

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday, January 8, 2024 at 5:45 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, January 5, 2024.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Consider December 11, 2023 Utility Commission Minutes.
5. Consider Vouchers Payable.
6. Consider Billing Credits.
 - a. 240 Cherry Street
 - b. 719 Walker Way
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: 608-884-3341

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 11, 2023 UTILITY COMMISSION MEETING MINUTES
CITY OF EDGERTON**

Chairperson Kapellen called the meeting to order at 5:45 p.m.

Present: Paul Davis, Shawn Prebil, Jim Kapellen, Todd Wescott, Lawanna Schieldt, Denise Langan and Rick Petersen.

Others Present: City Administrator Ramona Flanigan, Municipal Services Director Howard Moser, Mayor Christopher Lund and citizens.

Flanigan confirmed the meeting agenda was properly posted on Friday, December 8, 2023 at the Post Office, Edgerton Library, City Hall and the City's website.

MINUTES: A Denise Langan/Shawn Prebil motion to approve the November 13, 2023 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 \$55,484.22 passed on a 7/0 roll call vote.

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

Howard Moser/mjd
Municipal Services Director

Report Criteria:

Detail report.
 Invoices with totals above \$0 included.
 Paid and unpaid invoices included.
 Invoice Detail.Input Date = 01/05/2024
 Invoice Detail.Voided = No

