



NOTICE IS HEREBY GIVEN that the Water & Sewer Committee will meet at 6:30 PM or as soon as possible thereafter for a Meeting on Tuesday, November 18, 2025, in the Amundson Community Center, 200 Spring St. to consider and act on the following:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PROOF OF POSTING**
- 3. PUBLIC COMMENT ****
- 4. APPROVAL OF MINUTES**
 - a. October 21, 2025
- 5. APPROVAL OF BILLS**
 - A. **Discussion and Possible Action on Approval of Bills**
- 6. REPORTS**
 - a. Utility Clerk
 - b. Staff Report
 - c. COWC Report
- 7. UNFINISHED BUSINESS – ACTION REQUIRED**
 - a. Discussion and Possible Action Regarding Rockdale Regionalization Agreement
 - b. Discussion and Possible Action Regarding 2026 Budget
 - c. Discussion and Possible Action Bulk Water Station
 - d. Discussion and Possible Action Current/Outstanding projects and their timeline
- 8. NEW BUSINESS – ACTION REQUIRED**
 - a. Discussion and Possible Action Utility Clerk/Deputy Clerk Position
- 9. QUESTIONS, REFERRALS TO STAFF OR FUTURE AGENDA ITEMS**
- 10. ADJOURNMENT**

Lucy Peterson – Administrator/Treasurer/Deputy Clerk

Posted: November 16, 2025

****** The Village of Cambridge Board opts to allow a period of public comment to receive information from members of the public. Wis. Stat. § 19.84(2). The Wisconsin Attorney General advises that a governmental body should defer Board discussion on an item until specific notice of the subject matter and proposed action can be given. (Wisconsin Department of Justice, Wisconsin Open Meetings Law: A Compliance Guide (2009).)

NOTE:

Individuals who need special accommodations are encouraged to call (608) 423-3712 at least 24 hours before the meeting. A quorum of the Village Board may be present to gather information related to their duties as Village Trustees; however, no official business will be conducted, and no action will be taken by the Board at this meeting. For more detailed information about agenda items, please contact (608) 423-3712.

**CAMBRIDGE WATER, SEWER, AND STORMWATER COMMITTEE
AMUNDSON COMMUNITY CENTER
200 SPRING STREET - COMMUNITY ROOM
OCTOBER 21, 2025
6:30PM
MINUTES**

1. **Call to Order/Roll Call:** Paula called the meeting to order at 6:30pm. Members present: Steve Struss, Mat Hughson, Sarah Schulz, and Paula Hollenbeck. Members absent: Ted Kumbier. Others present: Resident Jim Low. Village Staff: Administrator Peterson, DPW Director Garcia, W&S Director Darnell, and Utility Clerk Redford.

2. **Proof of Posting:** Agendas were posted in the upper and lower levels of the Amundson Community Center, Badger Bank, Cambridge Post Office, and the Village Website.

3. **Public Comment:** NONE

Struss made a motion to move 8a. to current business. Hughson seconded the motion. Motion carried.

4. **Approval of consent agenda:**

- a. Approval of September 16, 2025, Minutes

Struss made a motion to accept the consent agenda as presented. Hughson seconded the motion. Motion carried.

The spelling of Hughson will be changed at the end of September minutes.

5. **Approval of Bills:**

Struss made a motion to approve the bills in the amount of \$106,192.09. Hollenbeck seconded the motion. Motion carried on a 4-0 roll call vote.

6. **Reports**

- a. Utility Clerk: I have been working on my daily, weekly, and monthly duties, as well as training on new processes and jobs in the office.

- b. Staff Report: DPW Director Garcia introduced our new W&S Director, Blake Darnell. They have been busy onboarding Darnell in his new role. Darnell said we now have two working wells, and we will alternate the usage. Darnell said he greased the well pumps, and it is limiting the brass shavings problem they had before. Darnell said they are working on hydro flushing now; it will take approximately six working days to complete. They will be exercising valves as time allows.

- c. COWC Report: Struss explained COWC to new Director Darnell. Struss said the new decanter is working well. Also, they continue to work on water quality trading. There was also discussion about getting Mat Hughson on the COWC Committee.

7. **Old Business: Discussion and Possible Action Regarding:**

- a. Bulk Water Station: DWP Director Garcia said they will get quotes for the electrical and concrete work for the Bulk Water Station. There was also discussion that we could use a three-season station instead of four season station. Winter season can

be difficult with freezing etc. Darnell said he talked to MSA about the Bulk Water Station. MSA told Darnell there is a company in Aurora that would do the full installation including the electrical, concrete, and everything else needed. There was also discussion about Blattner (Solar Project) assisting with the cost of the station. Administrator Peterson and Clerk Arce have talked to Blattner about the financial assistance with this project, and they are interested in helping the Village financially.

- b. W&S Budget: Administrator Peterson said Ehlers will be at the Village Board meeting on October 28, 2025, to give a breakdown of the budget. PFP (Public Fire Protection) has not been billed to the Village residents. There may be options to add it to the W&S bill, or property tax bills as a special assessment. Discussion followed. Hollenbeck asked Administrator Peterson to send the Committee a line-by-line budget for Water & Sewer as soon as there is one. Peterson said it will be before the November Water & Sewer meeting.
- c. Mid-City update on Pay Application 2B: Administrator Peterson read the explanation to the Committee. Working through the project close-out, Mid-City realized they had an accounting error, and they were \$40,000 short on a payment. \$40,000 was withheld from payment application 2B. Mid-City realized their accounting error in July. Mid-City had not requested the \$40,000 in subsequent pay applications. After verifying that \$40,000 had not been paid, a check was issued to Mid-City October 21, 2025.
- d. MSA Professional Service Agreement/Operator Support: Peterson said that MSA has been helping Cody with W&S before Blake started. Chase from MSA came and did a formal walkthrough of the wells. MSA was there for assistance when needed.

Struss made a motion to approve the time and material agreement with MSA to support our Water & Sewer staff and get them up to speed on the water system. Schulz seconded the motion. Motion carried on a 4-0 roll call vote.

8. New Business: Discussion and Possible Action Regarding:

- a. Large Water Usage for lawn watering – Jim Low: Mr. Low told the committee that he had over-seeded his lawn. Because of this, he had to water his lawn in August and September. Mr. Low brought the Committee handouts explaining what happened. As well as a letter from the Seed Company telling him he would need to do extra watering due to the over-seeding. The Committee decided that because Mr. Low had proof that the water was used outside, they could do a full sewer credit on the gallons of water used for the lawn watering.

Struss made a motion to give Jim Low full sewer credit for the water used in his lawn watering in the amount of \$143.37. Schulz seconded the motion. Motion carried on a 4-0 roll call vote.

- b. Current / Outstanding projects and their timeline: Director Darnell said DPW Director Garcia has gotten him up to speed. Darnell listed projects he sees that need to be addressed.

1. Bulk Water Station
2. Well #2 Generator Installation
3. AMI meter reading system
4. Water Tower Cleaning
5. Sewer cleaning and televising
6. Service line inventory
7. Water Meter and MXU replacement

Hollenbeck said the meter reading equipment should be a priority. This will be a very costly process with purchasing the meters and MXU's. There was discussion about getting a cost estimate. This is a Capital Improvement, and we may be able to borrow for this project. Darnell explained to the Committee that the Meters, MXU's and the AMI are all one project and thinks it is a 3–5-year goal. More training with Core & Main is needed. Utility Clerk Redford will reach out to Core & Main and set up additional training.

Stormwater was another item the Committee would like to address. There have been issues with retention ponds in the Village. Staff said a boom-mower is needed for the maintenance. Struss mentioned cleaning catch basins. Director Garcia has talked to Administrator Peterson about purchasing a piece of equipment for retention pond maintenance.

There was discussion about lift station pumps needing upgrading. The Committee wants a plan for lift station maintenance and replacement. Also, cleaning the outside of the water tower. Darnell said general infrastructure must be kept up to date. A new valve exerciser would be helpful. The hydrant flushing and valve exercising need to be done on a regular basis. Sewer lining also needs to be done. There was discussion of cost sharing with COWC on lining sewers. The Committee wants Darnell to put general maintenance on a spreadsheet and bring it back to the Committee.

c. Proposed Projects and their timeline: Combined with 8b.

d. Departmental Operating limit for W&S Director/DPW Director for smaller actional items (daily, monthly, etc.): DPW Director Garcia asked the Committee how much money Garcia & Darnell can spend without Committee approval.

Hollenbeck made a motion to enact a policy for DPW Director Garcia, and W&S Director Darnell discretion on budgetary items up to \$5000.00. Struss seconded the motion. Motion carried on a 4-0 vote.

It was decided that Garcia and Darnell will report back to the Committee for information on spending that they approve.

e. Water & Sewer Testing Sheets: Darnell said he sends monthly reports to the DNR and wondered if these sheets were needed in the meeting packet. After discussion it was decided that Darnell can take a picture of the sheets and send them to the Utility Clerk, and I will put them in the meeting packet.

f. Mid-City credit on Motor Replacement at Well #3: No discussion. Garcia and Darnell have the discretion to return the motor to Mid-City for credit. This was decided in action item 8d.

- g. Core Ethical Principles for Local Officials: Administrator Peterson explained to the Committee that state statute 1959 states that Committee Members are not allowed to take calls from developers. Committee Members are not to talk to constituents asking for certain things. You cannot speak on behalf of a Committee or the Village Board. These acts are in violation of your role as a Village Board Member or a Committee Member. Have the developers reach out to the Administrator or staff member to put on an agenda.

9. Questions, Referrals to Staff or Future Agenda Items

1. Budget line by line
2. Bulk Water Station

10. Adjournment

*Struss made a motion to adjourn the meeting. Hughson seconded the motion.
Hollenbeck adjourned the meeting at 8:24 pm.*

Vicki Redford - Utility Clerk

- a) Persons needing special accommodations should call 608-423-3712 at least 24 hours prior to the meeting.
b) More specific information about agenda items may be obtained by calling 608- 423-3712.
c) Final Agendas are typically posted by 4 PM on the Friday preceding the regular meeting at the Amundson Community Center, Cambridge Post Office, Badger Bank and Village of Cambridge Web site at www.ci.cambridge.wi.us

w/s checks

11/14/2025 11:29 AM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 11/18/2025

From Account:

Thru: 11/18/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/18/2025	CAMBRIDGE/OAKLAND WASTEWATER COMMISSION	
	OCTOBER 2025		
600-00-53700-824-000		PAYMENTS TO COWC	56,154.18
	OCTOBER 2025	OCTOBER	
		Total	56,154.18
	11/18/2025	CHARTER COMMUNICATIONS/SPECTRUM	
		INTERNET	
500-00-53700-681-200		TELEPHONE/INTERNET EXPENSE	120.00
		INTERNET	
		242543501100125 11/1/2025	
600-00-53700-851-400		TELEPHONE/INTERNET EXPENSE	119.99
		INTERNET	
		242543501100125 11/01/2025	
		Total	239.99
	11/18/2025	DARNELL, BLAKE	
		CLOTHING ALLOW 2025	
500-00-53700-640-000		SUPPLIES AND EXPENSES	50.00
		CLOTHING ALLOW 2025	
600-00-53700-600-100		UNIFORM EXPENSE	50.00
		CLOTHING ALLOWANCE 2025	
		Total	100.00
	11/18/2025	DIGGERS HOTLINE INC	
		FEES FOR OCTOBER	
500-00-53700-689-100		DIGGERS HOTLINE EXPENSES	55.35
		FEES FOR OCTOBER	
		251 0 46201 10/31/2025	
		Total	55.35
	11/18/2025	FARRAR, LEE	
		STATE LAB WATER TESTING & MILEAGE	
500-00-53700-660-000		VEHICLE/FUEL EXPENSES	20.96
		STATE LAB WATER TESTING & MILEAGE	
		11/13/2025	
		Total	20.96
	11/18/2025	HYDROCORP	
		LABOR (RECURRING) JOB #B460000 OCT25	
500-00-53700-640-000		SUPPLIES AND EXPENSES	291.00
		LABOR (RECURRING) JOB #B460000 OCT25	
		CI-08461 CUS#C000696	
		Total	291.00

11/14/2025 11:29 AM

In Progress Checks - Full Report - ALL

Page: 2

ALL Checks by Payee

ACCT

HOMETOWN BANK GENERAL OPERATING

Dated From: 11/18/2025

From Account:

Thru: 11/18/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	11/18/2025	TOWN OF OAKLAND SANITARY DISTRICT #1	
	OCTOBER 2025		
600-00-53700-822-000		PAYMENTS TO REGIONAL PLANT	453.50
	OCTOBER 2025	OCTOBER	
		Total	453.50
	11/18/2025	USA BLUE BOOK	
		U-LOCATE - PIPE & CABLE LOCATOR KIT	
500-00-53700-640-000		SUPPLIES AND EXPENSES	2,198.69
		U-LOCATE - PIPE & CABLE LOCATOR KIT	
		INV00884601 11/13/25	
		Total	2,198.69
	11/18/2025	WI STATE LABORATORY OF HYGIENE	
		HALOACETIC & VOCs IN WATER, FLUORIDE	
500-00-53700-640-000		SUPPLIES AND EXPENSES	1,033.00
		HALOACETIC & VOCs IN WATER, FLUORIDE	
		824777 10/31/2025	
		Total	1,033.00
		Grand Total	60,546.67

11/14/2025 11:29 AM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
HOMETOWN BANK GENERAL OPERATING

