

**CITY OF EDGERTON**  
**UTILITIES COMMISSION**  
**EDGERTON CITY HALL**  
**12 ALBION STREET**

**Monday, April 8, 2019 at 5:30 p.m.**

1. Call to Order; Roll Call.
2. Confirmation of Meeting Notice on Friday, April 5, 2019.
3. Personal appearances for non-agenda items limited to 3 minutes.
4. Approve March 11, 2019 Utility Commission Minutes.
5. Approve Vouchers Payable.
6. Discuss and Consider Leak Credit for 35 Mildred Ave
7. Discuss and Consider Leak Credit for 1104 N Main St
8. Discuss and Consider Leak Credit for 110 York Rd.
9. Operator's Reports.
10. Director's Report.
11. Administrative Report.
12. 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.

**MARCH 11, 2019 UTILITY COMMISSION MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Kapellen called the meeting to order at 5:30 p.m.

Present: Matt McIntyre, Candy Davis, Jim Kapellen, Jannelle Frey, Denise Langan and Lawanna Schieldt.

Excused: Rick Petersen

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

Hegglund confirmed the meeting agenda was properly posted on Friday, March 8, 2019 at the Post Office, Edgerton Library, City Hall and the website.

**APPROVAL OF MINUTES:** A Schieldt/Frey motion to approve the February 11, 2019 Utility Commission meeting minutes passed, all voted in favor.

**OVERPAYMENT REFUND:** A Davis/McIntyre motion to approve the overpayment refund for 428 Hemphill Ave to Brenda Lein in an amount of \$131.41 passed on a 6/0 roll call vote.

**APPROVE VOUCHERS PAYABLE:** A Kapellen/Davis motion to approve payment of the bills in the amount of \$51,064.20 passed on a 6/0 roll call vote.

**WRITE-OFF OF UNCOLLECTABLE ACCOUNT:** A Davis/Schildt motion to approve the write-off of an uncollectable amount at 431 Hemphill Ave in the amount of \$55.22 passed on a 6/0 roll call vote.

**PURCHASE OF CHEVY VAN:** A McIntyre/Frey motion to approve the purchase of a Chevy Express van for the water department in the amount of \$24,785.18 passed on a 6/0 roll call vote

**DECLARE 2000 GMC CARGO VAN SURPLUS:** A Kapellen/McIntyre motion to declare the 2000 GMC cargo van as surplus passed on a 6/0 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

# Memo

**To:** Utility Commission

**From:** Randy Oren

**Date:** 4/3/2019

**Re:** Leak Credit 35 Mildred Ave.

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Earl Collins is requesting a leak credit for property he owns at 35 Mildred Ave. for the first quarter of 2019. They have submitted a short letter along with the verification form for your review. Their average usage for the last four quarters was 3,000 gallons. The first quarter billing was for 85,000 gallons so the credit he is asking for is on 82,000 gallons.

The maximum possible water credit under our policy would be \$143.50

The maximum possible sewer credit under our policy would be \$458.38

The Commission is under no obligation to award any credits under our policy.

found Basement Bath room stool running. Do not  
normally use, Have no idea how long it was running  
stool flapper was caught on float & did not shut water  
off.

# LEAK CREDIT AFFIDAVIT

This form is required if your leak credit request is 20,000-50,000 gallons over your average usage

I, Earl Collins, personally appeared before the undersigned notary public to affirm that either I or my contractor have made repairs to the plumbing or appliance that has caused the leak for which I seek a credit. I affirm the following statements:

Describe the location of the leak. Basement stool did not set off was caught on floor

Describe the probable cause of the leak. stoper caught on floor

**\*Attach all receipts for materials or repairs related to the leak.**

I understand that if a credit is approved, I may not apply for another leak credit for 3 years.

