

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday, November 12, 2018 at 5:30 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, November 9, 2018.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve October 8, 2018 Utility Commission Minutes.
5. Approve Vouchers Payable.
6. Discuss and Consider Billing Error Refund at 105 West Meadows Dr.
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 8, 2018 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, Lawanna Schieldt and Jannelle Frey.

Excused: Matt McIntyre and Denise Langan

Others Present: Utility Director Randy Oren, City Clerk/Treasurer Cindy Hegglund, Lisa Pennington and Christine Johnson.

Hegglund confirmed the meeting agenda was properly posted on Friday, October 5, 2018 at the Post Office, Edgerton Library, City Hall and the website.

APPROVAL OF MINUTES: A Schieldt/Langan motion to approve the September 10, 2018 Utility Commission meeting minutes passed, all voted in favor.

APPROVAL OF OVERPAYMENT REFUNDS: A Davis/Peterson motion to approve overpayment refunds for 8 Canal St in the amount of \$192.94, 502 S Main St in the amount of \$160.37, 726 Walker Way in the amount of \$131.32, 609 ½ S Main St in the amount of \$88.68 and 311 Wileman Dr in the amount of \$182.23 passed on a 5/0 roll call vote.

APPROVE VOUCHERS PAYABLE: A Kapellen/Frey motion to approve payment of the bills in the amount of \$45,141.82 passed on a 5/0 roll call vote.

LEAK CREDIT, 1141 SALEM DR: A Kapellen/Peterson motion to approve a leak credit for Lisa Pennington at 1141 Salem Dr for sewer only in the amount of \$250 passed on a 5/0 roll call vote.

HIGH WATER USAGE AT 454 FAIRFIELD CIR: Christine Johnson stated they had just built a new house and put in a lawn. The excess water was used to establish the lawn. Ms. Johnson is requesting an adjustment on the sewer portion of the bill.

A Kapellen/Frey motion to deny a request from Ms. Johnson for a sewer credit passed on a 5/0 roll call vote.

UNCOLLECTABLE WRITE-OFFS: A Davis/Petersen motion to approve uncollectable write-offs for 610 Swift St in the amount of \$330.70 and 110 W Fulton St in the amount of \$26.72 passed on a 5/0 roll call vote.

2019 BUDGET: A Schieldt/Davis motion to approve the 2019 sewer budget passed on a 5/0 roll call vote.

A Davis/Frey motion to approve the 2019 water budget passed on a 5/0 roll call vote.