Page: 3
ACCT

Dated From: 11/18/2025 From Account:
Thru: 11/18/2025 Thru Account:

Amount

Total Expenditure from Fund # 500 - WATER UTILITY	3,769.00
Total Expenditure from Fund # 600 - SEWER UTILITY	56,777.67
Total Expenditure from all Funds	60,546.67

Month: November

Date	Entry Point			Well 3
	Iron	Manganese	Hardness	
	2x per Week			
				Notes
1				
2				
3				
4				
5				Backwash
6				
7				
8				
9				
10	0.03	0.013	81	Free Cl: 0.54
11				
12				Backwash
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Well 3

Well 3

Well 3

Year: 2025

[illegible]

Month: Nov

Year: 2025

Date	Distribution		Notes
	Fluoride	Free Chlorine Total	
	Daily	3 Days/Week	
1	0.58	0.98	Turned CL down at well 2, Speed down By 10%
2	0.58	0.26	
3	0.62	0.26	
4	0.64	0.46	
5	0.56	0.58	
6	0.49	0.69	Turned down Post CL @ well 2, Speed Down By 10%
7	0.59	0.33	
8	0.27	0.36	
9	0.26	0.22	
10	0.59	0.21	
11	0.57	0.51	
12	0.58	0.42	
13	0.65	0.24	
14	0.45	0.27	
15	0.22	0.33	Fixed bubble in F line well 2
16	0.59	0.33	
17	0.64	0.42	
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Month: November

Year: 2025

Entry Point				Well 2
Date	Iron	Manganese	Hardness	
	2x per Week			
1				
2				
3	0.03	0.010	76	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Well 2

Well 2

Well 2

Year: 2025

[illegible]

Well 2 Daily Log Sheet

Month:

Year:

Day	Raw Water Read	Usage	Blend Water	Usage	% Blended (Cumulative)	Iron Filter Backwash	Usage	Chlorine	Usage	Fluoride	Usage	Comments
1	7844450	117,111	194009	5087	26.4%	17420328		18.0	.5	147.0	2.2	
2	7882657	38207	195002	1013	26.5%	"		17.5	.5	186.8	1.8	
3	7464575	85918	197057	2035	25.7%	17428026	7698	17.0	.5	185.0	1.8	
4	8064232	95,657	199562	2505	26.2%	"		15.5	1.5	183.8	1.2	
5	4214812	150,580	203542	3980	26.4%	"		14.85	1.35	180.4	3.4	
6	8397350	182,538	208110	4568	25.0%	17435758	7732	12.0	2.25	179.0	2.4	
7	8463534	66,184	209862	1754	26.5%	"		11.0	1	175.8	2.2	Mobile delivered chem
8	8547400	43,866	212084	2,222	26.5%	"		348.6		251.8		
9	8633081	85,681	214231	2,147	25.1%	"		348.2		252.8		
10	8694140	66,059	215717	1546	23.4%	17443452	7,694	60.0	0.5	252.2	0.6	
11	8788728	89,588	218148	2371	26.5%	"		59.5	0.5	252.0	0.2	can generator
12	8859047	70319	220064	1856	26.4%	"		59.0	0.5	261.8	0.0	
13	4942193	85,146	221446	1942	23.4%	17451194	7,772	58.0	1.0	261.8	1.2	
14	9050007	87,814	224264	2318	26.4%	"		57.5	0.5	260.6	?	
15	4088712	58,705	225819	1554	26.5%	"		57.0	0.5	261.4	?	
16	9144630	55,918	227247	1479	26.4%	"		56.0	1.0	259.4	2.0	
17	9260140	115,510	230097	7800	24.2%	17458927	7,730					

*Fluoride Scale not functioning properly as of 11/9/25

Month November 2025 Well #2

[Type here]

Date	Raw Water Flow	Blend Water Flow x10	% Blended (Out/In*100)	Iron Filter Backwash Flow	Fluoride (lbs)	Chlorine (lbs)	Comments
1	117,111	3087	26.4		2.2	20.4	
2	38,207	1013	26.5		0.2	5.1	
3	85,918	2035	23.7	7,698	1.8	5.1	
4	95,657	2505	26.2		1.2	15.3	
5	150,580	3980	26.4		3.4		
6	182,538	4568	25.0	7,732	2.4		
7	606,184	1754	26.5		2.2		
8	83,466	2,222	26.5				
9	45,681	2,147	25.1				
10	66,059	1546	23.4	7694			
11	89,588	2371	26.5%		0.6		
12	70,319	1856	26.4%		0.2	5.1 lbs	
13	83,146	1,942	23.4%	7,742	0.0	5.1 lbs	
14	87,814	2,318	26.4%			10.2 lbs	
15	58,705	1554	26.5%		1.2	5.1 lbs	
16	55,918	1479	26.4%			5.1 lbs	
17	115,510	2800	24.2%	7,730	2.0	10.2 lbs	
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Date	Static	Date	Pumping
11/4	33'	11/3	90'
11/11	30'	11/10	88'

Date	Fluoride	Free Chlorine Total		Notes
	Daily	3 Days/Week		
1	0.64	0.43		
2	0.62	0.42		
3	0.66	0.35		
4	0.73	0.40		
5	0.65	0.41		
6	0.74	0.33		
7	0.66	0.53		
8	0.75	0.52		
9	0.69	0.46		
10	0.66	0.52		
11	0.70	0.44		
12	0.66	0.47		
13	0.64	0.54		
14	0.69	0.35		
15	0.64	0.28		
16	0.69	0.36		
17	0.86	0.22		
18	0.57	0.44		
19	0.61	0.59		
20	0.60	0.63		
21	0.53	0.50		
22	0.57	0.23		
23	0.63	0.27		
24	0.67	0.83		
25	0.67	0.10	0.95 - Total	
26	0.62	0.32		
27	0.66	0.09	0.65 - Total	
28	0.56	0.73		
29	0.62	0.45		
30	0.66	0.16		
31	0.64	0.16		

Well 3 Testing

Month: Oct

Year: 2025

[illegible]

Well 2

Month:

October 2025

Year:

Date	Entry Point			Free Cl		
	Iron	Manganese	Hardness	Before	After	Notes
	2x per Week					E.P.
1				0.34	0.23	0.05?
2						
3						
4						
5						
6						
7	0.02	0.013	88	Before filter Hardness: 307		
8						
9						
10						
11						
12						
13						
14	0.00	0.009	90			
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28	0.04	0.008	75			
29						
30						
31						

Well 2

Month: Oct

Year:

2025

[illegible]

WELL STATIC/PUMPING LEVEL RECORDS

[illegible]

Well 2 Daily Log Sheet

Day	Raw Water Read	Usage	Blend Water X 10	Usage	% Blended (Out/In*100)	Iron Filter Backwash	Usage	Chlorine	Usage	Fluoride	Usage	Year: <u>Oct</u>	Comments
1	4394680		102363			17388476		346.2		251.0			Chlorine Filled
2	4394650		102363			17388476		373.6/10.5gal		251.2			
3	4458457	63.787	105946	3583	56.2%	17388476		368.4/5.8gal	12.5gal	248.6	1.6		
4	"		"			"		"	"	"	"		
5	"		"			"		"	"	"	"		
6	4486390	27953	106885	939	33.6%	17386222	7746	371.4/5.5gal	5.5gal	247.4	1.2		
7	4589850	103460	110293	3408	32.9%	"		54.5	3.9gal	245.4	1.0		
8	4709641	119741	113390	3097	25.9%	"		53.5	1.5gal	244.0	1.4		
9	4866998	157357	117516	4126	26.2%	"		52.0/1.5gal		241.4	1.2		
10	5024850	157152	121417	3901	24.7%	17373956	7734	50.0/2.0gal		239.6	2.8		
11	5154045	129195	124836	3419	26.5%	17373956		48.5/1.5gal		235.8	2.8		
12	5324550	170505	129234	4399	25.8%	"		46.5/2.2gal		232.0	3.8		
13	5474900	150350	133009	3775	25.1%	17381658	7702	45.5/1.9gal		229.0	3		
14	5606310	131410	136472	3463	26.4%	"		44.0/1.5gal		227.0	2		
15	577672	171362	140944	4472	26.1%	"		42.5/1.5gal		223.4	3.6		
16	5934693	157021	141867	3892	24.8%	17389414	7756	41.5/1.0gal		220.0	3.4		
17	6073770	139077	148499	3632	26.1%	"		40.0/1.5gal		217.2	2.8		
18	6194503	120733	151687	3498	26.4%	"		38.0/2.0gal		214.6	2.6		
19	6345548	151045	155617	3930	26.0%	"		36.5/1.5gal		212.2	2.4		
20	6472770	127222	154772	3155	24.8%	17397104	7690	35/1.5gal		210.8	1.4		
21	6553400	80630	160886	2114	26.3%	"		34.5/0.5gal		209.0	1.8		
22	6665113	111713	165770	2894	25.8%	"		34.0/1.5gal		207.2	1.8		
23	6805226	140113	167269	3499	25.0%	17404836	7732	31.5/3.5gal		205.2	2.0		
24	6952756	147330	171065	3716	25.7%	"		30.0/1.5gal		203.0	2.2		
25	7025251	72495	172977	2960	24.2%	"		29.0/1.0gal		201.8	1.2		
26	7158148	112897	175937	2960	26.2%	"		27.5/1.5gal		199.6	2.2		
27	7203796	65648	177470	1533	23.4%	17412594	7762	26.25/1.25gal		197.4	1.2		
28	7344020	140224	18126	3656	26.0%	"		25.0/1.25gal		195.8	2.6		
29	7469443	125423	184373	3247	25.9%	"		24.0/1.0gal		193.6	2.2		
30	7616462	147109	188014	3641	24.8%	17420328	7730	21.0/3.0gal		191.2	2.2		
31	7727339	110877	190922	2908	26.2%	"		20.0/1.0gal		189.2	2.0		

Month: Oct

Year: 2025

Well 3

Well 3

Date	Entry Point			Notes
	Iron	Manganese	Hardness	
	2x per Week			
1				Iron filter Backwash
2	0.04	0.020	83	Free Cl: 0.45
3	0.00	0.009	79	Free: 1.03
4				
5				
6				Well 3 off line for Submersible
7				Pump Installation on 10/11/25
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				Well 3 Back online, Submersible
21	0.00	0.048	155	Pump Installed.
22				Iron filter Backwashed
23				
24				
25				
26				
27				
28				
29				
30				Iron filter Backwashed
31				

**Agreement for Wastewater Treatment and Disposal Between the
Village of Rockdale and Village of Cambridge**

This agreement, made and entered into this day of, 20....., by and between the Village of Rockdale ("Rockdale"), and the Village of Cambridge ("Village") (together, the "Parties").

Whereas, the Village contracts with Cambridge-Oakland Wastewater Commission ("COWC") that owns and operates a wastewater treatment facility ("WWTF") for the purpose of treating wastewater discharged to it by its member and contract customers; and

Whereas, the Village owns and operates a sanitary sewer system ("Village Collection System") for the collection and transmission of wastewater to the COWC WWTF.

Whereas, Rockdale owns and operates a sanitary sewer collection system ("Rockdale Collection System") in the Village of Rockdale, in Dane County, Wisconsin, that collects wastewater from the Rockdale Service Area identified on Exhibit A.

Whereas, Rockdale currently collects and conveys untreated wastewater by the Rockdale Collection System to the Village of Rockdale Wastewater Treatment Plant for treatment and disposal.

Whereas, Rockdale desires that the Village provide the services of receiving the wastewater discharged by Rockdale Collection System.

Whereas, the Village agrees to accept Rockdale wastewater under the terms and conditions of this agreement, provided that Rockdale's wastewater will not have a detrimental effect on the Village Collection System, its equipment, infrastructure, processes, operation, or discharge to the COWC WWTF;

Whereas, Rockdale agrees that by entering into this agreement, it is subject to Village of Cambridge Ordinances ("Village Ordinances") governing users of Public Services;

Now therefore, in consideration of the covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as described below:

AGREEMENT

IN CONSIDERATION of the wastewater treatment services to be provided by the Village and the sums which have been paid and will be paid by Rockdale for such services, and other good and valuable consideration contained in the mutual covenants herein, it is hereby agreed between the Village and Rockdale as follows:

1. TREATMENT AND DISPOSAL SERVICES

- 1.1 Rockdale Service Area. For purposes of this Agreement, the "Rockdale Service Area" is limited to the area shown on Exhibit A. Exhibit A may be modified from time to time by the written agreement of both Parties.
- 1.2 Acceptance of Rockdale Wastewater. During the term of this Agreement, Rockdale Collection System is authorized to convey such wastewater through the Rockdale Force Main to the Village Collection System in accordance to the terms and conditions of this agreement and Village Ordinances.
- 1.3 Wastewater Only. Rockdale shall only send, and the Village shall only accept, wastewater from Rockdale within the volumetric and strength limits in Village Ordinances as amended from time to time and those outlined in Section 4 below, whichever is stricter.
- 1.4 No Obligation to Serve Beyond Terms of Agreement. The Village's obligation to accept Rockdale wastewater is limited to the terms of this Agreement and the Village has no obligation to provide Rockdale with any other municipal or utility services beyond the terms of this Agreement.

