

**BERLIN WATER & SEWER COMMISSION MEETING
BERLIN CITY HALL
COUNCIL CHAMBERS
WEDNESDAY
JULY 29, 2020
4:30 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes of May 27, 2020 Meeting.**
- 4. Vouchers for May and June #15195 - #15272.**
- 5. Public Appearances/Correspondence.**
- 6. Old Business (To be used to request items of old business be put on a future agenda for further discussion or action; or used to make a motion for reconsideration of an item from the current meeting or immediately previous meeting; or to make a motion to take items off the table which were laid on the table only during the current meeting).**
- 7. New Business (To be used to request items of new business be put on a future agenda).**
- 8. Discussion on PSC letter for Late Payment Penalties.
Recommendation: Discussion Only**
- 9. Report from Superintendent**
 - Update on Street Projects**
 - Update on COVID-19 Precautions**
 - Flushing**
 - Jetting**
 - Update on D.O. Meters**
 - WWTP Equipment**
- 10. Adjourn**

Please let Peggy (361-5404) or Linda (361-5406) know by 4:00 P.M. on Monday, if you are unable to attend the meeting.

*Check Summary Register©

MAY 31 2020 to JUNE 30 2020

Name	Check Date	Check Amt	
11161 UTILITY CASH - FNB			
Paid Chk# 015195	UNITED STATES POSTAL SERVI	5/5/2020	\$542.18 MAY 2020 BILLING MONTHLY
Paid Chk# 015196	BADGER LABORATORIES INC	5/7/2020	\$804.00 TOTAL SOLIDS,VOLATILE SOLIDS,A
Paid Chk# 015197	BERLIN CITY TREASURER 1015	5/7/2020	\$301.11 UTILITY GAS & DIESEL APRIL 202
Paid Chk# 015198	BERLIN OIL PRODUCTS	5/7/2020	\$25.00 TIRE REPAIR
Paid Chk# 015199	FAB TECH WASTEWATER SOLU	5/7/2020	\$2,180.00 DRIP TRAP 2.5 QT
Paid Chk# 015200	HAWKINS/ ASH CPAS	5/7/2020	\$2,390.00 AUDIT BILL SERVICES THROUGH 05
Paid Chk# 015201	KUNKEL ENGINEERING GROUP	5/7/2020	\$6,102.25 2020 STREET & UTILITY IMPROVEM
Paid Chk# 015202	LEYSTRA SEEDS LLC	5/7/2020	\$400.00 SOIL PIT CONSULTATION
Paid Chk# 015203	LIEN, LINDA	5/7/2020	\$15.70 REIMBURSEMENT RECEIPT BOOKS
Paid Chk# 015204	LINCOLN CONTR SUPPLY INC	5/7/2020	\$69.99 50 - 3 LAYER PREMIUM FACE MASK
Paid Chk# 015205	MARTELLE WATER TREATMENT	5/7/2020	\$4,458.43 LIQUID ALUMINUM SULFATE
Paid Chk# 015206	RIDGE STONE PRODUCTS, INC	5/7/2020	\$156.13 3/4" CLEAR LIMESTONE
Paid Chk# 015207	SUPERIOR CHEMICAL CORP	5/7/2020	\$118.04 SUN FRESH DISINFECTANT
Paid Chk# 015208	WALTCO INC	5/7/2020	\$572.86 PICK UP SAMPLES FOR BADGER LAB
Paid Chk# 015209	WSI WATER	5/7/2020	\$1,619.94 POLYCLEAR
Paid Chk# 015210	ADVANCED DISPOSAL SERVICE	5/18/2020	\$227.53 GARBAGE/RECYCLING 05/01/20-05
Paid Chk# 015211	AUTO BODY SPECIALISTS	5/18/2020	\$300.00 PAINT ELECTRICAL CABINET
Paid Chk# 015212	BADGER LABORATORIES INC	5/18/2020	\$1,596.90 TOTAL COLIFORM BACTERIA
Paid Chk# 015213	BADGER STATE WASTE LLC	5/18/2020	\$6,402.00 BIOSOLIDS HAULING
Paid Chk# 015214	CINTAS CORPORATION	5/18/2020	\$177.96 MAT CLEANING APRIL 2020
Paid Chk# 015215	CRANE ENGINEERING SALES IN	5/18/2020	\$2,219.13 6" IRON MEGLUG MECHANICAL JOIN