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
60116500								
490 ch	SECURIAN FINANCIAL GROUP,	JAN 2024A	JAN 2024 LIFE INSURANCE	01/05/2024	68.27	68.27	12/19/2023	
Total 60116500:					68.27	68.27		
60180827340								
194 ch	DEEGAN'S HARDWARE INC	DEC 2023	DEEGAN'S DEC 2023- WWTP	01/05/2024	65.25	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 2	4TH QTR 2023 UTILITY BILL	01/05/2024	2,171.48	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 2	4TH QTR 2023 UTILITY BILL	01/05/2024	2,120.32	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 2	4TH QTR 2023 UTILITY BILL	01/05/2024	534.05	.00		
3002 c	MID-AMERICAN RESEARCH CH	0808292-IN	VEG-A-KILL PLUS	01/05/2024	373.71	.00		
3557 c	DAVE'S MILTON ACE HARDWAR	E02605	DISTILLED WATER	01/05/2024	5.98	.00		
Total 60180827340:					5,270.79	.00		
60180831340								
5254 c	SHERWIN INDUSTRIES, INC.	SS101010	MANHOLE PROTECTION RINGS	01/05/2024	1,029.00	.00		
Total 60180831340:					1,029.00	.00		
60180833340								
406 ch	SJE, INC.	CD99508230	BAR SCREEN CONTROL REPAIR WWTP	01/05/2024	658.61	.00		
Total 60180833340:					658.61	.00		
60180834340								
194 ch	DEEGAN'S HARDWARE INC	DEC 2023	DEEGAN'S DEC 2023- SEWER	01/05/2024	14.99	.00		
Total 60180834340:					14.99	.00		
60180840240								
980 ch	CIVIC SYSTEMS LLC	CVC24422	SEMI-ANNUAL SOFTWARE SUPPORT FEES	01/05/2024	1,590.07	.00		
Total 60180840240:					1,590.07	.00		
60180840311								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023A	POSTAGE - SEWER DEPT	01/05/2024	20.17	.00		
3557 c	DAVE'S MILTON ACE HARDWAR	E02605	SHIPMENT OF SAMPLES	01/05/2024	33.36	.00		
3557 c	DAVE'S MILTON ACE HARDWAR	E04893	SHIPMENT OF SAMPLES	01/05/2024	41.87	.00		
Total 60180840311:					95.40	.00		
60180840340								
934 ch	STAPLES CREDIT PLAN	762291501	INK, PAPER	01/05/2024	2.84	.00		
Total 60180840340:					2.84	.00		
60180850225								
130 ch	US CELLULAR	0623940699A	WWTP IPAD MONTHLY SERVICE COST & DA	01/05/2024	28.75	.00		
311 ch	FRONTIER COMMUNICATIONS	DEC 2023A	608-884-6531 TELEPHONE CHARGES	01/05/2024	248.37	248.37	12/19/2023	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
311 ch	FRONTIER COMMUNICATIONS	DEC 2023A	608-884-1968 TELEPHONE CHARGES	01/05/2024	55.31	55.31	12/19/2023	
311 ch	FRONTIER COMMUNICATIONS	DEC 2023A	262-002-7247 TELEPHONE CHARGES	01/05/2024	30.60	30.60	12/19/2023	
4659 c	CENTURYLINK	668334200A	DEC 2023 LONG DISTANCE CHARGES	01/05/2024	.08	.00		
Total 60180850225:					363.11	334.28		
60180850320								
231 ch	EDGERTON REPORTER CO INC	129322	HELP WANTED- UTILITY OPERATOR	01/05/2024	156.00	.00		
Total 60180850320:					156.00	.00		
60180852210								
206 ch	DIGGERS HOTLINE INC	231 2 52801	DEC 2023 LOCATE TICKETS	01/05/2024	33.06	.00		
731 ch	BAKER TILLY US, LLP	BT2638306	SERVICES THRU 12/20/23 GASB 96	01/05/2024	160.25	.00		
812 ch	EUROFINS ENVIRONMENT TES	5000128473	WASTEWATER ANALYSIS	01/05/2024	672.00	.00		
3690 c	CEDAR CORPORATION	118259	WWTF OPERATIONS ASSISTANCE	01/05/2024	370.00	.00		
Total 60180852210:					1,235.31	.00		
60180854153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097A	JAN 2024 DENTAL INSURANCE	01/05/2024	285.82	.00		
Total 60180854153:					285.82	.00		
60180854154								
779 ch	WI DEPT OF EMPLOYEE TRUST	FEB 2024	FEB 2024 HEALTH INSURANCE	01/05/2024	4,468.99	.00		
Total 60180854154:					4,468.99	.00		
60180854155								
490 ch	SECURIAN FINANCIAL GROUP,	FEB 2024	FEB 2024 LIFE INSURANCE	01/05/2024	23.88	.00		
Total 60180854155:					23.88	.00		
60216500								
490 ch	SECURIAN FINANCIAL GROUP,	JAN 2024A	JAN 2024 LIFE INSURANCE	01/05/2024	94.08	94.08	12/19/2023	
Total 60216500:					94.08	94.08		