2. ROCKDALE COLLECTION SYSTEM

- 2.1 Rockdale Collection System, Defined. The Rockdale Collection System consists of all facilities necessary to collect and convey wastewater originating within the Rockdale Service Area to the Rockdale Force Main. The Rockdale Collection System includes, but is not limited to, the Rockdale Lift Station located as shown on Exhibit A, the flow meter, and any sampling equipment installed at the Rockdale Lift Station.
- 2.2 Maintenance of Rockdale Collection System. Rockdale shall, at its cost, install, operate, monitor, secure, maintain, repair, and replace the Rockdale Collection System. These costs include, without limitation, those associated with the lift station, chemical addition, pumps, machinery and equipment, mains, laterals, manholes, flow monitoring, and metering devices. Rockdale shall also be solely responsible for

the cost of abandoning any portion of the Rockdale Collection System. Rockdale shall indemnify and hold harmless the Village for any damages or costs resulting from failure to maintain the Rockdale Collection System properly.

- 2.3 Rockdale Collection System to Meet DNR Requirements. The construction, replacement, expansion, or abandonment of any portion of the Rockdale Collection System shall comply with State law, including all Wisconsin Department of Natural Resources ("DNR") DOA codes (such as NR 110), and DNR-approved plans.

3. ROCKDALE FORCE MAIN

- 3.1 Rockdale Force Main. A force main extends from the Rockdale Lift Station at County Road B in the Village of Rockdale to a new manhole and then ties into the Village Manhole No. 58, located on County Road B in the Village.
- 3.2 Ownership, Operation and Maintenance of the Rockdale Force Main. Rockdale owns the entire Force Main, within Rockdale and Cambridge boundaries, in accordance with the WDNR. Rockdale shall be solely responsible for, and shall bear all costs for, the operation, maintenance, monitoring, security, repair, replacement and, if necessary, the abandonment of the Force Main and associated manholes.
- 3.3 Rockdale Force Main to Meet WDNR Requirements. The initial construction and all subsequent replacement, expansion, and abandonment of the Rockdale Force Main must be approved by the WDNR and Village. All construction and all subsequent replacement, expansion, and abandonment provided must comply with the WDNR DOA code.
- 3.5 No Additional Connections to Rockdale Force Main. Without the express written permission of both the Village and Rockdale, neither the Village nor Rockdale shall permit any connection to the Rockdale Force Main other than the connection at the Rockdale Lift Station.
- 3.6 Impact of Annexation. Any portion of the Rockdale Force Main located within lands annexed to the Village shall remain the property of Rockdale and Rockdale shall maintain all ownership, operation, and maintenance responsibilities of the system Force Main. If the Village's ordinances or the COWC's permit require upgrades to the Force Main as a result of annexation or increased flows, Rockdale shall fund such upgrades at its sole expense.

4. LIMITS ON ROCKDALE DISCHARGE

- 4.1 Volumetric Limits. The volume of wastewater discharged from the Rockdale

Collection System to the Village Collection System shall not exceed 30,000 gallons per day, averaged over 12 months. A maximum daily flow shall not exceed 0.1 MGD.

- 4.2 Pumping and Forcemain Velocity Limits. An individual pump shall pump no more than 80 gallons per minute and velocities within the forcemain shall be a minimum of 2 feet per second when a pump is operating. The Rockdale Lift Station's pumps shall act as a single duty system, with the second pump as a backup. Written approval from the Village is required if more than one pump is to be operated simultaneously.
- 4.3 Strength Limits. The Rockdale wastewater shall not exceed the strength limits set forth in the Village Ordinances, including any future amendments to these Ordinances. The Village may review and revise these limits in accordance with applicable regulations, WWTF permits, and sound engineering practices, provided thirty (30) days' written notice is given to Rockdale.
- 4.4 Penalties for Exceedance of Limits. To determine whether Rockdale is complying with the aforementioned volumetric and strength limits, the Village may apply its Ordinance, including its monitoring, sampling, and analysis requirements. Additionally, the Village may randomly meter and sample the wastewater as described in Sections 5 and 6 below. If it is determined that Rockdale has discharged wastewater to the Village Collection System in excess of the limits of this Section 4, then Village Ordinances and the provisions of Section 9 apply.
- 4.5 Odor and Corrosion Mitigation. Rockdale shall be fully responsible for promptly implementing all mitigation, corrective actions, repairs, lining, replacements, coatings, or other measures necessary to address or prevent odor or corrosion conditions identified by the Village within the Village's sanitary sewer system, including but not limited to the new manhole immediately upstream of Manhole 58, Manhole 58 itself, and all downstream manholes to the Village's lift station (collectively, the "Affected Manholes"). Rockdale shall bear all costs associated with such work, including restoration of any affected areas. The Village may conduct monitoring within its limits to detect odor or corrosion conditions; such monitoring does not relieve Rockdale of its obligations. If the Village determines that immediate repairs or lining are required to protect its facilities, it may perform or contract for such work. The Village shall notify Rockdale in writing of the work required as soon as reasonably practicable. Rockdale agrees to reimburse the Village for 100% of the costs incurred for such work, including restoration, within thirty (30) days of receiving the Village's invoice.
- 4.6 Chemical Use and Emerging Contaminants. Rockdale shall not introduce any chemical, additive, or odor/corrosion control agent into its collection system or the Rockdale Force Main without first providing written notice to and receiving written approval from the Village. If the Village determines any such chemical is or may be detrimental to its collection system, lift stations, or COWC WWTF processes, Rockdale

shall immediately discontinue or modify the additive at its sole cost and reimburse the Village for all costs, damages, or regulatory penalties. Rockdale shall prevent the discharge of emerging contaminants (including PFAS, microplastics, pharmaceuticals) and nuisance materials (flushable wipes, rags, grease, or other non-domestic-strength substances) and indemnify the Village for any damages or costs caused by such substances.

- 4.7 Capital Cost Contributions. If upgrades, expansions, or modifications to the Village Collection System or the COWC WWTF are required in whole or in part as a result of Rockdale's flows or loads, Rockdale shall pay its proportional share of such capital costs, based on flow and load contribution, in addition to its ongoing user charges. Payment terms shall be as provided in Sections 7 and 8.

5. METERING

- 5.1 Rockdale Meter. Rockdale shall own and maintain a wastewater flow meter to accurately measure the volume of wastewater discharging from the Rockdale Collection System to the Village Collection System. The flow meter ("Rockdale Meter") shall be located at the Rockdale Lift Station. Rockdale shall assume all responsibilities and costs to maintain, service, repair, and replace the Rockdale Meter. If the Rockdale Meter is replaced or modified, meter installation or modification plans shall be submitted to the Village for review and approval.
- 5.2 Measurement of Volume. The volume of wastewater discharged from the Rockdale Collection System into the Village Collection System shall be measured by the Rockdale Meter.
- 5.3 Reading of Rockdale Meter. Rockdale shall record and provide to the Village, on a monthly basis, the totalized daily flow readings from the Rockdale Meter as recorded by the flow meter or SCADA monitoring system. Such reports shall be submitted within 30 days of the following month. The Village shall have the right to access, inspect, and verify the Rockdale Meter, its data, and any related monitoring equipment at any time, with reasonable notice, for the purpose of confirming accuracy and compliance.
- 5.4 Access to Rockdale Lift Station. Rockdale grants the Village the right to access, inspect, and verify the Rockdale Meter, its data, and any related monitoring equipment at any time. If the Village discovers any problem, defect, or deficiency with the Rockdale Meter or Rockdale Lift Station during said visits, the Village shall promptly report it to Rockdale. Rockdale is responsible for all corrective measures.
- 5.5 Testing of Rockdale Meter. The Rockdale Meter shall be inspected, tested, and calibrated by a qualified technician at a minimum of once per year. The Village may

request more frequent inspections, tests, and calibration if there is a reason to believe the flow meter data is inaccurate. Rockdale shall pay all expenses related to the inspection, testing, maintenance, calibration, and/or replacement of the Rockdale Meter. Rockdale shall provide the Village with notice of the inspection, testing, calibration, and maintenance at least 14 working days before the time of inspection and testing, so that the Village may, if it elects, have a representative present during the inspection and testing. Rockdale shall provide the Village with information regarding the technician's credentials and the results of such inspection, calibration, and testing within thirty (30) days after the completion thereof. The Rockdale Meter shall be maintained to provide readings within 92% - 107% of actual flow or within equipment accuracy standards, whichever is stricter.

- 5.6 Failure to Maintain Rockdale Meter. In the event Rockdale fails to comply with Section 5, Rockdale shall notify the Village of the violation and Rockdale has 30-days to correct the issue. If the Village is aware of the Violation, they will notify Rockdale and Rockdale has 30-days to correct the issue. If Rockdale fails to correct the violation within 30-days of the known issue (or other duration mutually agreed upon by the Village and Rockdale), the Village is authorized to test, maintain, and, if necessary, repair or replace the meter, and charge the expenses related to such testing, maintenance, and replacement to Rockdale, which Rockdale agrees to pay. The Village shall bill its costs to Rockdale and the bill shall be due as provided in Section 7. If the Rockdale Meter fails, the Village may substitute its own measurements or estimates for billing.

- 5.7 Retention of and Access to Records. Both Rockdale and the Village shall maintain records of metering for a period of at least three (3) years.

6. SAMPLING

- 6.1 Measurement of Strength. At a minimum, quarterly, Rockdale shall be responsible for the work and costs related to sampling wastewater discharged from the Rockdale Collection System into the Village Collection System. Sampling shall be representative of Rockdale's collective wastewater. The Village is allowed to review Rockdale's sampling method to determine if samples are representative. Rockdale shall provide all sample results to the Village within thirty (30) days of sample collection. The Village is allowed to request sample parameters, paid for by Rockdale, if related to new regulatory requirements or if violations of the Village Ordinance has occurred.

- 6.2 Duplicate Sampling. The Village may sample and analyze the wastewater pursuant to its ordinance authority. Rockdale may also sample or test and shall copy the Village on the results directly from the testing lab.

- 6.3 Compliance. Compliance with the parameters of wastewater strength will be determined, at a minimum, by the quarterly samples. Rockdale may elect to sample more often, at their own cost. Additional samples may be included in the measurement of strength compliance if the samples are agreed to be representative by the Village.
- 6.4 Access to Rockdale Lift Station. Rockdale grants the Village the right to access the Rockdale Lift Station at any time for the purpose of sampling the wastewater. If the Village discovers any problem, defect or deficiency with the Rockdale Lift Station during said sampling, the Village shall report it to Rockdale within thirty (30) days. Rockdale has 30-days to correct the issue. If Rockdale fails to correct the violation within 30-days of the known issue (or other duration mutually agreed upon by the Village and Rockdale), the Village is authorized to correct the issue, and charge the expenses to Rockdale, which Rockdale agrees to pay. The Village shall bill its costs to Rockdale and the bill shall be due as provided in Section 7. Nothing herein shall authorize the Village to test, dismantle, alter or repair the Rockdale Lift Station without the express written consent of Rockdale.
- 6.5 Penalties for Exceedance of Limits. If Rockdale is found to be exceeding limits, the Village may apply its Ordinance, including its monitoring, sampling, and analysis requirements.

7. CONNECTIONS: CONNECTION FEE

Commented [MC1]: Need Ehlers info

- 7.1 Service Charge. Rockdale shall pay the Village for wastewater discharged from Rockdale's collection system into the Village's collection system for treatment a service charge on the basis of a Base Charge per meter size plus a Volume Charge per the Rockdale Lift Station sewage flow meter readings consistent with charges set by Village Ordinance.
- 7.2 Authorized Connection. As of the Effective Date of this Agreement, The Village agrees to recognize Rockdale as a Village user with one connection at the Village manhole. Rockdale will pay a one-time connection fee of XX dollars. At this time, no other connections to the Rockdale Collection System are permitted unless the provisions of Subsection 7.3 are met.
- 7.3 New Residential Connections. The Village will work with Rockdale to permit new residential Rockdale users to the Rockdale Collection System, and the following requirements will need to be met.
- a. The proposed connection is located within the Rockdale Service Area.
- 7.4 New Significant Flow Connections. The Village will work with Rockdale and consider

on an individual basis any commercial user, industrial user, or residential development of 50 or more homes to the Rockdale Collection System, and the following requirements will need to be met.

- a. The proposed connection is located within the Rockdale Service Area.
- b. Written consent is obtained from the Village.
- c. A connection fee as outlined in the Village Ordinance.

8. USER FEES: BILLING

Commented [MC2]: Need Ehlers info

8.1 Monthly User Fees. Rockdale agrees to pay the Village a monthly user fee comprised of a fixed service charge, and a volumetric charge.

8.2 Fixed Monthly Charge. Rockdale agrees to pay the Village a fixed monthly charge calculated based on the Rockdale connection size to the Village Collection System.

8.3 Volumetric Monthly Charge. Rockdale agrees to pay the Village a monthly volumetric charge calculated by multiplying (a) the volume of wastewater as metered at the Rockdale Meter by (b) a volumetric charge. The volumetric charge shall be the same volumetric charge imposed on a single-family residential dwelling with a 5/8" meter in the Village, (currently described in the Village Ordinances)

8.5 Billing. Rockdale agrees to administer customer billing within the Rockdale service area. The Village will bill Rockdale monthly on or before the 15th day of the month for the aforesaid monthly user fees incurred during the prior quarter. Invoices shall be due and payable within twenty (20) days of the date of the invoice. If an invoice is not fully paid within twenty (20) days, the unpaid balance will be subject to interest at the rate of one and one-half percent (1.5%) per month.

8.6 Amendments to Charges. The Fixed Monthly Charge and Volumetric Monthly Charge shall be the same charges imposed by the Village on single-family residential dwellings located in the Village.

