

CITY OF EDGERTON
UTILITIES COMMISSION
EDGERTON CITY HALL
12 ALBION STREET

Monday, February 10, 2020 at 5:30 p.m.

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, February 7, 2020.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve January 13, 2020 Utility Commission Minutes.
5. Approve Vouchers Payable.
6. Operator's Reports.
7. Director's Report.
8. Administrative Report.
9. 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.

**January 13, 2020 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 Denise Langan.

Excused: Janelle Frey and Debbie Olson

Others Present: Utility Director Randy Oren, City Administrator Ramona Flanigan, Council Person David Esau and Jeffrey Mueller.

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

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

APPROVE VOUCHERS PAYABLE: A Kapellen/Davis motion to approve payment of the bills list in the amount of \$69,315.56 passed on a 5/0 roll call vote.

LEAK CREDIT 241 W LAWTON ST: Mr. Mueller, renter at 241 W Lawton St, stated there was a toilet that was leaking and it was fixed in September. Rick Peterson asked why the 4th quarter bill was so high if the toilet was fixed? Mueller stated the toilet could have been fixed in October he wasn't sure.

A Kapellen/Petersen motion to approve a sewer only credit for 241 W Lawton St in the amount of \$250 passed on a 5/0 roll call vote.

BILLING ADJUSTMENTS: In the 4th quarter the meter at 310 Dorow Ave was misread and then entered into the system incorrectly. The customer should have been billed for 9,000 gallons but was charged for 109,000 gallons in error.

A Schieldt/Davis motion to approve a billing credit for 310 Dorow Ave in the amount of \$1,062.91 passed on a 5/0 roll call vote.

601 Washington St submitted meter reading for a pool fill that did not get processed on the fourth quarter bill.

A Davis/Petersen motion to approve a billing credit for 601 Washington St in the amount of \$59.60 passed on a 5/0 roll call vote.