60280602340								
194 ch	DEEGAN'S HARDWARE INC	DEC 2023	DEEGAN'S DEC 2023- WATER (WELLS)	01/05/2024	5.99	.00		
Total 60280602340:					5.99	.00		
60280622221								
600 ch	ROCK ENERGY COOPERATIVE	DEC 23 90363	90363001 WATER TOWER LIGHT CHARGE	01/05/2024	28.40	28.40	12/19/2023	
Total 60280622221:					28.40	28.40		
60280630210								
660 ch	WI STATE LABORATORY OF HY	763879	LEAD AND COPPER SAMPLES	01/05/2024	348.00	.00		
Total 60280630210:					348.00	.00		
60280631340								
5473 c	HAWKINS INC	6650658	PHOSPHATE	01/05/2024	2,201.78	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 60280631340:					2,201.78	.00		
60280653340								
194 ch	DEEGAN'S HARDWARE INC	DEC 2023	DEEGAN'S DEC 2023- WATER (METERS)	01/05/2024	16.58	.00		
Total 60280653340:					16.58	.00		
60280658210								
4415 c	PUBLIC SERVICE COMMISSION	2306-I-01760	6/1/23-6/30/23 EXPENSES RELATED TO CUS	01/05/2024	73.09	73.09	12/20/2023	
Total 60280658210:					73.09	73.09		
60280903240								
980 ch	CIVIC SYSTEMS LLC	CVC24422	SEMI-ANNUAL SOFTWARE SUPPORT FEES	01/05/2024	1,590.07	.00		
Total 60280903240:					1,590.07	.00		
60280903340								
934 ch	STAPLES CREDIT PLAN	762291501	INK, PAPER	01/05/2024	2.84	.00		
Total 60280903340:					2.84	.00		
60280920225								
130 ch	US CELLULAR	0623940699A	WATER DEPARTMENT CELL PHONE & DATA	01/05/2024	14.80	.00		
311 ch	FRONTIER COMMUNICATIONS	DEC 2023A	262-002-7243 TELEPHONE CHARGES	01/05/2024	62.90	62.90	12/19/2023	
311 ch	FRONTIER COMMUNICATIONS	DEC 2023A	608-884-8331 TELEPHONE CHARGES	01/05/2024	85.50	85.50	12/19/2023	
3534 c	CHARTER COMMUNICATIONS	010138412192	WATER DEPARTMENT INTERNET CHARGE	01/05/2024	45.00	.00		
4659 c	CENTURYLINK	668334200A	DEC 2023 LONG DISTANCE CHARGES	01/05/2024	.08	.00		
Total 60280920225:					208.28	148.40		
60280920311								
2890 c	PITNEY BOWES PURCHASE PO	DEC 2023A	POSTAGE - WATER DEPT	01/05/2024	20.17	.00		
Total 60280920311:					20.17	.00		
60280920340								
2190 c	CITY OF EDGERTON	4TH QTR 23 1	4TH QTR 2023 UTILITY BILL	01/05/2024	120.49	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 5	4TH QTR 2023 UTILITY BILL	01/05/2024	6.00	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 5	4TH QTR 2023 UTILITY BILL	01/05/2024	3.30	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 5	4TH QTR 2023 UTILITY BILL	01/05/2024	8.30	.00		
2190 c	CITY OF EDGERTON	4TH QTR 23 5	4TH QTR 2023 UTILITY BILL	01/05/2024	6.50	.00		
2190 c	CITY OF EDGERTON	4TH QTR 5000	4TH QTR 2023 UTILITY BILL	01/05/2024	15.20	.00		
Total 60280920340:					159.79	.00		
60280923210								
206 ch	DIGGERS HOTLINE INC	231 2 52801	DEC 2023 LOCATE TICKETS	01/05/2024	33.06	.00		
731 ch	BAKER TILLY US, LLP	BT2638306	SERVICES THRU 12/20/23 GASB 96	01/05/2024	160.25	.00		
2584 c	GENERAL ENGINEERING COMP	0007-CC	CROSS CONNECTION- 2023 INSPECTION S	01/05/2024	3,300.00	.00		
3690 c	CEDAR CORPORATION	118263	DNR LOAN APPLICATIONS	01/05/2024	675.00	.00		
Total 60280923210:					4,168.31	.00		
60280926153								
2887 c	DELTA DENTAL OF WISCONSIN	2063097A	JAN 2024 DENTAL INSURANCE	01/05/2024	367.46	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voi
Total 60280926153:					367.46	.00		
60280926154								
779 ch	WI DEPT OF EMPLOYEE TRUST	FEB 2024	FEB 2024 HEALTH INSURNACE	01/05/2024	5,503.75	.00		
Total 60280926154:					5,503.75	.00		
60280926155								
490 ch	SECURIAN FINANCIAL GROUP,	FEB 2024	FEB 2024 LIFE INSURANCE	01/05/2024	94.97	.00		
Total 60280926155:					94.97	.00		
60280933385								
3404 c	BURNS FULL SERVICE LLC	DEC 2023	DEC 2023 GAS/DIESEL CHARGES - WATER	01/05/2024	194.26	.00		
Total 60280933385:					194.26	.00		
Grand Totals:					30,340.90	746.52		