9. REGULATIONS ON USE: ENFORCEMENT

9.1 Plumbing. All plumbing in the Rockdale Collection System shall be installed and maintained in compliance with the Village Ordinances and the Wisconsin State Plumbing Code.

9.2 Prohibition on Clear Water. Rockdale shall adhere to Village Ordinances to prevent clear water discharge from drain tile, rainwater, surface water conduits, or any other clear water source into the Rockdale Collection System.

- 9.3 Prohibition on Trucked Waste. Rockdale shall not permit any septic tank waste, seepage pit wastes, grease-trap waste, or any trucked liquid waste to be deposited into the Rockdale Collection System without the express written consent of the Village.

10. NOTICES

- 10.1 Written Notice Required. Unless otherwise provided in this Agreement, any notice, demand or other communication required or permitted under this Agreement shall be given in writing and delivered personally, by courier, by U.S. Mail or commercial delivery service.
- 10.2 Effective Date of Notice. Notice provided under this Agreement shall be deemed effective: (i) when personally delivered; or (ii) three (3) days after deposit with the United States Postal Service, postage prepaid, certified, return receipt requested; or (iii) one (1) business day after deposit with a nationally recognized overnight courier service, addressed by name to the party intended, at the address provided in accordance with Subsection 10.3.
- 10.3 Address for Notices. Notices to a party shall be provided to its respective address set forth below, or at such other person or address as may from time to time be designated by such party in writing to the other.

To Village of Rockdale:
Village of Rockdale
208 Benton Street
P.O. Box 160
Cambridge, WI 53523

To the Village of Cambridge:
Village of Cambridge
200 Spring St, Cambridge WI 53523-9218

11. EFFECTIVE DATE; TERM; TERMINATION FOR CAUSE

- 11.1 Effective Date. This Agreement shall become effective on [date].
- 11.2 Reevaluation During Term of Agreement. The Village and Rockdale agree to meet and confer at least once every five years through the term of this Agreement to discuss revisions to the Agreement necessary to accurately capture up-to-date and representative operational arrangements. Neither the Village nor Rockdale shall unreasonably withhold approval for modification of the Agreement necessary to adequately capture up-to-date and representative operational arrangements. If this Agreement terminates and Rockdale continues to take service from the Village,

Rockdale shall continue to be responsible for all charges established by Section 7 unless and until either a new agreement is reached or such service is terminated.

11.3 Default and Termination.

11.3.1 Default by Rockdale. The Parties agree that the Village ordinance shall govern wastewater entering the Village. Except as otherwise provided herein, if Rockdale fails to comply with or perform any of the conditions or obligations on its part, the Village shall notify Rockdale in writing of the specific violation and provide Rockdale with a 60-day notice to correct. Rockdale shall correct said violation within 60-days of receipt of the notice to correct, including conducting sampling to assess the extent and nature of the violation or require the Rockdale user causing the discharge to correct the violation. If Rockdale fails or refuses to correct the violation within the aforesaid time period, then Rockdale may be required to halt the discharge or require the Rockdale user to halt the discharge causing or contributing to the immediate threat. The Village shall have the right to take any and all lawful measures, including court action for equitable and injunctive relief, forfeitures under the Village Ordinances and termination of service or the right to use the Village sewerage system. The discontinuance of service shall not release Rockdale from its obligations to make payments on past due services rendered under this Agreement.

11.3.2 Default by Village. Except as otherwise provided herein, if the Village fails to comply with or perform any of the conditions or obligations on its part, Rockdale shall notify the Village in writing of the specific violation and provide the Village with a 60-day notice to correct. The Village shall correct said violation within 60-days of receipt of the notice to correct, provided however, said time shall be extended (a) if more time is needed to correct said violation based upon industry custom and sound engineering practices, or (b) if the Parties agree to another date. If the Village fails or refuses to correct the violation within the aforesaid time period, then Rockdale shall have the right to discontinue payment of the monthly user fees established in Section 7 above until the violation is corrected. If the Village's violation causes a termination or limitation of the Village's ability to accept and dispose of wastewater from the Rockdale, then the monthly user fees established by Section 7 shall be suspended during the period of time during which the Village was unable to accept and dispose of Rockdale wastewater, and the Village shall be liable for the fees and charges incurred by Rockdale in transporting and disposing of the wastewater which the Village was obligated hereunder to take.

11.4 No Service Obligation Following Expiration or Termination. Upon the termination of this Agreement, in addition to such rights and obligations enumerated elsewhere in

this Agreement, the obligation of the Village to provide wastewater treatment service to Rockdale shall cease, and the obligation of the Rockdale to pay for wastewater treatment services shall cease.

12. FORCE MAJEURE

- 12.1 Force Majeure. In case by reason of Force Majeure any party is rendered unable wholly or in part to carry out its obligations under this Agreement, then if such party gives notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice, so far as it is affected by such Force Majeure shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such party shall endeavor to remove or overcome such inability with all reasonable dispatch. Notwithstanding any Force Majeure, Rockdale shall remain responsible for any costs incurred by the Village as a result of Rockdale discharging wastewater from the Rockdale Collection System to the Village Collection System in excess of the discharge limits of Section 4. The term Force Majeure means acts of God, acts of public enemy, orders of any kind of Governmental Authorities, or of any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraints of government and people, civil disturbances, explosions, breakage or accidents to machinery, or pipelines, partial or entire failure of wastewater treatment, or inability on the part of a party to receive or convey wastewater hereunder, on account of any other causes not reasonably within the control of the party claiming such inability.

13. MISCELLANEOUS

- 13.1 Recitals. The Parties confirm and ratify the statements and commitments contained in the Recitals. The Recitals are incorporated and made a part of this Agreement.
- 13.2 Agreement Supersedes Prior Agreements. This Agreement replaces all former agreements between the Village and Rockdale related to the treatment and disposal of wastewater.
- 13.3 Authority to Sign. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.
- 13.4 Rockdale Representations. Rockdale represents and warrants to the Village that it has full authority and power to enter into this Agreement, that it has the full authority and power to enforce the provisions of this Agreement on the users of the Rockdale

Collection System within the Rockdale Service Area; that it is not a party to any agreement with any other person or entity that is inconsistent with the terms of this Agreement; and that upon execution by each party, this Agreement will immediately be a valid and binding obligation of Rockdale and the Village, enforceable in accordance with its terms.

- 13.5 Non-Assignability. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns, or public board(s) and commission(s). No assignment or transfer of this Agreement may be made by Rockdale or the Village without the prior written agreement of the other party, except Rockdale may assign this Agreement to a new entity established by the users of the Rockdale Collection System for the purpose of administering the Rockdale Collection System and this Agreement
- 13.6 Modification of this Agreement. This Agreement may be modified only by a writing signed by both Parties.
- 13.7 Severability. The provisions of this Agreement are severable. If any provision or part of this Agreement or the application thereof to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.
- 13.8 No Waiver. The failure of any party to insist, in any one or more instance, upon performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver, or relinquishment of the future performance of any such term, covenant, or condition by the other party but the obligation of such other party with respect to such future performance shall continue in full force and effect.
- 13.9 Counterparts. This Agreement may be executed in one or more counterparts, all of which shall be considered but one and the same agreement and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other party.
- 13.10 Survival. All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- 13.11 Governing Law. This Agreement and all questions and issues arising in connection herewith shall be governed by and construed in accordance with the laws of the

State of Wisconsin. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in Dane County, Wisconsin. Each party waives its right to challenge venue.

- 13.12 References to Laws. Unless otherwise explicitly provided in this Agreement, any reference to laws, ordinances, rules, or regulations shall include such laws, ordinances, rules, or regulations as they may be amended or modified from time to time hereafter.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the Village of Cambridge pursuant to such resolution adopted by the Village Board on _____ 2025. This Agreement has been approved and executed by Rockdale pursuant to such resolution adopted by the Board of Directors on _____ 2025.

Village of Cambridge:

Village President

Village Clerk

Rockdale

Village President

Village Clerk

Attachment: Exhibit A: Rockdale Service Area Map

EXHIBIT A

ROCKDALE SERVICE AREA MAP

Water Utility

Village of Cambridge, WI

		2024	2025	2025	2026
		ACTUALS	BUDGET	5/31/2025	BUDGET
REVENUES					
Grouping	Acct #	Description			
INTERGOVERNMENTAL REVENUES	500-00-43565-000-000	COVID-19 GRANTS	0	0	0
PUBLIC CHARGES FOR SERVICES	500-00-46000-460-000	UNMETERED SALES	1,718	1,026	1,800
PUBLIC CHARGES FOR SERVICES	500-00-46100-461-000	METERED SALES-RESIDENTIAL	436,949	197,950	525,000
PUBLIC CHARGES FOR SERVICES	500-00-46200-461-000	METERED SALES-COMMERCIAL	118,632	60,684	160,000
PUBLIC CHARGES FOR SERVICES	500-00-46300-461-000	METERED SALES-INDUSTRIAL	6,219	3,110	5,800
PUBLIC CHARGES FOR SERVICES	500-00-46400-464-000	METERED SALES-PUBLIC AUTHORITY	101,388	49,841	107,000
PUBLIC CHARGES FOR SERVICES	500-00-46500-463-000	PUBLIC FIRE PROTECTION	232,546	0	168,000
PUBLIC CHARGES FOR SERVICES	500-00-46600-462-000	PRIVATE FIRE PROTECTION	5,959	2,415	5,796
PUBLIC CHARGES FOR SERVICES	500-00-46700-465-000	METER SALES WATER MULTI FAMILY	28,469	14,041	32,000
PUBLIC CHARGES FOR SERVICES	500-00-46900-470-000	FORFEITED DISCOUNTS	2,545	927	2,225
INTERGOV'T CHARGES FOR SERV.	500-00-47100-000-000	GRANT - ARRA FUNDS	0	0	0
CONTRIBUTED CAPITAL	500-00-48000-418-000	TOWER RENTAL INCOME	32,240	12,967	32,000
CONTRIBUTED CAPITAL	500-00-48000-419-000	INTEREST INCOME	98	0	0
CONTRIBUTED CAPITAL	500-00-48000-421-000	CONTRIBUTED CAPITAL	0	0	0
CONTRIBUTED CAPITAL	500-00-48000-425-000	MISCELLANEOUS AMORTIZATION	0	0	0
CONTRIBUTED CAPITAL	500-00-48000-474-000	MISCELLANEOUS REVENUES	3,843	0	0
FRIENDS OF CAMBRIDGE LIBRARY	500-00-49100-000-000	LT DEBT PROCEEDS	0	0	0
FRIENDS OF CAMBRIDGE LIBRARY	500-00-49260-000-000	TRANSFER FOR PY EXP WELL #2	0	0	0
FRIENDS OF CAMBRIDGE LIBRARY	500-00-49400-000-000	SALE OF ASSETS	0	0	0
FRIENDS OF CAMBRIDGE LIBRARY	500-00-49800-000-000	TRANSFER IN FROM GF	43,087	0	0
TRANSFER TO GENERAL FUND	500-00-59900-000-000	PROPERTY TAX EQUIVALENT	(107,632)	0	(118,000)
TOTAL REVENUES		906,059.86	-	342,961.11	921,621.00
HIDE	ORIGINAL SOURCE DOCUMENT TOTAL		-	342,961.11	FALSE
HIDE	MATCHES		TRUE	TRUE	FALSE
EXPENDITURES					

