABORATO	603201	WATER LEAD TESTING	11/08/2019	1,606.00	.00		
3951	WI STATE HYGIENE LABORATO	606571	FLUORIDE WATER TESTING	11/08/2019	326.00	.00		
Total 3951:					1,932.00	.00		
4229								
4229	DVORAK LANDSCAPE SUPPLY,	48114AAA	QUARTZITE ROCK - MUNI GAR	11/08/2019	54.00	.00		
Total 4229:					54.00	.00		
4845								
4845	STARFIRE SYSTEMS, INC	28346	MAINTENANCE/SERVICE FIRE	11/08/2019	650.00	.00		
Total 4845:					650.00	.00		
4880								
4880	BAYSIDE PRINTING, LLC	136252	3RD QTR 19 UTILITY BILL POST	11/08/2019	269.74	.00		
4880	BAYSIDE PRINTING, LLC	136252	3RD QTR 19 UTILITY BILL POST	11/08/2019	269.74	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
4880	BAYSIDE PRINTING, LLC	136252	3RD QTR 19 UTILITY BILL	11/08/2019	131.64	.00		
4880	BAYSIDE PRINTING, LLC	136252	3RD QTR 19 UTILITY BILL	11/08/2019	131.64	.00		
Total 4880:					802.76	.00		
4998								
4998	STEINBAH, HEATHER	10/15/19	UTILITY OVERPAYMENT REFUN	11/08/2019	239.95	.00		
Total 4998:					239.95	.00		
4999								
4999	FISHWICK, GARRETT	10/15/19	UTILITY OVERPAYMENT REFUN	11/08/2019	205.23	.00		
Total 4999:					205.23	.00		
5000								
5000	HESS, JUNE	11/5/19	UTILITY PAYMENT REFUND - 70	11/08/2019	105.72	.00		
Total 5000:					105.72	.00		
5001								
5001	MATSON & ASSOCIATES	11/4/19	UTILITY PAYMENT OVERPAYME	11/08/2019	519.43	.00		
Total 5001:					519.43	.00		
5002								
5002	ROENSCH, MARY	11/5/19	UTILITY OVERPAYMENT REFUN	11/08/2019	66.62	.00		
5002	ROENSCH, MARY	11/5/19	UTILITY OVERPAYMENT REFUN	11/08/2019	115.90	.00		
Total 5002:					182.52	.00		
Grand Totals:					39,082.37	.00		

GRAND TOTAL: \$39,082.37

UTILITY COMMISSION MEETING

Meeting Date: November 11, 2019

Vouchers Payable submitted By: Jenny Salvo, Administrative Assistant

James Kapellen (Chairperson)

Debbie Olson (Aldersperson)

Candy Davis (Aldersperson)

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
[Report].Invoice Date = 11/08/2019
Invoice.Batch = "JS","CC","ACH"
[Report].Invoice Date = {OR} {IS NULL}

EDGERTON W.W.T.P. REPORT

OCTOBER 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. Mowed the grass at the plant and all sewer easements.
7. Preventative maintenance is being done on the collection system leading to the plant by jet-cleaning lines and root cutting if necessary.
9. Removed the UV lights from the disinfection tank and shut down the system as required by the DNR. The lights have been cleaned and the old fluid flushed out and all new fluid pumped back in the wiper system. The lights will be ready to go back in-service next spring.
10. Alliant Energy was changing the power source to the Hospital Lift Station. We cleaned out the tank and pumped out the liquid they said it would be about a 4 hour change over. All went well with no trouble.
11. Sent the Bobcat in to be serviced it was making some unusual noise. They had to replace the drive belt and the tensioner arm. They also did the yearly maintenance checkup.
12. Pulled the pumps at the Hospital Lift Station change the oil.
13. Still no word on the digester blower #3, Dave Sauer is working on this.
14. Checked on all building heaters and turned on the required panel heaters, get things ready for winter.

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

EDGERTON WATERWORKS

October Report 2019

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Both samples taken at the East Tower came back as safe. The tower was put back into service on 10-7. There have been no issues.
3. Cross connection inspections were done.
4. Old meters were changed.
5. The chlorine and fluoride pumps at #3 wellhouse needed some maintenance. Both working fine.
6. Old meters were taken apart. The brass will be taken to Stateline Recycling sometime in the near future.
7. The door switches that control the exhaust fan at #2 had to be remounted. We had to drill and tap the top of the door frame to secure the switches. This was the last step after the building was repaired after getting hit by a car.
8. Locates were done.
9. The swimming pool was filled to winter level.
10. Mowing and weed control were done.
11. Monthly DNR report was submitted.

Tom Pennekamp/Operator-in-charge