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

Randy Oren/wjl
Utility Director

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.
[Report].Invoice Date = 11/09/2018
[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 18 22700	227005 ELECTRIC CHARGES	11/09/2018	22.96	.00		
21	ALLIANT ENERGY	OCT 18 22700	227005 GAS CHARGES	11/09/2018	14.70	.00		
21	ALLIANT ENERGY	OCT 18 42290	422906 ELECTRIC CHARGES	11/09/2018	4,282.00	.00		
21	ALLIANT ENERGY	OCT 18 42290	422906 GAS CHARGES	11/09/2018	69.95	.00		
21	ALLIANT ENERGY	OCT 18 48150	48150000 ELECTRIC CHARGES	11/09/2018	79.80	.00		
21	ALLIANT ENERGY	SEPT 18 2133	213303 ELECTRIC CHARGES	11/09/2018	46.76	.00		
21	ALLIANT ENERGY	SEPT 18 2270	227005 ELECTRIC CHARGES	11/09/2018	31.33	.00		
21	ALLIANT ENERGY	SEPT 18 2270	227005 GAS CHARGES	11/09/2018	12.80	.00		
21	ALLIANT ENERGY	SEPT 18 2364	236416 ELECTRIC CHARGES	11/09/2018	33.11	.00		
21	ALLIANT ENERGY	SEPT 18 3577	357770 ELECTRIC CHARGES	11/09/2018	1,237.82	.00		
21	ALLIANT ENERGY	SEPT 18 3577	357770 GAS CHARGES	11/09/2018	34.88	.00		
21	ALLIANT ENERGY	SEPT 18 3609	360963 ELECTRIC CHARGES	11/09/2018	643.98	.00		
21	ALLIANT ENERGY	SEPT 18 3700	370054 ELECTRIC CHARGES	11/09/2018	60.03	.00		
21	ALLIANT ENERGY	SEPT 18 3700	370054 GAS CHARGES	11/09/2018	6.87	.00		
21	ALLIANT ENERGY	SEPT 18 4815	48150000	11/09/2018	48.04	.00		
21	ALLIANT ENERGY	SEPT 18 7152	715243 ELECTRIC CHARGES	11/09/2018	678.97	.00		
21	ALLIANT ENERGY	SEPT 18 8816	881653 ELECTRIC CHARGES	11/09/2018	1,144.50	.00		
21	ALLIANT ENERGY	SEPT 18 8816	881653 GAS CHARGES	11/09/2018	13.70	.00		
Total 21:					8,462.20	.00		
130								
130	US CELLULAR	0269693816	WWTP IPAD MONTHLY SERVIC	11/09/2018	22.50	.00		
130	US CELLULAR	0269693816	WATER DEPARTMENT CELL PH	11/09/2018	12.87	.00		
Total 130:					35.37	.00		
206								
206	DIGGERS HOTLINE INC	OCT 2018	OCTOBER 18 LOCATE TICKETS	11/09/2018	64.68	.00		
206	DIGGERS HOTLINE INC	OCT 2018	OCTOBER 18 LOCATE TICKETS	11/09/2018	64.67	.00		
Total 206:					129.35	.00		
311								
311	FRONTIER COMMUNICATIONS	AUG 18 1968	608-884-1968 TELEPHONE CHA	11/09/2018	52.75	.00		
311	FRONTIER COMMUNICATIONS	AUG 18 7247	262-002-7247 TELEPHONE CHA	11/09/2018	30.60	.00		
311	FRONTIER COMMUNICATIONS	SEPT 18 2466	608-884-2466 TELEPHONE CHA	11/09/2018	47.32	.00		
311	FRONTIER COMMUNICATIONS	SEPT 18 6531	608-884-6531 TELEPHONE CHA	11/09/2018	261.70	.00		
311	FRONTIER COMMUNICATIONS	SEPT 18 7243	262-002-7243 TELEPHONE CHA	11/09/2018	62.90	.00		
311	FRONTIER COMMUNICATIONS	SEPT 18 8331	608-884-8331 TELEPHONE CHA	11/09/2018	67.81	.00		
Total 311:					523.08	.00		
410								
410	RICOH AMERICAS CORPORATI	30533614	COPIER	11/09/2018	42.45	.00		
410	RICOH AMERICAS CORPORATI	30662307	COPIER	11/09/2018	42.45	.00		
Total 410:					84.90	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
490								
490	SECURIAN FINANCIAL GROUP,	DECEMBER 2	DECEMBER 2018 LIFE INSURA	11/09/2018	59.77	.00		
490	SECURIAN FINANCIAL GROUP,	DECEMBER 2	DECEMBER 2018 LIFE INSURA	11/09/2018	70.94	.00		
490	SECURIAN FINANCIAL GROUP,	NOVEMBER 2	NOVEMBER 2018 LIFE INSURA	11/09/2018	59.77	59.77	10/18/2018	
490	SECURIAN FINANCIAL GROUP,	NOVEMBER 2	NOVEMBER 2018 LIFE INSURA	11/09/2018	70.92	70.92	10/18/2018	
Total 490:					261.40	130.69		
553								
553	PERKINS OIL INC	0023745-IN	OIL COR WWTP	11/09/2018	77.16	.00		
Total 553:					77.16	.00		
580								
580	REBHOLZ GAS & ELECTRIC IN	3545	FORK LIFT CYLINDER	11/09/2018	30.00	.00		
Total 580:					30.00	.00		
600								
600	ROCK ENERGY COOPERATIVE	OCT 18 90363	90363001 DALLMAN TOWER	11/09/2018	25.49	.00		
600	ROCK ENERGY COOPERATIVE	SEPT 18 9036	90363001 DALLMAN TOWER	11/09/2018	22.76	22.76	10/18/2018	