W TO ADD LINES

PUBLIC WORKS	500-00-53700-130-000	WATER - FRINGES	85.86	-	-	
PUBLIC WORKS	500-00-53700-403-000	DEPRECIATION EXPENSE	152,697	0	0	141,102
PUBLIC WORKS	500-00-53700-404-000	AMORTIZATION EXPENSE	0	0	0	0
PUBLIC WORKS	500-00-53700-408-000	WATER - EMPLOYEE FRINGES	9,283	0	4,054	9,730
PUBLIC WORKS	500-00-53700-426-000	OTHER INCOME DEDUCTIONS	0	0	0	0
PUBLIC WORKS	500-00-53700-427-000	LT DEBT - INTEREST	204,509	0	77,905	151,228
PUBLIC WORKS	500-00-53700-428-000	AMORTIZATION OF DEBT DISCOUNT	(1,393)	0	0	0
PUBLIC WORKS	500-00-53700-428-001	Bond Issuance Costs	18,000	0	0	0
PUBLIC WORKS	500-00-53700-450-000	G.O. DEBT CURR PRIN - WATER	(0)	0	576,116	225,877
PUBLIC WORKS	500-00-53700-500-000	COMMITTEE PER DIEMS	690	0	130	692
PUBLIC WORKS	500-00-53700-600-000	WATER HOURLY WAGES	85,577	0	37,472	89,934
PUBLIC WORKS	500-00-53700-600-100	UNIFORM EXPENSE	217	0	0	500
PUBLIC WORKS	500-00-53700-620-000	POWER PURCHASED FOR PUMPING	20,641	0	9,785	17,864
PUBLIC WORKS	500-00-53700-630-000	CHEMICALS	6,981	0	2,595	7,543
PUBLIC WORKS	500-00-53700-630-150	CHEMICALS - SALT	32,380	0	12,944	36,000
PUBLIC WORKS	500-00-53700-630-200	CHLORINATION EQUIPMENT	0	0	1,540	3,000
PUBLIC WORKS	500-00-53700-630-300	HYDRANT EQUIPMENT	2,554	0	2,679	2,909
PUBLIC WORKS	500-00-53700-635-000	TOWER REPAIRS & MAINT	1,300	0	35	4,000
PUBLIC WORKS	500-00-53700-640-000	SUPPLIES AND EXPENSES	22,280	0	13,033	20,000
PUBLIC WORKS	500-00-53700-650-000	REPAIRS/MAINT TO WATER PLANT	13,645	0	17	0
PUBLIC WORKS	500-00-53700-650-100	WATER MAIN BREAKS	4,388	0	3,727	19,212
PUBLIC WORKS	500-00-53700-650-400	METER READING COSTS	166	0	0	0
PUBLIC WORKS	500-00-53700-650-410	METER REPLACEMENT-CAP OUTLAY	0	0	0	30,000
PUBLIC WORKS	500-00-53700-650-420	METER REPLACEMENTS- STOCK	0	0	0	0
PUBLIC WORKS	500-00-53700-650-430	METER AUTO READER-CAP OUTLAY	0	0	0	0
PUBLIC WORKS	500-00-53700-650-500	MAIN ST WATER MAIN REPLCMNT	0	0	0	0
PUBLIC WORKS	500-00-53700-650-600	WATER TREATMENT EQUIPMENT	0	0	15	1,224
PUBLIC WORKS	500-00-53700-660-000	VEHICLE/FUEL EXPENSES	5,636	0	1,159	5,122
PUBLIC WORKS	500-00-53700-680-000	ADMINISTRATIVE WAGES	39,432	0	17,700	42,479
PUBLIC WORKS	500-00-53700-681-000	OFFICE SUPPLIES & EXPENSES	1,756	0	864	2,604
PUBLIC WORKS	500-00-53700-681-100	POSTAGE	4,049	0	1,114	3,000
PUBLIC WORKS	500-00-53700-681-200	TELEPHONE/INTERNET EXPENSE	3,903	0	3,262	3,300
PUBLIC WORKS	500-00-53700-681-300	COMPUTER SUPPORT	9,013	0	1,701	5,944
PUBLIC WORKS	500-00-53700-681-350	SCADA SUPPORT & MAINT	69	0	0	0
PUBLIC WORKS	500-00-53700-681-400	WORKHORSE SUP. & SOFTWARE	1,268	0	1,294	1,268
PUBLIC WORKS	500-00-53700-681-450	Website & Credit Card Pymts	75	0	0	0
PUBLIC WORKS	500-00-53700-681-500	STAFF TRAINING	949	0	951	4,000
PUBLIC WORKS	500-00-53700-681-600	PROFESSIONAL MEMBERSHIPS	410	0	505	1,212

PUBLIC WORKS	500-00-53700-682-000	OUTSIDE SERVICES-AUDITOR	5,171	0	0	0	0
PUBLIC WORKS	500-00-53700-682-010	OUTSIDE SERVICES-CROSS CONNECT	0	0	0	0	0
PUBLIC WORKS	500-00-53700-682-100	OUTSIDE SERVICES - AUDITOR	7,729	0	0	0	8,000
PUBLIC WORKS	500-00-53700-682-200	OUTSIDE SERVICES - LEGAL	37,117	0	0	0	10,000
PUBLIC WORKS	500-00-53700-682-300	OUTSIDE SERVICES - ENGINEERING	31,153	0	5,831	43,856	0
PUBLIC WORKS	500-00-53700-682-310	OUTSIDE SERV- WELL PROJECT	6,352	0	0	0	0
PUBLIC WORKS	500-00-53700-684-000	INSURANCE EXPENSE	18,581	0	10,595	20,000	0
PUBLIC WORKS	500-00-53700-686-000	EMPLOYEE PENSIONS AND BENEFITS	17,435	0	6,927	20,000	0
PUBLIC WORKS	500-00-53700-687-000	G.O. ADMIN. FEE	4,900	0	0	0	0
PUBLIC WORKS	500-00-53700-688-000	REGULATORY COMMISSION EXPENSE	7,202	0	0	0	0
PUBLIC WORKS	500-00-53700-689-000	MISCELLANEOUS EXPENSES	702	0	184	441	0
PUBLIC WORKS	500-00-53700-689-100	DIGGERS HOTLINE EXPENSES	603	0	244	585	0
PUBLIC WORKS	500-00-53700-700-000	RENT FOR ADMIN OFFICE & SHOP	20,250	0	0	0	0
PUBLIC WORKS	500-00-53700-900-000	CAPITAL OUTLAY-OTHER	0	0	0	0	0
PUBLIC WORKS	500-00-53700-910-000	WELL REHABILITATION	0	0	0	0	0
PUBLIC WORKS	500-00-53707-000-000	ALLOCATED WRS	(1,790)	0	0	0	0
PUBLIC WORKS	500-00-59260-000-000	TRANSFER TO OTHER FUNDS	0	0	0	0	0
NW TO ADD LINES			795,963.80	-	794,377.68	932,626.17	
TOTAL EXPENDITURES							

Sewer Utility

Village of Cambridge, WI

		2024	2025	2025	2026
		ACTUALS	BUDGET	5/31/2025	BUDGET
REVENUES					
Grouping	Acct #	Description			
INTERGOVERNMENTAL REVENUES	600-00-43565-000-000	COVID-19 GRANTS	0	0	0
PUBLIC CHARGES FOR SERVICES	600-00-46100-622-000	RESIDENTIAL REVENUES	611,230	0	650,000
PUBLIC CHARGES FOR SERVICES	600-00-46200-622-000	COMMERCIAL REVENUES	173,252	0	200,000
PUBLIC CHARGES FOR SERVICES	600-00-46300-622-000	INDUSTRIAL REVENUES	12,579	0	15,000
PUBLIC CHARGES FOR SERVICES	600-00-46310-622-000	INDUSTRIAL REVENUES-MELSTERS	0	0	0
PUBLIC CHARGES FOR SERVICES	600-00-46400-622-000	PUBLIC AUTHORITY REVENUES	121,540	0	129,000
PUBLIC CHARGES FOR SERVICES	600-00-46420-622-000	SEWER METERED MULTI FAMILY	43,748	0	47,000
PUBLIC CHARGES FOR SERVICES	600-00-46500-624-000	SERVICE TO OKLND SANTRY DSTRCT	26,231	0	26,000
PUBLIC CHARGES FOR SERVICES	600-00-46900-600-000	COWC TRUE UP PAYMENT	0	0	0
PUBLIC CHARGES FOR SERVICES	600-00-46900-631-000	FORFEITED DISCOUNTS	3,869	0	2,780
PUBLIC CHARGES FOR SERVICES	600-00-46900-632-000	SANITARY FEES / SEWER HOOK UP	19,500	0	0
PUBLIC CHARGES FOR SERVICES	600-00-46900-635-000	MISCELLANEOUS REVENUES	4,885	0	0
CONTRIBUTED CAPITAL	600-00-48000-419-000	INTEREST INCOME	98	0	57
	600-00-48000-421-000	BUDGETED CONTRIBUTED CAPITAL	0	0	0
	600-00-49100-000-000	LT DEBT PROCEEDS	0	0	0
		ROCKDALE			3,000
1W TO ADD LINES					
TOTAL REVENUES		1,016,931.38	-	406,349.54	1,072,837.57
HIDE		999,795.37		406,349.54	
HIDE		FALSE	TRUE	TRUE	FALSE
ORIGINAL SOURCE DOCUMENT TOTAL					
MATCHES					
EXPENDITURES					
PUBLIC WORKS	600-00-53700-130-000	SEWER - FRINGES	130	0	105
PUBLIC WORKS	600-00-53700-403-000	DEPRECIATION EXPENSE	212,215	0	209,950
PUBLIC WORKS	600-00-53700-408-000	TAXES	3,066	0	3,211
PUBLIC WORKS	600-00-53700-427-000	INTEREST ON LONG-TERM DEBT	11,291	0	8,135
PUBLIC WORKS	600-00-53700-428-000	AMORTIZATION OF DEBT DISCOUNT	(268)	0	(268)

PUBLIC WORKS	600-00-53700-450-000	Debt-Principal	0	0	0	0	0
PUBLIC WORKS	600-00-53700-681-200	TELEPHONE EXPENSE	0	0	0	0	0
PUBLIC WORKS	600-00-53700-590-000	CONTRIB REQ BY DEPT OF AG	0	0	0	0	0
PUBLIC WORKS	600-00-53700-600-100	UNIFORM EXPENSE	117	0	0	0	500
PUBLIC WORKS	600-00-53700-682-300	OUTSIDE SRVCS - ENGINEERING	11,863	0	616	0	10,000
PUBLIC WORKS	600-00-53700-700-000	RENT FOR ADMIN OFFICE & SHOP	6,750	0	0	0	6,750
PUBLIC WORKS	600-00-53700-800-000	COMMITTEE PER DIEMS	191	0	56	0	135
PUBLIC WORKS	600-00-53700-820-000	OPERATION & MAINTENANCE WAGES	7,156	0	2,834	0	6,802
PUBLIC WORKS	600-00-53700-821-000	POWER PURCHASED FOR PUMPING	11,241	0	4,735	0	10,401
PUBLIC WORKS	600-00-53700-822-000	PAYMENTS TO REGIONAL PLANT	5,442	0	1,814	0	5,446
PUBLIC WORKS	600-00-53700-823-000	EXCESS CAPACITY PYMTS TO OAKLD	0	0	0	0	0
PUBLIC WORKS	600-00-53700-824-000	PAYMENTS TO COWC	790,599	0	225,894	0	820,000
PUBLIC WORKS	600-00-53700-826-000	DEDUCT METER EXPENSES	0	0	0	0	0
PUBLIC WORKS	600-00-53700-827-000	OPERATING SUPPLIES & EXPENSES	8,973	0	2,065	0	3,236
PUBLIC WORKS	600-00-53700-828-000	TRANSPORTATION EXPENSES	1,467	0	0	0	726
PUBLIC WORKS	600-00-53700-831-000	MAINTENANCE OF SEWER PLANT	0	0	0	0	0
PUBLIC WORKS	600-00-53700-831-100	SEWER LINE LIFT STAT. MAINT.	9,298	0	0	0	12,000
PUBLIC WORKS	600-00-53700-831-200	SEWER ANNUAL MAINT FOR PUMPS	0	0	0	0	5,000
PUBLIC WORKS	600-00-53700-831-300	SEWER LINE TELEVISING/RELINE	22,901	0	3,500	0	24,000
PUBLIC WORKS	600-00-53700-831-400	SEWER PREVENTATIVE MAINT.	69	0	0	0	878
PUBLIC WORKS	600-00-53700-842-000	TECHNOLOGY EXPENSES	31,846	0	1,701	0	11,388
PUBLIC WORKS	600-00-53700-843-000	METER READING COST	3,824	0	0	0	0
PUBLIC WORKS	600-00-53700-850-000	ADMINISTRATIVE WAGES	35,089	0	15,767	0	37,842
PUBLIC WORKS	600-00-53700-851-000	OFFICE SUPPLIES & EXPENSES	2,918	0	1,875	0	3,292
PUBLIC WORKS	600-00-53700-851-100	STAFF TRAINING	460	0	0	0	0
PUBLIC WORKS	600-00-53700-851-200	PROFESSIONAL DUES & EXPENSES	0	0	175	0	0
PUBLIC WORKS	600-00-53700-851-300	POSTAGE EXPENSE	2,868	0	1,114	0	2,361
PUBLIC WORKS	600-00-53700-851-400	TELEPHONE/INTERNET EXPENSE	2,708	0	2,969	0	2,579
PUBLIC WORKS	600-00-53700-851-500	COMPUTER SUPPORT & SOFTWARE	0	0	0	0	0
PUBLIC WORKS	600-00-53700-851-600	Website & Credit Card Pymts	75	0	0	0	0
PUBLIC WORKS	600-00-53700-852-000	OUTSIDE SERVICES-AUDITOR	3,104	0	496	0	0
PUBLIC WORKS	600-00-53700-852-100	OUTSIDE SRVCS - AUDITOR	7,841	0	0	0	8,000
PUBLIC WORKS	600-00-53700-852-200	OUTSIDE SRVCS - LEGAL	3,999	0	0	0	4,000
PUBLIC WORKS	600-00-53700-852-300	OUTSIDE SRVCS - ENGINEERING	1,074	0	698	0	5,000
PUBLIC WORKS	600-00-53700-853-000	INSURANCE EXPENSE	2,521	0	1,931	0	2,645
PUBLIC WORKS	600-00-53700-854-000	EMPLOYEE PENSIONS & BENEFITS	10,400	0	4,304	0	15,259
PUBLIC WORKS	600-00-53700-856-000	MISCELLANEOUS EXPENSES	1,015	0	335	0	948
PUBLIC WORKS	600-00-53700-900-000	CAPITAL OUTLAY-OTHER	0	0	0	0	0
PUBLIC WORKS	600-00-53700-910-000	INFILTRATION/INFLOW ANALYSIS	0	0	0	0	0

600-00-58300-000-000	DEBT ISSUANCE COSTS	0	0	0	0	0
600-00-59260-000-000	TRANSFER TO OTHER FUNDS	0	0	0	0	0
600-00-59260-500-000	TRANSFER FOR PY EXP FUND 500	0	0	0	0	0
600-00-59260-520-000	TRANSFER FOR WELL #2 EXP 520	0	0	0	0	0
TRANSFER TO GENERAL FUND	PROPERTY TAX EQUIVALENT	2,200	0	0	0	2,853
3W TO ADD LINES						
TOTAL EXPENDITURES		1,214,444.62	-	274,259.89	1,223,173.47	

