

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday July 11, 2022 at 5:30 p.m.

NOTICE: The meeting noticed above will also be live streamed on a Zoom platform: To 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. Due to occasional technical difficulties, citizen participation via Zoom may not be possible.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, July 8, 2022.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Consider June 13, 2022 Utility Commission Minutes.
5. Consider Vouchers Payable.
6. Consider Overpayment Refunds on Active Accounts policy.
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.

**JUNE 13, 2022 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, Todd Wescott, Lawanna Schieldt, and Denise Langan

Excused: Paul Davis

Others Present: Municipal Services Director Howard Moser, City Administrator Ramona Flannigan and citizens.

Flannigan confirmed the meeting agenda was properly posted on Friday June 10, 2022 at the Post Office, Edgerton Library, City Hall and the City's website.

ELECT CHAIR: A Denise Langan/Rick Petersen motion to elect Jim Kapellen as Utility Commission Chair passed, all voted in favor.

MINUTES: A Lawanna Schieldt/Candy Davis motion to approve the May 9, 2022 Utility Commission meeting minutes passed, all voted in favor.

VOUCHERS PAYABLE: A Jim Kapellen/Rick Petersen motion to approve vouchers payable in the amount of \$66,423.40 passed on a 6/0 roll call vote.

LEAK CREDITS: Chairperson Kapellen introduced previously denied leak credit at 718 Washington St and no motion was made to reconsider.

A Jim Kapellen/Rick Petersen motion to approve a leak credit at 505 Lyons St for sewer only in the amount of \$115.00 passed on a 6/0 roll call vote.

A Jim Kapellen/Todd Wescott motion to approve a leak credit at 307 Bel Aire Dr for sewer only in the amount of \$150.00 passed on a 6/0 roll call vote.

2021 WASTEWATER COMPLIANCE MAINTENANCE ANNUAL REPORT: A Candy Davis/ Denise Langan motion to recommend to Council the approval of the 2021 Wastewater Compliance Maintenance Annual Report passed on a 6/0 roll call vote.

PUBLIC SIDE LEAD LATERAL REPLACEMENT: Only one bid was received for the public side lead lateral replacement and the bid is considered too high for the project. It would be in the City's best interest to rebid the project in portions so additional vendors could be considered at a lower rate.

A Rick Petersen/Todd Wescott motion to reject the original bid by Mid City for the public side lead lateral replacement passed on a 6/0 roll call vote.