Earl Collins Date: 4-2-19  
Signature of property owner/tenant

State of Wisconsin  
County of Rock

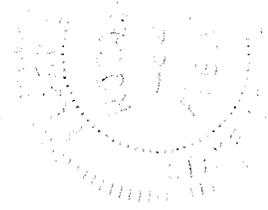
Signed and sworn to (or affirmed) before me on April 2, 2019  
Date

by Earl Collins  
Printed name(s) of individual(s) making statement

who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Racey Ompa  
Notary Public

My commission expires on 7/17/2020





City of Edgerton Utilities  
 12 Albion St.  
 Edgerton, WI 53534

Earl 608-751-2451

ACCOUNT NO: 2.2730.01

BILLING DATE	DUE DATE	AMOUNT DUE ▼
03/21/2019	04/20/2019	1,016.92
AMOUNT DUE AFTER DUE DATE ►		1,047.43

\*AUTO\*\*SCH 5-DIGIT 53534 313/2/1  
 COLLINS, EARL  
 35 MILDRED AVE  
 EDGERTON WI 53534-1942

MAKE CHECK PAYABLE TO CITY OF EDGERTON

PLEASE RETURN TOP PORTION WITH PAYMENT

COLLINS, EARL  
 SERVICE ADDRESS 35 MILDRED AVE  
 ACCOUNT NO: 2.2730.01

03/21/2019

PREVIOUS BALANCE:

TYPE OF SERVICE	READING DATES		METER READING		USAGE IN THOUSANDS	CHARGE PER THOUSANDS	AMOUNT
	FROM	TO	PRESENT	PREVIOUS			
WATER	12/11/2018	03/11/2019	252	167	85		301.32
SEWER					85		674.00
STORM WATER							10.00
PUBLIC FIRE PROTECTION							31.60

PENALTY-WATER  
 PENALTY-SEWER  
 PENALTY-STORM WATER

TOTAL CURRENT CHARGES: 1,016.92  
 TOTAL AMOUNT DUE NOW: 1,016.92  
 \*\*AFTER DUE DATE\*\* 1,047.43

City of Edgerton Utilities  
 12 Albion St.  
 Edgerton, WI 53534  
 Phone (608) 884-3341  
 www.cityofedgerton.com  
 www.facebook.com/cityofedgerton

Monday 8:00 AM - 6:00 PM  
 Tuesday - Thursday 8:00 AM - 5:00 PM  
 Friday 8:00 AM - 4:00 PM  
 Closed daily from 12:00 PM - 1:00 PM



# Memo

**To:** Utility Commission

**From:** Randy Oren

**Date:** 4/3/2019

**Re:** Leak Credit 1104 N. Main St.

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Town Edge Motel is requesting a leak credit for property they own on N. Main St. for the first quarter of 2019. They have submitted a short letter along with the contractor verification form for your review. Their average usage for the last four quarters was 39,000 gallons. The first quarter billing was for 280,000 gallons so the credit they are asking for is on 241,000 gallons.

The maximum possible water credit under our policy would be \$421.75

The maximum possible sewer credit under our policy would be \$1,347.19

The Commission is under no obligation to award any credits under our policy.

Whom to concern,

Subject :Credit for water leak

I Gurdial s Dhillon president of Towne Edge Motel 1104 north main st Edgerton wi. 53534.

I am requesting credit for water that leaked in March. The amount of water leaked about 240,000 gallons. Thank you for your consideration.

Best of Regards,

Gurdial s Dhillon

608 -884-9328

**CERTIFIED TECHNICIAN/CONTRACTOR VERIFICATION**  
**FORM**

This form is required if your leak credit request is 50,000 -  
gallons or more over your average usage

Technician Name: Ken Jacobs License # 224127  
Company Name: Ken Jacobs Plumbing  
Company Address: 1520 Royal Oaks dr  
Janesville Wi 53548  
Company Phone #: 608-289-9454

The above named Certified Technician/Contractor certifies that he/she made the following  
repairs: Replaced fill valve in water closet

at the address: 1104 N. Main St.