Stormwater Utility

Village of Cambridge, WI

		2024	2025	2025	2026
		ACTUALS	BUDGET	5/31/2025	BUDGET
REVENUES					
Grouping	Acct #	Description			
PUBLIC CHARGES FOR SERVICE	800-00-46100-461-000	RESIDENTIAL STORMWATER FEES	18,356	0	18,506
PUBLIC CHARGES FOR SERVICE	800-00-46200-461-000	COMMERCIAL STORMWATER FEES	16,600	0	17,099
PUBLIC CHARGES FOR SERVICE	800-00-46300-461-000	INDUSTRIAL STORMWATER FEES	1,569	0	1,593
PUBLIC CHARGES FOR SERVICE	800-00-46400-464-000	PUBLIC AUTH STORMWATER FEES	4,898	0	4,898
PUBLIC CHARGES FOR SERVICE	800-00-46700-465-000	STORM WATER MULTI FAMILY	1,168	0	1,168
PUBLIC CHARGES FOR SERVICE	800-00-46900-470-000	FORFEITED DISCOUNTS	1,493	0	1,454
CONTRIBUTED CAPITAL	800-00-48000-419-000	INTEREST INCOME	0	0	0
CONTRIBUTED CAPITAL	800-00-48000-421-000	CONTRIBUTED CAPITAL	0	0	0
CONTRIBUTED CAPITAL	800-00-48000-474-000	MISCELLANEOUS REVENUES	0	0	0
CONTRIBUTED CAPITAL	800-00-48300-000-000	GAIN/LOSS FIXED ASSETS	0	0	0
1W TO ADD LINES					
TOTAL REVENUES		44,084.23	-	18,631.82	44,716.37
EXPENDITURES					
PUBLIC WORKS	800-00-53700-854-000	EMPLOYEE PENSION BENEFITS	(322)	0	0
DEBT SERVICE	800-00-58000-403-000	DEPRECIATION EXPENSE	10,636	0	6,474
DEBT SERVICE	800-00-58000-404-000	AMORTIZATION EXPENSE	0	0	0
DEBT SERVICE	800-00-58000-408-000	TAXES EXPENSE	1,138	0	1,065
DEBT SERVICE	800-00-58000-427-000	INTEREST ON LONG-TERM DEBT	0	0	0
DEBT SERVICE	800-00-58000-450-000	G.O. DEBT - INT GARAGE NOTE	0	0	0
DEBT SERVICE	800-00-58100-300-000	OUTSIDE SERVICES-ENGINEERING	405	0	287
DEBT SERVICE	800-00-58100-600-000	OPERATION WAGES	11,064	0	10,724
DEBT SERVICE	800-00-58100-630-000	STORMWATER EQUIP REP/MAINT	2,038	0	10,000
DEBT SERVICE	800-00-58100-640-000	SUPPLIES AND EXPENSES	92	0	3,000
DEBT SERVICE	800-00-58100-650-000	STORMWATER REPAIRS	3,550	0	0
DEBT SERVICE	800-00-58100-660-000	TRANSPORTATION EXPENSES	247	0	141
DEBT SERVICE	800-00-58100-680-000	ADMINISTRATION WAGES	4,235	0	3,576
DEBT SERVICE	800-00-58100-681-000	OFFICE SUPPLIES AND EXPENSE	0	0	0

DEBT SERVICE	800-00-58100-681-100	POSTAGE	2,450	0	1,059	2,208
DEBT SERVICE	800-00-58100-681-200	STAFF TRAINING	0	0	0	0
DEBT SERVICE	800-00-58100-682-100	OUTSIDE SERVICES-ACCOUNTING	0	0	0	0
DEBT SERVICE	800-00-58100-682-200	OUTSIDE SERVICES-LEGAL	0	0	0	0
DEBT SERVICE	800-00-58100-682-300	STORMWATER - ENGINEER	17,417	0	895	2,148
DEBT SERVICE	800-00-58100-686-000	RETIREMENT EXPENSE	1,054	0	304	928
DEBT SERVICE	800-00-58100-687-000	HEALTH INSURANCE EXPENSE	0	0	0	0
DEBT SERVICE	800-00-58100-688-000	STORMWATER - FRINGES	86	0	0	0
DEBT SERVICE	800-00-58100-689-000	MISCELLANEOUS EXPENSE	378	0	393	0
DEBT SERVICE	800-00-58100-900-000	CAPITAL OUTLAY	0	0	0	0
NW TO ADD LINES						
TOTAL EXPENDITURES			54,467.48	-	8,672.42	40,551.11

Village of Cambridge

Wisconsin

Phone: (608) 480-9274

Attention: Blake Darnell

Email: BDarnell@cambridgewi.gov

Portalogic Bulk Water Fill Station

FS-43

Date: October 27, 2025

Quote Number: 2510-066

From: Danielle Gorder

dgorder@elemech.com

(630) 499-7080 x 106

Payment Terms: 15% upon approval of submittal, NET30. 85% upon delivery of equipment, NET30

Item #	Part No.	Description	Quantity	Unit Price	Expanded Price
1	FS-43	Bulk Water Station - 48"x36"x75" Painted Steel Enclosure, With Lockable Door - Terminal Window Kit, Latchable Door - Keypad Access & Display panel - Manual Shutoff Valve - 2" Backflow Prevention - 2" Meter - 2" Control Valves - Single Outlet Configuration - 2" - Drain Solenoid - Cold Climate Package: Heater, T-Stat, Insulated	1	\$39,500.00	\$39,500.00
2	Software	Portalogic - Station and User Management software - Remote Software Training Session - Portapay customer payment portal included	1	\$0.00	\$0.00
3	Warranty	Parts Warranty - (1) Year or 18 months from shipment Software and IT Support- (1) Year	1	\$0.00	\$0.00
4	Shipping	Crating is included. Shipping is charged at cost.	1	\$0.00	\$0.00
				Total	\$39,500.00

Additional Options

Item #	Part No.	Description	Quantity	Unit Price	Expanded Price
1	Cloud Hosted Software	Cloud hosted software - annual cost for one station - includes annual IT support	1	\$1,100.00	\$1,100.00
				Total	\$1,100.00
				Total from Above	\$39,500.00
				Grand Total	\$40,600.00

Acceptance of Quotation - This quotation can be accepted by signature with return to dgorder@elemech.com.

Authorized Signature _____ Date _____

Page 1 of 2

Purchase Order No. _____

EleMech Acceptance _____

Date _____

Operation Instruction:

1. Display will prompt users to log in with their established account number and PIN.
2. Water purchases will be made by using either the customer's linked online payment method (Portapay) or via generated invoice.
3. Display will prompt user to either enter desired volume or operate manually.
4. Start and Stop buttons will control the water flow.
5. Transaction concluded when the volume is dispensed or when Stop button pressed.
6. Volume is logged to Portalogic along with date, time.

NOTES:

1. Additional panels and mounting hardware may be required based on total power requirements and location. Capacity does not include heaters, site lighting or other power consuming loads. Any additional mounting hardware that is required is not included within this scope of supply.
2. Any Item not specifically listed above is not considered part of this scope of supply. Please contact our representatives listed above for further clarification.
3. Pricing is valid for (30) days from noted date and may be subject to change due to current market conditions.

Special Information and Exceptions

- Price does not include any unloading or any applicable fees or taxes (Local, Federal, or Final Destination)
- Prices are in U.S. Dollars unless noted otherwise
- Freight is not included. Actual price of delivery will be added to final invoice.
- Price does not include installation or building modifications

Terms of Payment

Payment terms shall be as stated below or as agreed upon terms:

- 15% upon approval of submittals (net 30 days)
- 85% upon delivery of equipment (net 30 days)

[All Terms NET 30, All Currency USD]

Due to supply chain issues and extended delays, EleMech reserves the right for partial invoice prior to project shipment.

Submittals

EleMech will provide documentation to the customer per the following schedule:

- Drawings for approval including layouts, connection details, anchorage, and control panel
- Complete Bill of Material of all products furnished.

Shipment

EleMech will maintain the following schedule:

- Submittals 2 weeks after acceptance of a written purchase order if required.
- Estimated equipment delivery provided after approved submittal or notice to proceed.
- O&M manuals prior to equipment start-up.
- For any delays in delivery which are beyond EleMech's responsibility, a finance charge of 1.5% of the contract value per month will be due and payable to EleMech.



Portalogic Fill Stations

PRODUCT MODEL OVERVIEW



Product Overview



Portalogic products provide facility administrators the means to **dispense and sell bulk water** responsibly. Since 2000, facilities have trusted us to build stations that meet their unique needs.

Portalogic Fill Station Models and integrated software offer a simple, streamlined solution for bulk water filling and operations management. FS Models are customizable and can be designed to interface with your existing infrastructure. They combine the security of a steel panel enclosure with the technology of integrated equipment and software to **increase accountability between haulers and stations**.

Portalogic fill stations prevent the threat of water contamination, misuse of fire hydrants, and allow the convenience of 24/7 accessibility. Built-in features allow **user access, simplified payment, and accurate metering**. EleMech's goal is to assist you in identifying the FS best suited to your needs, enabling you to improve operations, reduce costs, and increase benefits to customers.



Product Features



Secure Hauler Access

A facility assigned access code and PIN permits haulers in good standing to use the station.



Durable & Tamper-Proof

HD metal plate enclosure with lockable doors secure the equipment.



Simple to Use

Guided step-by-step instruction allow users to dispense water without supervision.



Automated Records

Date/time, customer, volume, cost and more are instantly recorded to server and sent to user email after each transaction.



Temperature Controlled

Climate controlled options available. Portalogic stations function reliably in extreme conditions.



Integration

Stations can be customizable to integrate with existing equipment such as flow meters and valves.



Fill Point Options

Multiple fill point options are available and can be selected to direct water flow to the connected outlet.



Payment & Access Options

Use Portapay portal to add funds automatically. Many options available to make selling water effortless and profitable.



Portalogic Management Software

View graphs of station revenue and totals in real-time from smart phone or office. Features make user and station management a breeze.



Multiple Payment Options



Management Software



Over-Hydrant Connection Option



Sunlight Visible Display



Secure Enclosure



Station Operation: 3 Simple Steps To Get Water

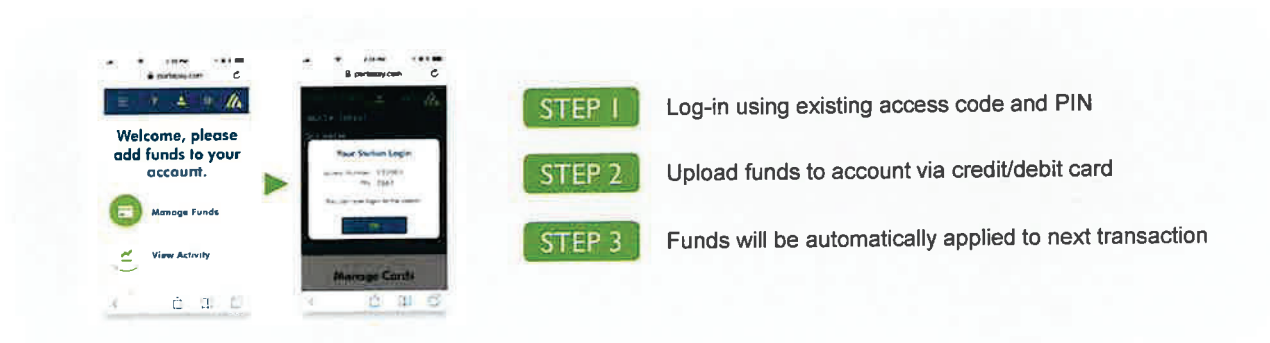


- STEP 1** Use Keypad to Enter access code and PIN
- STEP 2** Select AUTO or MANUAL fill mode
- STEP 3** Press STOP to manually end transaction. If AUTO mode, flow will stop and transaction ends automatically.

Notes:

- All registered users are assigned Access Codes and PINs
 - Receipt of transaction is automatically recorded and emailed to user.
 - Payment is completed automatically using online account.
- Additional payment methods are available.

Portapay: 3 Simple Steps for Online Payments



- ✓ **Simple, web-based platform**
- ✓ **Customers can self-manage funds via their personal device**
- ✓ **Instant fund transfer allows for 24/7 unattended station access**
- ✓ **Transactions are encrypted and secure**

* Portapay service is included with Portalogic! Simply activate Portapay from your Portalogic software and send invites to your haulers.

** Additional payment methods (credit/debit cards, bills, and coins) can be added upon request



Portalogic Fill Stations: Model Summary



Smart Controller

Full Software Package Included

Enclosed Meter & Valve

Enclosed Backflow Protection

Extreme Temperature Resistant

2" Piping / Filling Outlet

3" Piping / Filling Outlet

4" Piping / Filling Outlet



Portalogic Fill Stations: Model Descriptions



FS-10



Our smallest model, the FS-10 is a basic controller for retrofitting a station with a pre-existing enclosure. The station is constructed with painted steel, is outdoor rated, and resembles a surface mounted plate which can be installed to any external wall.

FS-20



The FS-20 is ideal for locations that want a smart controller equipped with a stainless steel enclosure to retrofit their preexisting system of backflow preventer(s) and valves. The external enclosure includes a lockable door for added security and weather resistance.

FS-22



The FS-22 is ideal for reuse water and for locations that require a metered valve but not necessarily a backflow preventer. The FS-22 is freestanding and consists of the FS-20 model and a stainless steel enclosure to house additional valves.