Paid Chk# 015216	DON E. PARKER EXCAVATING, I	5/18/2020	\$20,904.63 2019 STREET & UTILITY PROJECT
Paid Chk# 015217	HORST DISTRIBUTING INC.	5/18/2020	\$40.07 BOLT-BLADE
Paid Chk# 015218	LANDMARK SERVICES COOPER	5/18/2020	\$1,121.09 SUPERLUBE TMS SAE, AUTO GOLD S
Paid Chk# 015219	LINCOLN CONTR SUPPLY INC	5/18/2020	\$638.96 WATER BASED MARKING PAINT (BLU
Paid Chk# 015220	NORTH CENTRAL LABORATORI	5/18/2020	\$110.12 AMMONIA COLOR DISC TEST KIT
Paid Chk# 015221	LAWRENCE REAGAN	5/21/2020	\$58.46 000000308701
Paid Chk# 015222	BERLIN CITY TREASURER 1015	5/21/2020	\$584.62 CENTURYLINK BILLING FOR APRIL
Paid Chk# 015223	CENTURYLINK	5/21/2020	\$50.32 WWTP SERVICE 05/09/20 - 06/08/
Paid Chk# 015224	JOHN FABICK TRACTOR COMPA	5/21/2020	\$24.22 FILTER OHWDO2825
Paid Chk# 015225	WIS DNR-ENVIRONMENTAL FEE	5/21/2020	\$3,746.71 2020 ENVIRONMENTAL FEE 4240044
Paid Chk# 015226	BADGER LABORATORIES INC	5/29/2020	\$67.20 TOTAL COLIFORM BACTERIA
Paid Chk# 015227	BADGER STATE WASTE LLC	5/29/2020	\$11,685.00 BIOSOLIDS HAULING, AGITATOR RE
Paid Chk# 015228	BERLIN CITY TREASURER 1015	5/29/2020	\$28,465.93 PAYROLL MAY 2020
Paid Chk# 015229	CCP INDUSTRIES INC.	5/29/2020	\$88.69 SANI CLOTH DISINFECTING WIPES
Paid Chk# 015230	FERGUSON WATER WORKS #14	5/29/2020	\$1,571.00 SNAKEPIT, DI MJ RW OL GATE, CL
Paid Chk# 015231	FIRST SUPPLY	5/29/2020	\$81.10 20X25X2 HE40-STD2 MERV 8 AIR F
Paid Chk# 015232	NORTH CENTRAL LABORATORI	5/29/2020	\$165.26 PHOSPHORUS TEST N TUBE REAG
Paid Chk# 015233	U S CELLULAR	5/29/2020	\$162.96 MONTHLY SERVICE 5/16/20 - 06/1
Paid Chk# 015234	WI DNR	5/29/2020	\$284.00 2020 WATER USE FEES
Paid Chk# 015235	AUTO BODY SPECIALISTS	6/4/2020	\$195.00 PAINT ELECTRICAL CABINET AND 3
Paid Chk# 015236	BERLIN CITY TREASURER 1015	6/4/2020	\$425.02 MAY 2020 UTILTIY GAS & DIESEL
Paid Chk# 015237	FERGUSON WATER WORKS #14	6/4/2020	\$348.00 CLOW EDDY HYD OP NUT
Paid Chk# 015238	GRAINGER	6/4/2020	\$615.50 PRESSURE REGULATOR
Paid Chk# 015239	HAWKINS/ ASH CPAS	6/4/2020	\$2,170.00 PSC REPORT PROGRESS BILL FOR 1
Paid Chk# 015240	INTERSTATE BATTERY	6/4/2020	\$29.85 ADRV0070, ADRV0075
Paid Chk# 015241	KUNKEL ENGINEERING GROUP	6/4/2020	\$10,210.00 2020 STREET & UTILTIY IMPROVEM
Paid Chk# 015242	LINCOLN CONTR SUPPLY INC	6/4/2020	\$478.76 50 - 3 LAYER PREMIUM FACE MASK
Paid Chk# 015243	RIESTERER & SCHNELL, INC	6/4/2020	\$409.00 2020 HONDA HRN 216VKA LAWN MOW
Paid Chk# 015244	SUPERIOR CHEMICAL CORP	6/4/2020	\$137.33 AERO HAND SANITIZER
Paid Chk# 015245	UNITED COOPERATIVE	6/4/2020	\$292.50 STRUJE 3 4X1 GAKM EOA /314774-
Paid Chk# 015246	UNITED STATES POSTAL SERVI	6/4/2020	\$672.87 POSTAGE MAY 2020 BILLING
Paid Chk# 015247	USA BLUEBOOK	6/4/2020	\$704.24 REELCRAFT HEAVY DUTY HOSE REEL
Paid Chk# 015248	WALTCO INC	6/4/2020	\$578.02 PICK UP SAMPLES FOR BADGER LAB
Paid Chk# 015249	WSI WATER	6/4/2020	\$52.65 FREIGHT CHARGE FOR POLYCLEAR
Paid Chk# 015250	ADVANCED DISPOSAL SERVICE	6/12/2020	\$227.53 GARBAGE/RECYCLING 6/1/20-6/30/
Paid Chk# 015251	CINTAS CORPORATION	6/12/2020	\$177.96 MAY 2020 MAT CLEANING