Ken Jacobs Ken Jacobs  
(Technician Signature)

State of Wisconsin  
County of Rock

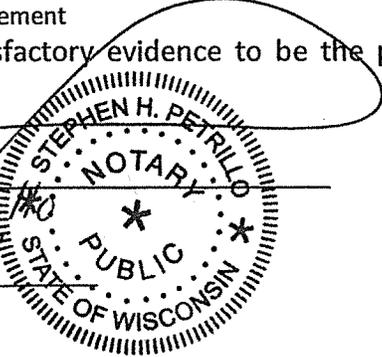
Signed and sworn to (or affirmed) before me on 3/26/19  
Date

by Kenneth George Jacobs Jr.  
Printed name(s) of individual(s) making statement

who proved to me on the basis of satisfactory evidence to be the person(s) who appeared  
before me.

Stephen H. Petillo  
Notary Public Stephen H. Petillo

My commission expires on 2/6/23



METER ID # 71823550

METER SIZE 3/4

OCCUPANT Town Edge Motel

STREET 1104 N. Main St # 2

ACCT # 3832002

Over for last 4 quarters = 39,000 Gals.  
 Over for last 4 quarters = 241,000 Gals.  
 Credit would be for \$421.75  
 Maximum possible over = \$1,347.19  
 Maximum possible over = \$400.00  
 Normal bill is approx. \$400.00

DATE	READER	READING	# OF GALLON
3-11-19	Net Meter	1067	280
12-6-18	Net Meter	0787	71
9-17-18		0716	55
6-15-18		0661	21
3-15-18		0640	10
12-8-17		0630	14
1-10-17		0616	18
6-12-17		0513	12
3-18-17		0386	12

# City of Edgerton Utilities

Phone (608) 884-3341

12 Albion St.  
Edgerton, WI 53534  
www.cityofedgerton.com  
www.facebook.com/cityofedgerton

Monday 8:00 AM - 6:00 PM  
Tuesday - Thursday 8:00 AM - 5:00 PM  
Friday 8:00 AM - 4:00 PM  
Closed daily from 12:00 PM - 1:00 PM

ACCOUNT NO: 3.8320.02

TOWN EDGE MOTEL  
1104 N MAIN ST  
EDGERTON WI 53534

BILLING DATE	DUE DATE	AMOUNT DUE
04/01/2019	04/20/2019	3,128.89
<b>AMOUNT DUE AFTER DUE DATE &gt;</b>		<b>3,222.75</b>

MAKE CHECK PAYABLE TO CITY OF EDGERTON

PLEASE RETURN TOP PORTION WITH PAYMENT

TOWN EDGE MOTEL  
SERVICE ADDRESS 1104 N MAIN ST # 2  
ACCOUNT NO: 3.8320.02

04/01/2019

PREVIOUS BALANCE:

TYPE OF SERVICE	READING DATES		METER READING		USAGE IN THOUSANDS	CHARGE PER THOUSANDS	AMOUNT
	FROM	TO	PRESENT	PREVIOUS			

WATER	12/12/2018	03/13/2019	1,067	787	280	880.47
SEWER					280	2,126.75

STORM WATER						90.07
PUBLIC FIRE PROTECTION						31.60

PENALTY-WATER  
PENALTY-SEWER  
PENALTY-STORM WATER

TOTAL CURRENT CHARGES: 3,128.89

TOTAL AMOUNT DUE NOW: 3,128.89

**\*\*AFTER DUE DATE\*\*** 3,222.75

FOR YOUR REFERENCE

### RATES OF WATER DEPARTMENT

#### GENERAL SERVICE - QUARTERLY DEMAND CHARGE

5/8" - \$ 23.37	1-1/2" - \$ 44.54	6" - \$ 304.31
3/4" - 23.37	2" - 85.35	8" - 408.22
1" - 26.73	3" - 133.60	10" - 623.46
1-1/4" - 31.91	4" - 204.12	12" - 816.45