FS-43



The FS-43 is a secure, over-hydrant enclosure and contains a backflow preventer, metered valve, and automatic drainage. This model is compatible with 2"-3" water supply pipes and a solar panel can be attached directly to the roof of the painted steel enclosure.

FS-63



The FS-63 has all the features of the FS-43, including the ability to include multiple fill outlets and an attached solar panel, but is built with a larger painted steel enclosure to house additional piping such as strainers and pressure reducing valves.

FS-72



The FS-72 has all the features of the FS-43 and 63 models and additionally allows for greater customization for fill outlets (ie a bottom and overhead fill) for hauler trucks. It is compatible with up to 4" water supply pipes.

*User access is enabled by access code and PIN. All models include Portalogic management software.

Portalogic Fill Stations: Specs & Features



STATION REQUIREMENTS	FS-10	FS-20	FS-22	FS-43	FS-63	FS-72
Base Price	RFQ	RFQ	RFQ	RFQ	RFQ	RFQ
Enclosure Size	15.75" L, 19.5" H	24" L, 14" W, 24" H	24" L, 24" W, 68" H	48" L, 36" W, 75" H	66" L, 36" W, 75" H	82" L, 51.5" W, 67.5" H
Enclosure Style	Wall Mounted	Wall Mounted	Freestanding	Freestanding, Walk-in	Freestanding, Walk-in	Freestanding, Walk-in
Steel Type	Painted Steel	Stainless 304SS included (316SS optional)	Stainless 304SS included (316SS optional)	Painted Galvanized Steel (316SS optional)	Painted Galvanized Steel (316SS optional)	Painted Galvanized Steel (Stainless 304SS or 316SS optional)
Retrofitting Existing System	✓	✓				
Over-hydrant Connection				✓	✓	✓
Water Outlet Size			2" - 4"	2"	2" - 3"	2 - 4"
Backflow Prevention				✓	✓	✓
Automatic Drainage				✓	✓	✓
Portalogic Management Software		✓	✓	✓	✓	✓
Portapay Online Payments		✓	✓	✓	✓	✓
OPTIONS*	✓	✓	✓	✓	✓	✓
Solar Powered	Stations can be powered by solar energy for remote installations					
Cold Climate Package	Heaters, insulation, and heat tracing can be added to protect the station in cold climates					
Hot Climate Package	Air conditioners and sunshields can be added to protect the station in hot climates					
Cellular Modem	Configurable with cellular connection					
Cloud Hosting	Cloud hosting options also available					
Receipt Printer	Durable non-jamming paper receipt dispenser for haulers					
Alternative Payment Options	Configurable to accept credit/debit cards, bills, and coins					
Multiple Fill Points	All models configurable with multiple fill points					
Additional Piping	Addition of strainers and/or pressure reducing valves (available for the FS-63 and 72 models only)					

*All optionality can be included for an additional cost

Why Incorporate a Management Software?



Portalogic Software Streamlines Your Current Processes



CURRENT PROCESS

PROCESS USING SOFTWARE



WATER METERING

Manually recorded transaction details 'honor system' and frequent gallon cheating. A difference in what is recorded versus actual distribution can mean tens of thousands of dollars per month in lost revenue.

Accurate metering of volume output and capture of customer data for every transaction. Automatic storage of data that can be accessed remotely in real time via your smartphone, tablet, or computer.



RECORD KEEPING & INVOICING

Transactions manually transcribed, tracked, and invoiced; Invoices processed manually with no detailed history of records.

Completely automated process from hauler station access to receipt of funds with the ability to efficiently invoice customers and reference past records.



MAINTENANCE & OPERATIONAL OVERSIGHT

Manual maintenance of multiple stations, providing in-person support and troubleshooting for users.

Remote control and monitoring of stations in real time:

- 24/7 remote user access
- Allow authorized haulers into your facility or deny access as needed
- Receive notifications and respond remotely

*Portalogic software is included with every Fill Station. There are no software licensing costs or hidden fees— software can support an unlimited number of transactions and user accounts. Any future updates made to software are complimentary, and software support is included for 2yrs after FS purchase.



Proven Return on Investment as Told By Our Customers:



Customer Feedback



Accurate **WATER METERING** can mean thousands of dollars in reclaimed revenue. Portallogic helped one client reclaim thousands of \$ in revenue per month:

"40,000 gallons were manually recorded by haulers on a station clipboard; Actual total usage for that month was 1.8 million gallons."



Automated **RECORD KEEPING & INVOICING** means less time spent managing customer transactions.

"By using Portapay, 20-40% of customers will switch to online payments, reducing our staff's effort to manually collect and exchange \$18,750 in quarters (937lbs!) every month."



MAINTENANCE & OPERATIONAL OVERSIGHT is enabled via remote monitoring and real-time response;

"Billing and collections went uninterrupted during COVID due to our self managing system, even with buildings and offices closed."

"Portallogic stations pay for themselves in a matter of months."



Cheaper competitor offerings meet short term budgets but not long term goals



Frequently Asked Questions



- ⚡ **Are there any additional licensing costs or fees?**
 - We try to keep things simple – by purchasing any FS you receive: the station, software, one year parts warranty, and two years support (for both the station and software). There are no additional licensing costs or fees for Portalogic software.
- ⚡ **How does the software work and what do we need to set it up?**
 - If you are interested in previewing our software, we can host a demo for you and your team free of charge.
 - Software installation and a remote training session is included with every purchase. Trainings which require travelling to the customer site will be billed at cost.
 - An internet connection (hard wired or via a cellular modem) is highly recommended at the physical FS site. Additional operating system and network requirements can be provided upon request. See page 11 for more details.
- ⚡ **How do I set up user accounts?**
 - Our support team will assist you with migrating your existing customers to the new system. Training will also be provided so that software admin can easily create new user accounts.
- ⚡ **How do I use the software to charge clients and complete sales?**
 - When using a payment terminal directly at the FS site (credit/debit/coin) - payment will be processed automatically
 - When only entering access code and PIN into station - transaction details are captured via software in real time. Station admin can then utilize the 'customer statements' functionality to generate a complete invoice to assist in billing customers.
 - When using 'Portapay' functionality - customers preload funds to their account. Funds are automatically applied at the time of the transaction.
- ⚡ **What is the difference between 'Cloud Hosting' and local software installation?**
 - We recommend the Cloud Hosting option for software installation as it streamlines future support efforts and enables our team to more quickly address IT issues. Cloud Hosting is an additional cost of \$1600/year. Software must be cloud hosted if adding the cellular modem option for internet connectivity. Local software installation is included, but will require us to work with your site's IT team in order to gain access to the system.
- ⚡ **My site has specific requirements not included in your standard models, can FS models be customized?**
 - All FS models are customizable and can be built to facilitate multiple payment options, function under extreme temperatures, and be configured to fit infrastructure needs (fill point location, size, type, etc).

Setting up your Internet Connection – Recommended Options



Cloud Hosted Software		Cost
	Hard-wired internet connection to FS	\$1600/yr + Install by Owner
	Cellular Modem in FS	\$750 to supply Cellular Modem; Sim Card & monthly data cost covered by Owner; \$1600/yr for Cloud.
Locally Hosted Software		Cost
	Hard-wired connection from Local PC to FS	Install by Owner
	Wifi antennas from Local PC to FS	Antennas + Install by Owner
	Hard wired internet at FS site w/ VPN tunnel to Local PC	Install by Owner



FS-20 Installation Examples



FS-20 - Faribault, MN

- Keypad and RFID user access
- RFID cards provided
- Credit/Debit Card Reader
- Receipt Printer
- 2" Bottom/Side Fill Point



FS-20 - Austin, MN

- Account Number & PIN user access
- 2" Overhead Fill Arm



FS-20 - Valparaiso, IN

- Account Number & PIN user access
- Credit/Debit Card Reader
- Bill Acceptor
- Portapay Online Payments
- 2" Bottom/Side Fill Point



FS-22 Installation Examples



FS-22 - Dripping Springs, TX

- Account Number & PIN user access
- Receipt Printer
- Dual Outlet – 2" & 3" Flanged Connection



FS-22 - Gail, TX

- Account Number & PIN user access
- 2" Overhead Fill Arm
- Automatic Drain



FS-22 - Port Orchard, WA

- Account Number & PIN user access
- 3" Side Outlet
- 304 Stainless Steel Sunshield



FS-43 Installation Examples



FS-43 – Midland County, MI

- Painted Galvanized Steel
- Account Number & PIN user access
- 2" Bottom/Side Fill Point
- Portapay Online Payments
- Cold Climate Package



FS-43 – Marshfield, WI

- Painted Galvanized Steel
- Account Number & PIN user access
- Credit/Debit Card Reader
- 2" Bottom/Side Fill Point
- Cold Climate Package



FS-63 Installation Examples



FS-63 - Little Rock Creek, CA

- Account Number & PIN user access
- 304 Stainless Steel
- Drain Solenoid
- 3" Side Fill Line
- Wifi Communication Antennas



FS-63 - Wauwatosa, WI

- Account Number & PIN user access
- 316 Stainless Steel
- Cold Climate Package – Enclosed Heater, Thermostat
- Low temperature alarm and email indication
- Interior and exterior LED lights
- 3" Side Fill Line



FS-63 in Newtown, PA

- Account Number & PIN user access
- Credit Card Reader
- Cold Climate Package – Enclosed Heater, Thermostat, Fan
- 3" Side Fill Line
- Cellular Modem



FS-72 Installation Examples



FS-72Thin - Liberty Hill, TX

- Account Number & PIN user access
- Credit/Debit Card Reader
- 3" Piping with Side and Top Filling with 2.5" Reducers
- Warm Climate Package – Ventilation



FS-72 in Napa, CA

- Account Number & PIN user access
- (2) Solenoid actuated valves for dual outlets
- 3" and 4" Side Fill Line
- Cellular Modem, Cloud Hosted
- Enclosure Mounted Solar Panels



FS-72 - North Liberty, IN

- Account Number & PIN user access
- Credit/Debit Card Reader
- Cold Climate Package – Enclosed Heater, Insulation, Drain Solenoid
- 3" Side Fill Line
- Wifi Communication Antennas





CONTACT US

- **EleMech, Inc,**
- 2275 White Oak Circle
- Aurora, IL 60502
- **Phone:** 630.499.7080
- **Fax:** 630.499.7760
- **Hours:**
- Monday-Friday
- 8:00am – 4:30pm CST



PORTALOGIC A PRODUCT OF ELEMECH, INC.

MANAGEMENT SOFTWARE

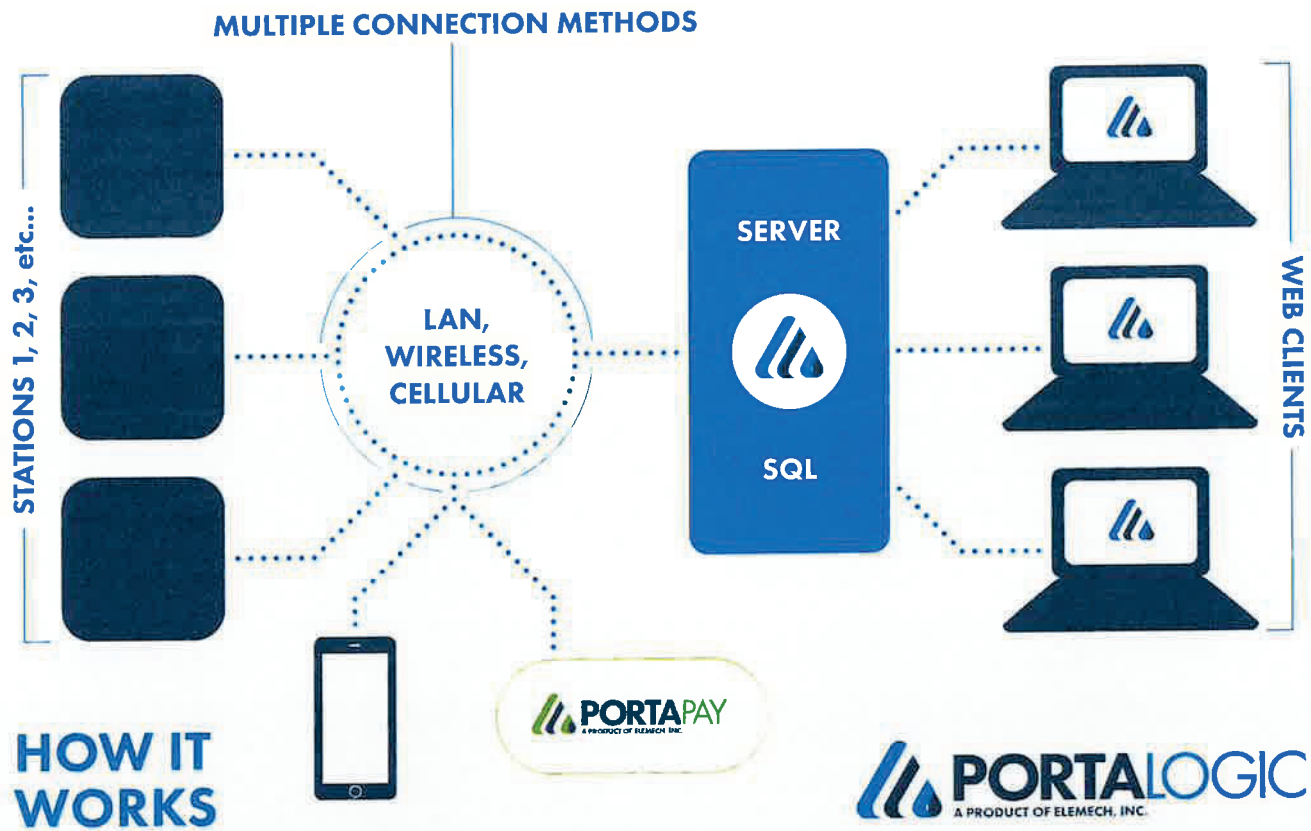
Receiving waste into your facility or dispensing water out to haulers can be filled with challenges. It can become clogged by data entry, or slowed by monitoring hauler loads—and tracking accounts and billing can be time-consuming. Portalogic is the solution you need.