*Check Summary Register©

MAY 31 2020 to JUNE 30 2020

Name	Check Date	Check Amt	
Paid Chk# 015252	CRANE ENGINEERING SALES IN	6/12/2020	\$2,812.20 REBUILD NASH METHANE GAS COMPR
Paid Chk# 015253	INTERSTATE BATTERY	6/12/2020	\$97.95 MT-26
Paid Chk# 015254	LINCOLN CONTR SUPPLY INC	6/12/2020	\$203.17 WATER BASED MARKING PAINT, FOL
Paid Chk# 015255	MARTELLE WATER TREATMENT	6/12/2020	\$4,439.44 LIQUID ALUMINUM SULFATE
Paid Chk# 015256	UNITED STATES POSTAL SERVI	6/12/2020	\$75.00 PO BOX 272 RENTAL FEE
Paid Chk# 015257	USA BLUEBOOK	6/12/2020	\$144.05 2 1/2' LIQUID FILLED GAUGE
Paid Chk# 015258	BERLIN CITY TREASURER 1015	6/18/2020	\$558.39 CENTURYLINK MAY 2020 BILLING
Paid Chk# 015259	CENTURYLINK *	6/18/2020	\$50.32 SERVICE 06/09/2020-07/06/2020
Paid Chk# 015260	COUNTY MATERIALS CORPORA	6/18/2020	\$1,041.00 ADJ RING 24X4, ADJ RING 24X3,
Paid Chk# 015261	CYPRESS FARMS LLC	6/18/2020	\$1,750.00 JUNE 2020 UTILTY LANDSPREADIN
Paid Chk# 015262	JON LUNDT ELECTRIC, INC	6/18/2020	\$1,816.75 REINSTALL DOO/CONTROLS ON BLOW
Paid Chk# 015263	LANDMARK SERVICES COOPER	6/18/2020	\$116.70 DIESEL TRUCK #9483
Paid Chk# 015264	MARTELLE WATER TREATMENT	6/18/2020	\$189.00 SODIUM HYPOCHLORITE BULK
Paid Chk# 015265	SCHUSTER OVERHEAD DOOR	6/18/2020	\$425.00 PAIR 283 WIRE, 2" I.O, 59" LUN
Paid Chk# 015266	CHIER LAW OFFICE LLC	6/25/2020	\$23.85 FLUORIDE-REC OF EMAIL FROM JOD
Paid Chk# 015267	DON E. PARKER EXCAVATING, I	6/25/2020	\$121,845.00 2019 STREET & UTILITY PROJECT
Paid Chk# 015268	FERGUSON WATER WORKS #14	6/25/2020	\$140.00 EXT VEHICLE ANTENNA
Paid Chk# 015269	HORST DISTRIBUTING INC.	6/25/2020	\$419.02 SPINDLE ASSY, TURFCAT DECK PUL
Paid Chk# 015270	JON LUNDT ELECTRIC, INC	6/25/2020	\$85.00 PLANT GENERATOR-TROUBLESHOOT F
Paid Chk# 015271	WSI WATER	6/25/2020	\$1,671.19 POLYCLEAR
Paid Chk# 015272	BERLIN CITY TREASURER 1015	6/30/2020	\$21,478.55 PAYROLL JUNE 2020
	Total Checks		\$277,635.30



City of Berlin Water & Sewer Utilities

108 North Capron St • P.O. Box 272 • Berlin, Wisconsin 54923-0272
(920) 361-5404 • (920) 361-5406
Fax: (920) 361-5454

July 23, 2020

Public Service Commission
PO Box 7854
Madison, WI 53707-7854

RE: PSC Docket 5-UI-120 – Late Payment Penalties

The Berlin Water & Sewer Department (PSC Utility No. 480) bills our customers on a monthly basis. Our system does not allow us to easily separate late fees for service incurred between March 24, 2020 – July 15, 2020. Therefore, our plan is to charge a late payment penalty of 1.00% on the current bill amount only for the usage during the months of August, September and October 2020 to ensure penalty is not applied to a balance accrued during the COVID-19 temporary suspension.

After the 2020 tax roll process is complete, beginning November 30, 2020, a 1.00% late payment penalty will be applied to the total unpaid balance for utility service, including unpaid payment charges as stated in our tariff. Berlin Water & Sewer Department will be working diligently with all customers to develop payment arrangements for balances incurred during the COVID-19 Emergency period. By November 30, 2020, we are confident the balances in arrears would be subject to late penalties.

If you have any questions or concerns, please contact me.

Sincerely,

Peggy LaBuda

Peggy LaBuda
Utility Clerk