#### VOLUME CHARGE/QUARTER

First	50,000 gals. used quarterly - \$3.48 per 1000 gallons
Next	450,000 gals. used quarterly - \$2.97 per 1000 gallons
Next	500,000 gals. used quarterly - \$2.84 per 1000 gallons
Over	1,000,000 gals. used quarterly - \$1.75 per 1000 gallons

A charge will be made for any damage to meters.  
25% Surcharge for customers outside City Limits

#### HR - QUARTERLY PUBLIC FIRE PROTECTION CHARGE

5/8" - \$ 31.60	1-1/2" - \$ 155.87	6" - \$ 1,577.24
3/4" - 31.60	2" - 249.88	8" - 2,523.58
1" - 79.04	3" - 467.60	10" - 3,781.67

### 3% Late Charge

#### STOP THE LEAKS!

If your water bill seems high check immediately for leaks in your system. A dripping faucet or other unsuspected leaks may be the cause of a high bill.

**WATER WASTE AT 40 POUNDS PRESSURE**

a 1/32" leak wastes 170 gallons in 24 hours  
a 1/16" leak wastes 970 gallons in 24 hours  
a 1/8" leak wastes 3600 gallons in 24 hours

*Edgerton Water Works found high levels of lead in drinking water in some homes. Lead can cause serious health problems. For more information please call Edgerton Water Works at 884-3341 or visit cityofedgerton.com*

#### SEWER CHARGE

##### QUARTERLY BASE CHARGE

5/8" & 3/4" - \$ 40.75	2" - \$ 115.60
1" - 56.47	13" - 191.30
1-1/4" - 67.22	- 407.21
1-1/2" - 83.34	6" - 568.50



# Memo

**To:** Utility Commission

**From:** Randy Oren

**Date:** 4/3/2019

**Re:** Leak Credit 110 York Rd.

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Wisconsin Management is requesting a leak credit for property they own at 110 York Rd. for the 4<sup>th</sup> quarter of 2018. They have submitted a letter along with the contractor verification form for your review. Their average usage for the four quarters before the problem was 35,000 gallons per quarter, so the reading was 203,000 gallons over their average.

The maximum possible water credit under our policy would be \$355.25.

The maximum possible sewer credit under our policy would be \$1,134.77

The Commission is under no obligation to award any credits under our policy.



3-20-2019

I am submitting a request for a credit for water usage to the Water Utility Commission in Edgerton, Wisconsin. This is for account number 2.8970.01 Edgerton Meadows Apartments, 110 York Road, Edgerton Wisconsin.

I apologize for the delay in submitting my application. In the past few months I have dealt with 3 deaths and a suicide and have taken time off to deal with these situations. I appreciate any consideration you may grant me in this delay of application.

Kristin Mitchell  
Property Manager  
Wisconsin Management  
P: 608-290-0497  
F: 608-882-1482



Wisconsin Management Company is an equal opportunity employer and provider.



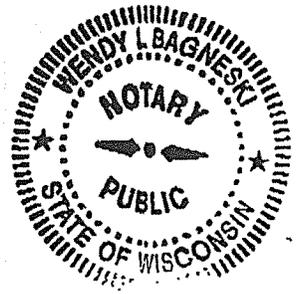
**CERTIFIED TECHNICIAN/CONTRACTOR VERIFICATION**  
**FORM**

This form is required if your leak credit request is 50,000 gallons or more over your average usage

Technician Name: John Schoob License # 223764  
Company Name: Action Plumbing  
Company Address: 899 S. Bird St  
Sun Prairie, WI 53590  
Company Phone #: (608) 832-3638

The above named Certified Technician/Contractor certifies that he/she made the following repairs: Unit #14 Water Closet had been running  
The toilet non stop due to a faulty Fill Valve.  
Fill valve has been replaced. Extra functions stopped  
at the address: 110 York Rd #14, Edgerton, WI

[Handwritten Signature]  
(Technician Signature)



State of Wisconsin  
County of Dane

Signed and sworn to (or affirmed) before me on March Date

by Wendy Bagnoski  
Printed name(s) of individual(s) making statement

who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Wendy Bagnoski  
Notary Public