Being no other business before the Commission, a Davis/Kapellen 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.
Invoice Detail Input Date = 02/07/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
21								
21	ALLIANT ENERGY	DEC 13 71524	715243 ELECTRIC CHARGES	02/07/2020	1,011.82	.00		
21	ALLIANT ENERGY	DEC 19 23641	236416 ELECTRIC CHARGES	02/07/2020	31.09	.00		
21	ALLIANT ENERGY	DEC 19 37005	370054 ELECTRIC/GAS CHARG	02/07/2020	337.72	.00		
21	ALLIANT ENERGY	JAN - PARTIAL	236416 ELECTRIC CHARGES	02/07/2020	18.07	.00		
21	ALLIANT ENERGY	JAN 20 213303	213303 ELECTRIC CHARGES	02/07/2020	18.52	.00		
21	ALLIANT ENERGY	JAN 20 227005	227005 GAS CHARGES	02/07/2020	35.98	.00		
21	ALLIANT ENERGY	JAN 20 227005	227005 ELECTRIC CHARGES	02/07/2020	24.29	.00		
21	ALLIANT ENERGY	JAN 20 357770	357770 ELECTRIC CHARGES	02/07/2020	1,474.63	.00		
21	ALLIANT ENERGY	JAN 20 357770	357770 GAS CHARGES	02/07/2020	79.02	.00		
21	ALLIANT ENERGY	JAN 20 360963	360963 ELECTRIC CHARGES	02/07/2020	689.89	.00		
21	ALLIANT ENERGY	JAN 20 422906	422906 ELECTRIC CHARGES	02/07/2020	4,084.81	.00		
21	ALLIANT ENERGY	JAN 20 422906	422906 GAS CHARGES	02/07/2020	332.17	.00		
21	ALLIANT ENERGY	JAN 20 481500	481500 ELECTRIC CHARGES	02/07/2020	152.49	.00		
21	ALLIANT ENERGY	JAN 20 881653	881653 ELECTRIC CHARGES	02/07/2020	663.11	.00		
21	ALLIANT ENERGY	JAN 20 881653	881653 GAS CHARGES	02/07/2020	29.32	.00		
21	ALLIANT ENERGY	JAN 20 PARTI	715243 ELECTRIC CHARGES	02/07/2020	591.63	.00		
Total 21:					9,574.56	.00		
179								
179	CTW CORPORATION	39552	OIL - WATER DEPT	02/07/2020	125.00	.00		
Total 179:					125.00	.00		
311								
311	FRONTIER COMMUNICATIONS	12/1/19A	262-002-7247 TELEPHONE CHA	02/07/2020	32.28	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	262-002-7243 TELEPHONE CHA	02/07/2020	66.36	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	ADJUSTMENT	02/07/2020	33.25-	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	608-884-2466 TELEPHONE CHA	02/07/2020	54.78	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	608-884-3341 TELEPHONE CHA	02/07/2020	92.82	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	608-884-3341 TELEPHONE CHA	02/07/2020	92.83	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	608-884-8331 TELEPHONE CHA	02/07/2020	71.70	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	608-884-6531 TELEPHONE CHA	02/07/2020	288.23	.00		
311	FRONTIER COMMUNICATIONS	12/1/19A	608-884-1968 TELEPHONE CHA	02/07/2020	24.63	.00		
Total 311:					690.38	.00		
490								
490	SECURIAN FINANCIAL GROUP,	MARCH 2020	MAR 2020 LIFE INSURANCE	02/07/2020	67.85	.00		
490	SECURIAN FINANCIAL GROUP,	MARCH 2020	MAR 2020 LIFE INSURANCE	02/07/2020	83.46	.00		
Total 490:					151.31	.00		
716								
716	US POSTAL SERVICE	O1317175852	PERSONALIZED ENVELOPES	02/07/2020	47.62	.00		
716	US POSTAL SERVICE	O1317175852	PERSONALIZED ENVELOPES	02/07/2020	47.62	.00		
716	US POSTAL SERVICE	O1317175852	POSTAGE FOR PERSONALIZED	02/07/2020	200.00	.00		
716	US POSTAL SERVICE	O1317175852	POSTAGE FOR PERSONALIZED	02/07/2020	200.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 716:					495.24	.00		
779								
779	WI DEPT OF EMPLOYEE TRUST	MARCH 2020	MARCH 20 HEALTH INSURANC	02/07/2020	3,310.62	.00		
779	WI DEPT OF EMPLOYEE TRUST	MARCH 2020	MARCH 20 HEALTH INSURANC	02/07/2020	3,210.62	.00		
Total 779:					6,521.24	.00		
934								
934	STAPLES CREDIT PLAN	7303803088A	TONER CARTRIDGES	02/07/2020	163.12	.00		
934	STAPLES CREDIT PLAN	7303803088A	TONER CARTRIDGES	02/07/2020	78.62	.00		
934	STAPLES CREDIT PLAN	7304046387A	COPY PAPER - PAST DUE NOTI	02/07/2020	1.58	.00		
934	STAPLES CREDIT PLAN	7304046387A	COPY PAPER - PAST DUE NOTI	02/07/2020	1.58	.00		
Total 934:					244.90	.00		
1043								
1043	TRANSUNION LLC	JAN 2020	MEMBERSHIP DUES	02/07/2020	16.67	.00		
1043	TRANSUNION LLC	JAN 2020	MEMBERSHIP DUES	02/07/2020	16.66	.00		
Total 1043:					33.33	.00		
2624								
2624	MARK'S CHEMICAL LLC	13389	SODIUM HYPOCHLORITE/HFS	02/07/2020	639.00	.00		
Total 2624:					639.00	.00		
2887								
2887	DELTA DENTAL OF WISCONSIN	139580A	FEB 2020 DENTAL INSURANCE	02/07/2020	251.19	.00		
2887	DELTA DENTAL OF WISCONSIN	139580A	FEB 2020 DENTAL INSURANCE	02/07/2020	251.19	.00		
Total 2887:					502.38	.00		
3002								
3002	MID-AMERICAN RESEARCH CH	0685961-IN	WEED KILLER - DRYING BEDS	02/07/2020	402.50	.00		
Total 3002:					402.50	.00		
3093								
3093	WASTEWATER TRAINING SOLU	3/31/20-4/1/20	BIOLOGICAL TREATMENT CLAS	02/07/2020	165.00	.00		
Total 3093:					165.00	.00		
3175								
3175	MOTOR PARTS & EXHAUST LLC	1-303706	REEL - VACTOR	02/07/2020	38.22	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-304904	OIL/AIR FILTER - WASHER FLUI	02/07/2020	25.81	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-304904	OIL/AIR FILTER - WASHER FLUI	02/07/2020	25.81	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-304918	HAND/AUTO SOAP - WATER GA	02/07/2020	27.60	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-304919	WASHER NOZZLE - UTILITY VE	02/07/2020	21.42	.00		
3175	MOTOR PARTS & EXHAUST LLC	1-305250	OIL - WATER DEPT	02/07/2020	7.50	.00		
Total 3175:					146.36	.00		
3404								
3404	BURNS FULL SERVICE LLC	JAN 2020	JAN 2020 GAS/DIESEL CHARGE	02/07/2020	260.92	.00		
3404	BURNS FULL SERVICE LLC	JAN 2020	JAN 2020 GAS/DIESEL CHARGE	02/07/2020	202.34	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 3404:					463.26	.00		
3526								
3526	GREAT LAKES TV SEAL INC	19968	TELEWISE SANITARY SEWER O	02/07/2020	1,468.50	.00		
Total 3526:					1,468.50	.00		
3557								
3557	DAVE'S MILTON ACE HARDWAR	A24586	FREEZER BAGS/TAPE/SHIPPIN	02/07/2020	41.93	.00		
3557	DAVE'S MILTON ACE HARDWAR	A27070	SHIPPING OF SAMPLES/DISTIL	02/07/2020	35.43	.00		
Total 3557:					77.36	.00		
3883								
3883	ABSOLUTE MOBILE TESTING L	120-313A	DRUG/ALCOHOL TESTING - AN	02/07/2020	25.00	.00		
3883	ABSOLUTE MOBILE TESTING L	120-313A	DRUG/ALCOHOL TESTING - AN	02/07/2020	25.00	.00		
Total 3883:					50.00	.00		
Grand Totals:					21,750.32	.00		