GRAND TOTAL: \$30,340.90

January 8, 2024

Vouchers Payable submitted By: Maddie Deegan

James Kapellen (Chairperson)

Paul Davis (Aldersperson)

Shawn Prebil (Aldersperson)

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.Input Date = 01/05/2024
- Invoice Detail.Voided = No

TO: Utility Commission

FROM: Wendy

MEETING DATE: January 8, 2024

Billing Credits

240 Cherry St:

The account at 240 Cherry St was charged for 77,000 gallons of water for their irrigation meter on their 4th quarter billing. This was charged in error due to a meter replacement. The correct usage should have been 1,000 gallons. The account should be adjusted for 76,000 gallons of water.

719 Walker Way:

Due to a meter replacement reading error, the account at 719 Walker Way was charged for 2,312,000 gallons of water. This was a billing glitch in the system. The account was supposed to have no usage therefore should be adjusted. The total amount of the adjustment should be \$23,357.92

ACCOUNT NO: 3.4100.02

	01/02/2024	01/20/2024		547.02
MASSIER, JONATHAN 240 CHERRY ST EDGERTON WI 53534				563.43

MASSIER, JONATHAN
SERVICE ADDRESS 240 CHERRY ST
ACCOUNT NO: 3.4100.02

01/02/2024
PREVIOUS BALANCE:

WATER	09/11/2023	12/07/2023	38	24	14	77.51
SEWER					14	149.35
IRRIGATION			1	24	77	273.40
SIDEWALK UTILITY						2.75
STORM WATER						10.00
PUBLIC FIRE PROTECTION						34.01

PENALTY-WATER
PENALTY-SEWER
PENALTY-STORM WATER
PENALTY - SIDEWALK
RECONNECT - WATER
RECONNECT SEWER

TOTAL CURRENT CHARGES: 547.02

TOTAL AMOUNT DUE NOW: 547.02

AFTER DUE DATE 563.43

ACCOUNT NO: 7.9260.01

	01/02/2024	01/20/2024		23,471.80
CLARK, CHRISTINE 719 WALKER WAY EDGERTON WI 53534				24,175.95

CLARK, CHRISTINE SERVICE ADDRESS 719 WALKER WAY ACCOUNT NO: 7.9260.01	01/02/2024	PREVIOUS BALANCE:	-8.21
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WATER	12/12/2023	12/12/2023	2,312	0	2,312	5,650.03
SEWER					2,312	17,775.01
IRRIGATION					0	
SIDEWALK UTILITY						2.75
STORM WATER						10.00
PUBLIC FIRE PROTECTION						34.01
PENALTY-WATER						3.35
PENALTY-SEWER						4.48
PENALTY-STORM WATER						.30
PENALTY - SIDEWALK						.08
RECONNECT - WATER						
RECONNECT SEWER						

TOTAL CURRENT CHARGES: 23,480.01

TOTAL AMOUNT DUE NOW: 23,471.80

AFTER DUE DATE 24,175.95

EDGERTON W.W.T.P. REPORT

December 2023

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. Ordered replacement lamps for the UV System.
7. Received the new discharge permit draft from the DNR, Cedar Corporation is looking it over.
8. Steve White from the DPW was working at the WWTP for a few days, he is interested in the open position.
9. Called Matt from LW Allen to get a quote for a more permanent fix for the bar screen float. Still waiting for the quote.
10. Worked with water department to fix leak at race track park.

Thank You, Zach Nelson

Edgerton WWTP

EDGERTON WATERWORKS

December Report 2023

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Quarterly meter reading was done.
3. The last few lead and copper sample bottles were turned in and taken to the State Lab of Hygiene. Of the 40 samples taken only one failed. As of press time I am about half way done preparing the proper DNR paperwork that needs to be submitted.
4. Old meters were replaced. We ended the year with 94 meters replaced. The lead service line replacement in 2024 will help bolster our efforts to change out old meters.
5. A water leak at Racetrack Park was fixed.
6. Locates were done.
7. Monthly DNR report was submitted.

Thomas A. Pennekamp/Operator in charge