My commission expires on 7/12/2021



**City of Edgerton Utilities**  
 12 Albion St.  
 Edgerton, WI 53534

ACCOUNT NO: 2.8970.01

WISCONSIN MANAGEMENT  
 4801 TRADEWINDS PKWY  
 SUITE 101  
 MADISON WI 53718

*Read the meter*

BILLING DATE	DUE DATE	AMOUNT DUE. ▾
12/19/2018	01/20/2019	2,717.65
AMOUNT DUE AFTER DUE DATE ▶		2,798.64

MAKE CHECK PAYABLE TO CITY OF EDGERTON

PLEASE RETURN TOP PORTION WITH PAYMENT

WISCONSIN MANAGEMENT  
 SERVICE ADDRESS 110 YORK RD  
 ACCOUNT NO: 2.8970.01

12/19/2018

PREVIOUS BALANCE:

TYPE OF SERVICE	READING DATES		METER READING		USAGE IN THOUSANDS	CHARGE PER THOUSANDS	AMOUNT
	FROM	TO	PRESENT	PREVIOUS			
WATER	09/17/2018	12/11/2018	2,555	2,317	238		759.09
SEWER					238		1,829.57
STORM WATER							32.00
PUBLIC FIRE PROTECTION							79.04
PENALTY-WATER							7.03
PENALTY-SEWER							9.96
PENALTY-STORM WATER							.96
TOTAL CURRENT CHARGES:							2,717.65
TOTAL AMOUNT DUE NOW:							2,717.65
							"AFTER DUE DATE" 2,798.64

**DEC 29 2018**

**City of Edgerton Utilities**  
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Monday 8:00 AM - 6:00 PM  
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*Average -  
 \$100.-*



# EDGERTON WATERWORKS

## March Report 2019

1. Monthly samples were taken to the State Lab of Hygiene. All samples were safe.
2. Lead and copper samples were also taken to the State Lab as part of the ongoing sampling program.
3. Quarterly meter reading was done.
4. Customers that had been running water to prevent service line freezing were notified to stop.
5. While reading meters, several were found to be "dead". New meters were installed.
6. A service leak at 306 Quigley St. was fixed.
7. A water valve that is in the driveway at St. Johns was adjusted so new concrete could be put in.
8. Fixed a leaking water line valve at well #4.
9. The chlorine pump at #4 needed some work done to it. This is routine for the chlorine pumps. Working fine now.
10. The Towne Edge motel had an extremely high water reading. An inspection found a toilet in one of the rooms was constantly running.
11. We have been having some issues with the alarm system that connects the wells with the towers. L. W. Allen was called to look at it. They said it was a phone line issue. Frontier Communications was called and they did find a short in the line that connects the East tower to the main control at well #3. This did not solve our problem. On 4-2-19 L. W. Allen and Frontier were both here at the same time and found an old fuse that was not working. The old fuse system was eliminated and replaced with an updated version. Will give an update next month on how the system is working as we just turned it back on today. (4-3-19)
12. Locates were done.
13. Monthly DNR report was submitted.

Tom Pennekamp/Operator-in-charge

## EDGERTON W.W.T.P. REPORT

MARCH 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. Snow and ice removal.
7. We have been dealing with high waters flows at the wastewater plant. Talked to Randy about this and we went out to check different manholes around town to see if one area looked to have unusual flows coming from that area. We will go back out and check the same spots when the flows go back down to see if there is a big change to one spot or if things stayed the same.
9. The quarterly maintenance was done at the plant.
10. Had the sewer truck out and cleaned out some lines that are known trouble spots.
11. Drain and cleaned out clarifier #2 and changed the flow over to clarifier #1.
12. Washed and cleaned the ORP and the DO probes that control the mixing and aeration to the tanks in structure #40.
13. Started to clean out the south east sand sludge bed. We are also working with Dave on doing a spring sludge removal of the pile that is stored in the south west sand sludge bed.

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