Total 600:					48.25	22.76		
779								
779	WI DEPT OF EMPLOYEE TRUST	DECEMBER 2	DECEMBER 2018 HEALTH INSU	11/09/2018	3,314.29	.00		
779	WI DEPT OF EMPLOYEE TRUST	DECEMBER 2	DECEMBER 2018 HEALTH INSU	11/09/2018	3,314.29	.00		
Total 779:					6,628.58	.00		
934								
934	STAPLES CREDIT PLAN	7205229100	COPY PAPER	11/09/2018	17.32	.00		
934	STAPLES CREDIT PLAN	7205229100	COPY PAPER	11/09/2018	17.32	.00		
934	STAPLES CREDIT PLAN	7206035532	COPY PAPER/TONER	11/09/2018	1.52	.00		
934	STAPLES CREDIT PLAN	7206035532	COPY PAPER/TONER	11/09/2018	1.52	.00		
Total 934:					37.68	.00		
2353								
2353	PENNEKAMP, TOM	2018	REIMBURSEMENT FOR LUNCH	11/09/2018	40.29	.00		
Total 2353:					40.29	.00		
2584								
2584	GENERAL ENGINEERING COM	0002-CC	2018 CROSS CONNECTION SE	11/09/2018	2,500.00	.00		
Total 2584:					2,500.00	.00		
2624								
2624	MARK'S CHEMICAL LLC	12735	SODIUM HYPOCHLORITE	11/09/2018	639.00	.00		
Total 2624:					639.00	.00		
2887								
2887	DELTA DENTAL OF WISCONSIN	NOV 18A	NOVEMBER 2018 DENTAL INSU	11/09/2018	251.19	.00		
2887	DELTA DENTAL OF WISCONSIN	NOV 18A	NOVEMBER 2018 DENTAL INSU	11/09/2018	251.19	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 2887:					502.38	.00		
2919								
2919	B & M TECHNICAL SERVICES I	6664	REPLACE CHECK VALVE AT W	11/09/2018	724.20	.00		
Total 2919:					724.20	.00		
3175								
3175	MOTOR PARTS & EXHAUST LL	OCT 2018AA	MISC VEHICLE SUPPLIES - WA	11/09/2018	250.13	.00		
3175	MOTOR PARTS & EXHAUST LL	OCT 2018AA	REPAIR PARTS - HOSPITAL LIF	11/09/2018	18.15	.00		
3175	MOTOR PARTS & EXHAUST LL	OCT 2018AA	HAND CREME - WATER DEPT	11/09/2018	17.29	.00		
3175	MOTOR PARTS & EXHAUST LL	OCT 2018AA	WATER DEPT CHARGES	11/09/2018	6.86	.00		
Total 3175:					292.43	.00		
3404								
3404	BURNS FULL SERVICE LLC	OCT 2018A	OCTOBER 2018 GAS/DIESEL C	11/09/2018	46.17	.00		
3404	BURNS FULL SERVICE LLC	OCT 2018A	OCTOBER 2018 GAS/DIESEL C	11/09/2018	322.39	.00		
Total 3404:					368.56	.00		
3534								
3534	CHARTER COMMUNICATIONS	OCT 2018	WATER DEPARTMENT INTERN	11/09/2018	27.50	.00		
Total 3534:					27.50	.00		
3557								
3557	DAVE'S MILTON ACE HARDWA	6/18/18	SHIPMENT OF SAMPLES	11/09/2018	30.94	.00		
3557	DAVE'S MILTON ACE HARDWA	J02288	SHIPMENT OF SAMPLES	11/09/2018	35.71	.00		
3557	DAVE'S MILTON ACE HARDWA	J06215	SHIPMENT OF SAMPLES	11/09/2018	27.52	.00		
Total 3557:					94.17	.00		
3690								
3690	CEDAR CORPORATION	97740	WATER TOWER RESTORATION	11/09/2018	268.30	.00		
Total 3690:					268.30	.00		
3951								
3951	WI STATE HYGIENE LABORATO	558846	WATER LEAD TESTING	11/09/2018	1,185.00	.00		
3951	WI STATE HYGIENE LABORATO	562357	FLUORIDE TESTING	11/09/2018	386.00	.00		
Total 3951:					1,571.00	.00		
4462								
4462	GREGG MARTIN INSTRUMENT	43548	SENSOR REPLACEMENT WWT	11/09/2018	3,520.00	.00		
Total 4462:					3,520.00	.00		
4659								
4659	CENTURYLINK	1451854392A	LONG DISTANCE CHARGES	11/09/2018	.09	.00		
4659	CENTURYLINK	1451854392A	LONG DISTANCE CHARGES	11/09/2018	.09	.00		
4659	CENTURYLINK	1454076520	LONG DISTANCE CHARGES	11/09/2018	.09	.00		
4659	CENTURYLINK	1454076520	LONG DISTANCE CHARGES	11/09/2018	.09	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 4659:						.36	.00	
4742								
4742	XYLEM WATER SOLUTIONS US	3556A34417	REPAIRS TO MIXER	11/09/2018	282.00	.00		
Total 4742:						282.00	.00	
4860								
4860	WIPF, MICHAEL	10/5/18	WATER SERVICE REPAIR	11/09/2018	137.04	.00		
Total 4860:						137.04	.00	
4861								
4861	DIAZ ROOFING COMPANY, LLC	626	REPAIR SHINGLES WWTP	11/09/2018	1,400.00	.00		
Total 4861:						1,400.00	.00	
Grand Totals:					28,685.20	153.45		