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

Howard Moser/mjf
Municipal Services Director

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 07/08/2022
 Invoice.Batch = "CC","CK","ACH"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
14								
14	AIRGAS NORTH CENTRAL	9127113622	CARBON DIOXIDE CYLINDER R	07/08/2022	76.54	.00		
	Total 14:				76.54	.00		
21								
21	ALLIANT ENERGY	JUNE 22 2133	JUNE 22 213303 ELECTRIC CHA	07/08/2022	45.76	.00		
21	ALLIANT ENERGY	JUNE 22 2270	JUNE 22 227005 ELECTRIC CHA	07/08/2022	24.42	.00		
21	ALLIANT ENERGY	JUNE 22 2270	JUNE 22 227005 GAS CHARGES	07/08/2022	14.22	.00		
21	ALLIANT ENERGY	JUNE 22 2364	JUNE 22 236416 ELECTRIC CHA	07/08/2022	30.37	.00		
21	ALLIANT ENERGY	JUNE 22 3577	JUNE 22 35777 ELECTRIC CHA	07/08/2022	1,374.82	.00		
21	ALLIANT ENERGY	JUNE 22 3577	JUNE 22 35777 GAS CHARGES	07/08/2022	15.03	.00		
21	ALLIANT ENERGY	JUNE 22 3609	JUNE 22 360963 ELECTRIC CHA	07/08/2022	938.14	.00		
21	ALLIANT ENERGY	JUNE 22 3700	JUNE 22 370054 GAS AND ELEC	07/08/2022	58.47	.00		
21	ALLIANT ENERGY	JUNE 22 4229	JUNE 22 422906 ELECTRIC CHA	07/08/2022	4,406.77	.00		
21	ALLIANT ENERGY	JUNE 22 4229	JUNE 22 422906 GAS CHARGES	07/08/2022	30.53	.00		
21	ALLIANT ENERGY	JUNE 22 4815	JUNE 22 481500 ELECTRIC CHA	07/08/2022	55.32	.00		
21	ALLIANT ENERGY	JUNE 22 7152	JUNE 22 715243 ELECTRIC CHA	07/08/2022	1,064.62	.00		
21	ALLIANT ENERGY	JUNE 22 8816	JUNE 22 881653 ELECTRIC CHA	07/08/2022	962.94	.00		
21	ALLIANT ENERGY	JUNE 22 8816	JUNE 22 881653 GAS CHARGES	07/08/2022	14.22	.00		
	Total 21:				9,035.63	.00		
130								
130	US CELLULAR	0515341827A	WWTP IPAD MONTHLY SERVIC	07/08/2022	22.75	.00		
130	US CELLULAR	0515341827A	WATER DEPARTMENT CELL PH	07/08/2022	16.69	.00		
	Total 130:				39.44	.00		
311								
311	FRONTIER COMMUNICATIONS	JUNE 2022A	608-884-6531 TELEPHONE CHA	07/08/2022	216.69	.00		
311	FRONTIER COMMUNICATIONS	JUNE 2022A	608-884-1968 TELEPHONE CHA	07/08/2022	52.13	.00		
311	FRONTIER COMMUNICATIONS	JUNE 2022A	262-002-7247 TELEPHONE CHA	07/08/2022	32.28	.00		
311	FRONTIER COMMUNICATIONS	JUNE 2022A	262-002-7243 TELEPHONE CHA	07/08/2022	66.36	.00		
	Total 311:				367.46	.00		
490								
490	SECURIAN FINANCIAL GROUP,	AUGUST 2022	AUGUST 2022 LIFE INSURANCE	07/08/2022	63.43	.00		
490	SECURIAN FINANCIAL GROUP,	AUGUST 2022	AUGUST 2022 LIFE INSURANCE	07/08/2022	78.95	.00		
	Total 490:				142.38	.00		
521								
521	NORTH CENTRAL LABS OF WI I	471734	LAB SUPPLIES - WWTP	07/08/2022	607.26	.00		
	Total 521:				607.26	.00		
600								
600	ROCK ENERGY COOPERATIVE	JUNE 22 9036	90363001 STREET LIGHT CHAR	07/08/2022	24.40	24.40	06/21/2022	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 600:					24.40	24.40		
660								
660	WI STATE LABORATORY OF HY	712430	FLUORIDE SAMPLES	07/08/2022	26.00	.00		
660	WI STATE LABORATORY OF HY	714504	DRINKING WATER ANALYSIS	07/08/2022	160.00	.00		
Total 660:					186.00	.00		
779								
779	WI DEPT OF EMPLOYEE TRUST	AUGUST 2022	AUGUST 2022 HEALTH INSURA	07/08/2022	4,503.04	.00		
779	WI DEPT OF EMPLOYEE TRUST	AUGUST 2022	AUGUST 2022 HEALTH INSURA	07/08/2022	5,427.31	.00		
Total 779:					9,930.35	.00		
784								
784	WI DEPT OF NATURAL RESOUR	WU97973	2022 WATER USE FEES	07/08/2022	125.00	.00		
Total 784:					125.00	.00		
812								
812	TESTAMERICA LABORATORIES	5000103142	WASTEWAER ANALYSIS	07/08/2022	802.20	.00		
812	TESTAMERICA LABORATORIES	5000105354	WASTEWATER ANALYSIS	07/08/2022	527.10	.00		
Total 812:					1,329.30	.00		
866								
866	STEVE'S 51 REPAIR	16569	REPAIR WORK - WATER TRUCK	07/08/2022	455.00	.00		
Total 866:					455.00	.00		
980								
980	CIVIC SYSTEMS	CVC22079A	SEMI-ANNUAL SOFTWARE SUP	07/08/2022	1,385.00	.00		
980	CIVIC SYSTEMS	CVC22079A	SEMI-ANNUAL SOFTWARE SUP	07/08/2022	1,385.00	.00		
Total 980:					2,770.00	.00		
2190								
2190	CITY OF EDGERTON	2ND QTR 22 1	2ND QTR 2022 UTILITY BILL	07/08/2022	88.00	.00		
2190	CITY OF EDGERTON	2ND QTR 22 2	2ND QTR 2022 UTILITY BILL	07/08/2022	3,586.37	.00		
2190	CITY OF EDGERTON	2ND QTR 22 2	2ND QTR 2022 UTILITY BILL	07/08/2022	15,030.65	.00		
2190	CITY OF EDGERTON	2ND QTR 22 2	2ND QTR 2022 UTILITY BILL	07/08/2022	521.61	.00		
2190	CITY OF EDGERTON	2ND QTR 22 5	2ND QTR 2022 UTILITY BILL	07/08/2022	15.20	.00		
2190	CITY OF EDGERTON	2ND QTR 22 5	2ND QTR 2022 UTILITY BILL	07/08/2022	6.00	.00		
2190	CITY OF EDGERTON	2ND QTR 22 5	2ND QTR 2022 UTILITY BILL	07/08/2022	3.30	.00		
2190	CITY OF EDGERTON	2ND QTR 22 5	2ND QTR 2022 UTILITY BILL	07/08/2022	8.30	.00		
2190	CITY OF EDGERTON	2ND QTR 22 5	2ND QTR 2022 UTILITY BILL	07/08/2022	6.50	.00		
Total 2190:					19,265.93	.00		
2209								
2209	BAER INSURANCE SERVICES L	6262A	CRIME POLICY 2022 CORRECTI	07/08/2022	18.33	.00		
2209	BAER INSURANCE SERVICES L	6262A	CRIME POLICY 2022 CORRECTI	07/08/2022	18.33	.00		
Total 2209:					36.66	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2433								
2433	AMAZON.COM LLC	112-2690503-7	PHOSPHORUS TESTING KIT	07/08/2022	229.16	.00		
	Total 2433:				229.16	.00		
2887								
2887	DELTA DENTAL OF WISCONSIN	1785698A	JULY 2022 DENTAL INSURANCE	07/08/2022	282.85	.00		
2887	DELTA DENTAL OF WISCONSIN	1785698A	JULY 2022 DENTAL INSURANCE	07/08/2022	361.33	.00		
	Total 2887:				644.18	.00		
3404								
3404	BURNS FULL SERVICE LLC	JUNE 2022	JUNE 2022-GAS/DIESEL CHARG	07/08/2022	653.25	.00		
3404	BURNS FULL SERVICE LLC	JUNE 2022	JUNE 2022-GAS/DIESEL CHARG	07/08/2022	458.35	.00		
	Total 3404:				1,111.60	.00		
3534								
3534	CHARTER COMMUNICATIONS	010138406192	WATER DEPT INTERENT/PHON	07/08/2022	44.98	.00		
	Total 3534:				44.98	.00		
3557								
3557	DAVE'S MILTON ACE HARDWAR	C56995	DISTILLED WATER	07/08/2022	5.98	.00		
3557	DAVE'S MILTON ACE HARDWAR	C56995	SHIPMENT OF SAMPLES	07/08/2022	32.24	.00		
3557	DAVE'S MILTON ACE HARDWAR	C72751	PACKING TAPE	07/08/2022	19.98	.00		
3557	DAVE'S MILTON ACE HARDWAR	C72751	SHIPMENT OF SAMPLES	07/08/2022	32.64	.00		
	Total 3557:				90.84	.00		
3690								
3690	CEDAR CORPORATION	111532	SOUTH MAIN STREET UTILITY	07/08/2022	727.08	.00		
3690	CEDAR CORPORATION	111534	2022 LEAD SERVICE LATERAL	07/08/2022	2,722.50	.00		
3690	CEDAR CORPORATION	111834	WATER UTILITY CORROSION S	07/08/2022	952.50	.00		
3690	CEDAR CORPORATION	111839	2022 LEAD SERVICE LATERAL	07/08/2022	1,115.00	.00		
	Total 3690:				5,517.08	.00		
3752								
3752	FAMILY DOLLAR	027440	DISTILLED WATER	07/08/2022	2.50	.00		
	Total 3752:				2.50	.00		
4659								
4659	CENTURYLINK	296683558A	JUNE 2022 LONG DISTANCE CH	07/08/2022	.09	.00		
4659	CENTURYLINK	296683558A	JUNE 2022 LONG DISTANCE CH	07/08/2022	.09	.00		
	Total 4659:				.18	.00		
4661								
4661	HADY ELECTRIC, INC	39692	LOCATE UNDERGROUND ELEC	07/08/2022	230.00	.00		
	Total 4661:				230.00	.00		
5214								
5214	GRANITE TELECOMMUNICATIO	566271920	WWTP LINE CHARGES	07/08/2022	134.73	.00		
5214	GRANITE TELECOMMUNICATIO	566271920	608-884-3341 SEWER	07/08/2022	120.73	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5214	GRANITE TELECOMMUNICATIO	566271920	608-884-3341 WATER	07/08/2022	120.73	.00		
Total 5214:					376.19	.00		
Grand Totals:					52,638.06	24.40		