GRAND TOTAL: \$21,750.32

UTILITY COMMISSION MEETING

Meeting Date: February 10, 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 Input Date = 02/07/2020

EDGERTON WATERWORKS

January Report 2020

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Yearly inventory was done.
3. On 1-21 there was a water main break at 730 W Ladd Ln. One six inch repair band was used fix the main. Overall it went well but was time consuming. We were dealing with 1.5' of frost in the road and we were chasing the leak.
4. A valve box and a manhole cover on Lakedrive Rd. were repaired. They had been hit by a snowplow.
5. The chlorine pumps at #2 and #4 needed some routine maintenance. Both are now running as they should.
6. Started doing the DNR required in house lead and copper inspections. These are being done at all 40 sampling sites. They are to be done by the end of February. It is proving to be somewhat difficult gaining access to these sample sites. As of press time 23 of the sites have been done. As long as we are in the houses we are also doing cross connection inspections. Meters that are old are changed as well.
7. The pipes at the meter house were painted.
8. Locates were done.
9. Monthly DNR report was submitted.

Tom Pennekamp/Operator-in-charge

EDGERTON W.W.T.P. REPORT

JANUARY 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. Worked on the Vac-Truck. Replaced air line that goes to the brake chamber on the front driver side of the truck. Replaced the pinch roller air cylinder on the vactor hose reel.
7. Snow and ice removal at the plant and helped out at the DPW when called.
9. Fixed manhole that was hit by the plow truck at Lake Drive Rd and Royal Ln.
10. Zach went with the guys from Great Lakes to televise Henderson St.
11. L.W. Allen came to look at the VFD Drive on blower #3 in building 30 it would not start. He got it reset for us and thinks it was a power surge?
12. The automatic water valve stopped working on the bar screen. We will have to order a new one.
13. Crane came with the new blower for digester #3, but did not have right parts with him to install it. He said he would be back at a later date for the installation.
14. The sludge characteristics report for the year 2019 has been sent to the DNR as required.
15. The Wis. DNR State Proficiency Testing for BOD and TSS has been done and test results sent in as required.

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