GRAND TOTAL: \$28,685.20

UTILITY COMMISSION MEETING

Meeting Date: November 12, 2018

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 = 11/09/2018

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

TO: Edgerton Utility Commission

FROM: Wendy Loveland

MEETING DATE: November 12, 2018

Billing Error Refund

The meter at 105 West Meadows was registering no usage for the 2nd quarter reading. Tom Pennekamp and I assumed the meter was malfunctioning so we estimated the reading using an average from previous readings. The customer contacted us to state that he had been away from the home for a long period of time taking care of a sick parent and that was the reason for the zero reading. The customer should be credited the estimated usage and only be charged the base fee amount. The credit would be for \$112.47.

Thank you
Wendy Loveland
Utility Billing Clerk

EDGERTON W.W.T.P. REPORT

OCTOBER 2018

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. Preventative maintenance is being done on the collection system leading to the plant by jet-cleaning lines and root cutting if necessary.
7. Mowed the grass at the plant and sewer easements.
9. We shut down the Trojan UV System for the winter. We removed all the lights and after cleaning they have been placed in storage. At the same time, we took off the effluent channel covers and cleaned out the channel and the effluent meter Parshall flume. Replaced the channel covers all things looked ok and should be good until spring.
10. L.W.Allen was in to replaced our radar level transducer unit on digester #1. At the same time we had him re-calibrate the ferric tank radar level transducer.
11. Gregg Martin was here and made all the repairs that was needed to the gas detection system in the influent lift station.
12. Pulled up the two Hospital lift station pumps out and changed the oil, cleaned the floats off, all looked good.
13. Started work on the drying beds. We removed the large pile of sludge from the north west bed and placed it in the small bed to the south. We will be using the large bed to the north over the winter.

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

EDGERTON WATERWORKS

October Report 2018

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Repaired a leaking water service at 8&10 Broadway St.
3. Repaired a leak in the plastic water line at Racetrack Park.
4. Diaz Roofing replaced the shingles at the meter house located on River Rd.
5. Hooked a bulk water meter up to the hydrant in front of the meter house for Paula Carrier. The pump and pressure tank on her private system were replaced.
6. Checked all of the air relief valves in our system to make sure they were operating as they should. There is a total of twenty.
7. All old meters were torn apart. When we have a rainy day we will take all the brass to a salvage yard in Janesville and sell it.
8. The meters at both cemeteries and at Central Park were pulled.
9. All landscaping of previous repair sites was done.
10. Mowing was done.
11. Locates were done.
12. Monthly DNR report was submitted.

Thomas A. Pennekamp/Operator-in-charge