GRAND TOTAL: \$52,638.06

July 11, 2022

Vouchers Payable submitted By: Maddie Friend, Administrative Assistant

James Kapellen (Chairperson)

Paul Davis (Aldersperson)

Candy Davis (Aldersperson)

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.Input Date = 07/08/2022

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

TO: Utility Commission

FROM: Wendy

MEETING DATE: July 11, 2022

Policy regarding refund of overpayments on active accounts: Currently the city does not allow for the refund of overpayments on active accounts. Although this has been the practice there has not been a written policy. Recently we have received requests for overpayment refunds. Staff feels this policy should be in writing and approved by the Commission.

Below are options for the Commission to consider:

1. Not allow any refund of overpayment on active accounts without Commission approval. The balance would stay on the account to cover future charges.
2. Allow a portion of the credit to be refunded, but require some funds to remain on the account for future billings. For example, any amount in excess of 2 quarters of average charges.
3. Allow the entire amount of the credit to be refunded. Consider limiting the number of refunds allowed in a specific time frame.
4. Allow refunds of overpayments made by credit card, to only be refunded back to the card used to make the original payment. If that card is closed then no credit is given.
5. If the person requesting the refund has any delinquent amount due on another utility account, the delinquent amount will be deducted from the refund.

EDGERTON WATERWORKS

June Report 2022

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Quarterly meter reading.
3. Sequential sampling for lead was done at three of our lead and copper sampling sites. The DNR wanted us to do this. The short version is that we were trying to empty the water lateral all the way to the main. This meant 9-11 bottles were used at each sample site. This data will be used by the DNR to determine what our phosphate dosage should be when we start adding it to our water.
4. Lead line replacement is moving along at a steady pace. We have had to freeze several lines and assist K&S along the way.
5. Fixed a water main leak on Doty St.
6. Fixed a leaking service line at 308 E Lawton St.
7. Mowing and weed control.
8. Locates.

Thomas A. Pennekamp/Operator-in-charge