Portalogic management software was built by EleMech, Inc., and pairs with our automated stations to help facilities like yours manage water and waste responsibly while decreasing costs. Since 1987, facilities have looked to EleMech for custom solutions that meet their unique needs. Partner with us and find your solution.

Minimum System Requirements

OPERATING SYSTEM	Windows 7 or later/Windows Server 2008 R2 or later • Microsoft .NET Framework 4.6 • Microsoft ASP .NET 4.0 • Windows Internet Information Services (IIS) Feature • Microsoft SQL Server 2008 R2 or later
CPU	Intel Core i5, 2 GHz
RAM	4 GB
HARD DRIVE	15 GB free space
NETWORK	1 Gbps/100 Mbps Ethernet Connection
CLOUD	(if used) Public Static IP Address and 10 Mbps or higher internet bandwidth

Buy Now — Call EleMech, Inc. at 630-499-7080 to order a station for your site



SOFTWARE FOR WATER AND WASTE

Portalogic seamlessly communicates with Portalogic water or waste stations. It manages waste receiving and water dispensing through automated record keeping and reporting. Users can see when a truck is connected, what customer is using the station, the volume, cost, and more.

Installation

Portalogic management software can be installed on any number of the facility's PCs. An EleMech Technical Specialist will help you with the software installation over the phone and provide an introductory software webinar.

Warranty

Management software updates and phone support is provided for two years from date of shipment.

Specifications

DATA COLLECTED	Stores customer, truck, date, time, receipt number, volume, cost, balance, water/waste type, pH, alarms, and more
DATA STORAGE	Data is automatically uploaded into a secure SQL database. Database is easily backed-up and restored
USERS	Unlimited number of software users
INTEGRATION	Manage multiple Portalogic Water and Waste Stations at separate locations with one centralized database
REPORTS	Preformatted reports can be exported as PDF, Excel document or data can be easily imported into accounting software
NETWORKING	Ethernet or cell modem provides real-time access to data

For more information about Portalogic, please visit www.portalogic.info, or contact an EleMech engineer at:

EleMech, Inc. | 2275 White Oak Circle, Aurora, IL 60502 | 630-499-7080 | elemechinc.com



PORTALOGIC

A PRODUCT OF ELEMACH, INC.

WATER FILL STATION MODEL FS-43

(Portalogic management software included)

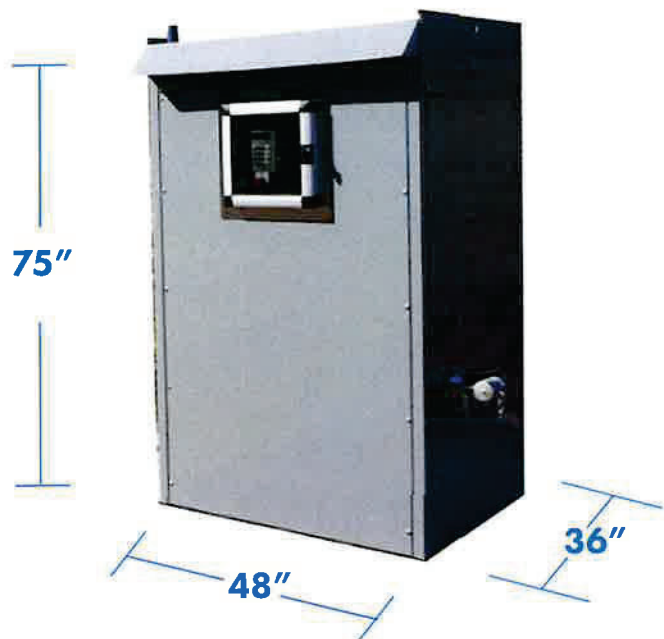
For controlling user access, flow metering, and billing

Types of water

Hydrant, reuse, potable, and frac

Specifications

ENCLOSURE	Temperature controlled, outdoor rated, lockable walk in enclosure including pre-installed FS-20 control panel for a complete system.
HAULER ACCESS	Multiple access methods including keypad entry, swipe cards, key fobs, credit/debit card, and others as required.
RECEIPT PRINTER	Heavy duty kiosk-style printer, illuminated chute, large capacity roll
INTERIOR	Encloses a metered valve (2"), backflow preventer, and power panel
POWER	240/120VAC, 20 AMP
FLOW RATE	Up to 1,100 gallons per min (4,164 liters per min)
TEMPERATURE	Operating temperature range -40°F to 122°F (-40°C to 50°C)
SOFTWARE	Station interfaces with Portalogic management software for record keeping, billing, monitoring, and reporting
CERTIFICATIONS	



The FS-43 water fill station is tamper-proof and easy for haulers to use. This station provides simple and secure hauler access by account number/PIN, or through other available methods. It houses a temperature controlled metering control valve and backflow preventer, and seamlessly communicates with Portalogic management software for simple management.

Buy Now – Call EleMech, Inc. at 630-499-7080 to order a station for your site

Portalogic Water Fill Station - Model FS-43

Features

- A Outdoor rated card reader and keypad with sunlight visible display
- B Optional credit card reader
- C Optional illuminated receipt paper chute
- D Lockable access doors
- E Temperature controlled enclosure containing a metered valve (2") and backflow preventer



Options

SOLAR POWERED	Stations can be powered by solar energy for remote installations
COLD CLIMATE PACKAGE	Heaters, insulation, and heat tracing can be added to protect the station in cold climates
HOT CLIMATE PACKAGE	Air conditioners and sunshields can be added to protect the station in hot climates
GATE/DOOR CONTROL	The station can interface with automatic gates and doors if needed

Hauler access station operation

- 1 Hauler connects truck to outlet connection
- 2 Hauler enters ID/PIN number or RFID swipe card (added option)
- 3 Hauler follows display prompts and enters information such as desired volume
- 4 Control valve opens and hauler begins to fill their truck
- 5 Water will automatically turn off or the hauler may press 'stop'

Installation

Stations come fully assembled, tested, and ready to install. The station comes with Portalogic management software which can be installed on any number of the facility's PCs.

Warranty

All controller components furnished in specification are guaranteed for 18 months from date of shipment. Management software updates and phone support is provided for two years from date of shipment.



For more information about Portalogic, please visit www.portalogic.info, or contact an EleMech engineer at:

EleMech, Inc. | 2275 White Oak Circle, Aurora, IL 60502 | 630-499-7080 | elemechinc.com

	B	C	D	E	F	G	H
	Project Name	Start Date	Timeframe	Priority	Status	Cost	Description
1	Project Name	Start Date	Timeframe	Priority	Status	Cost	Description
2	Well 2 Standby Generator	Current	In Motion- must be substantially completed by May 29, 2026. Completed by July 2026	HIGH	Chase (MSA) has taken the lead on this and will send updates as the project moves forward. No action required by us for now.	no cost- FEMA grant	Replacement of standby generator at Well #2. Upgrade needed due to age and capacity of current equipment.
3	Bulk Water Station	Current	In motion	HIGH	Received bid from local contractor. Forwarded bid to admin staff. Waiting to hear back from admin staff/ Blatner Energy	current quote was about \$59,000	3 Seasons Bulk Water Station to be used by private contractors working in the area in order for the Village to generate revenue
4	Water Tower Inspection/Cleaning	Spring 2026, Spring/Summer 2028	Annually- In house inspection, every 5 years full inspection by contractor	Low	In house inspection to take place in Spring 2026. Full drain down inspection and cleaning to be scheduled for 2028.		Must be done every 5 years- last inspection done in 2023; inspection takes 1-2 weeks
5	SCADA updating			low	To be looked at and considered for future upgrade		Supervisory Control and Data Acquisition- the "brains" of our automated distribution system
6	Valve Exercising/ Replacement	Ongoing	Ongoing	HIGH	Comprising a comprehensive list of main valves and hydrant valves into a cohesive chart. Plan is to exercise all valves Village wide yearly, with a goal of 50% of valves to be exercised for the remainder of 2025. Valve replacement is "as needed" (inoperable valves, broken valves)		Valve exercising and maintenance to be done annually to maintain the integrity of the current system. Proper valve function is must be maintained in order to safely and effectively shut off and divert water when necessary.
7							
8	Cambridge/Rockdale Regionalization	Current	In motion	HIGH	To be discussed at the November W/S meeting		
9	Sewer Cleaning/Televising	Early Dec. 25	1-2 weeks for current scope of work- 20% of Village to be cleaned/jetted; 10% to be televised	Medium	2025 work is scheduled to be completed in early December		Annual professional cleaning and televising of the Sanitary system
10	Sewer Lining/ Cured In Place Pipe (CIPP)			Medium to High- will find out more after digging through records and speaking with The Expeditors	8,000 feet of sewer lining could be done as of completion of cleaning/televising 2024		
11	Lift Station Maintenance		Annually- generator annual maintenance	Medium	Need to find records/ contact information of past contractors; work to be scheduled annually		Inspection/Cleaning and preventative maintenance of current Lift Stations
12							
13	Stormwater/ Catch Basin Maintenance	Ongoing	Ongoing	Low-ongoing assessment	High priority issues to be addressed first and as time/money allows. Long term issues or upgrades to be addressed as part of future road projects		Address current storm grates/ catch basins in dire need of repair and fix as time allows. Also, cleaning of catch basins to be performed annually.
14							
15	AMI /Advanced Metering Infrastructure) Syst	Current	In Motion	HIGH	Village has AMI system capability, need to meet with, discuss, and learn the new system with Jeff (Core and Main) and rep from Xylem. Training scheduled with Jeff for this week (11/17-11/21)	mostly paid for already, ongoing costs unknown to me	
16	Water Meter Replacement	Ongoing	Ongoing	HIGH	525 Meters are older than 20 years as of 12/31/2026	\$200 apiece; Village currently has 21 Meters 1 1/2" or larger to be tested regularly	Replacement of old meters with new, more accurate meters. DNR requires 3/4" & 5/8" meters to be tested or replaced every 20 years. Larger meters to be tested on 1, 2, or 3 year cycles
17	MXU/Radio Replacement	Ongoing	Ongoing	HIGH	Old Radios to be replaced as meters are replaced, not all old meters have old radios, some were replaced over time	New Sensus FlexNet radios are about \$ readings	MXU/radios are necessary for the AMI system and for all remote



VILLAGE OF CAMBRIDGE

JOB POSTING: DEPUTY CLERK / UTILITY CLERK

Hourly Wage: \$22.00 – \$25.00 per hour, depending on qualifications (DOQ)

Status: Full-Time, Non-Exempt

Department: Clerk's Office / Utilities

Reports To: Administrator-Treasurer

The Village of Cambridge is seeking a detail-oriented, customer-service-focused Deputy Clerk/Utility Clerk to support municipal operations, utility billing, elections, records management, and front-office services. This position plays an essential role in the day-to-day functions of the Clerk's Office and Water/Sewer/Stormwater Utilities.

POSITION SUMMARY

The Deputy Clerk/Utility Clerk assists with all statutory clerk duties, utility billing functions, and general administrative operations of the Village. Responsibilities include customer service, utility account management, billing and receipting, elections support, meeting preparation, licensing, and maintaining accurate public records. This role requires strong communication skills, confidentiality, and the ability to work effectively with the public, Village staff, and elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Deputy Clerk Duties

- Assist with elections, including voter registration, absentee processing, poll worker coordination, public notices, testing of voting equipment, and election-day support.
- Prepare and post meeting notices, agendas, and packets following Wisconsin Open Meetings Law.
- Record minutes for assigned committees and assist with record retention and document management.
- Issue dog/cat licenses, operator licenses, and other permits as assigned.
- Provide front-counter customer service, phone support, and general administrative assistance.
- Maintain Village records, ordinances, resolutions, and official documents.

Utility Clerk Duties

- Manage utility customer accounts for Water, Sewer, and Stormwater Utilities.
- Prepare, issue, and process quarterly utility bills, final bills, adjustments, and payments.
- Coordinate field scheduling with Utility employees (meter reads, shut-offs, service requests).
- Process connection fees and special assessments when applicable.
- Assist with PSC filings, annual utility reports, audits, and compliance submissions.
- Prepare utility-related correspondence, notices, and mailings.
- Assist with utility budget preparation and financial monitoring.

General Administrative Support

- Perform accounts receivable duties and cash receipting.
 - Assist Treasurer with accounting tasks, monthly reporting, and reconciliations.
 - Support counter services, including tax collection during tax season.
 - Maintain Village files, vendor records, and archival documents.
 - Perform other duties as assigned consistent with position responsibilities.
-

REQUIRED QUALIFICATIONS

- High school diploma or equivalent; additional coursework in business, accounting, public administration, or related field preferred.
 - Experience with office administration, customer service, or municipal operations preferred.
 - Strong computer skills, including Microsoft Office; willingness to learn municipal software.
 - Ability to maintain confidentiality, work independently, and manage multiple priorities.
 - Excellent written and verbal communication skills.
-

WORK SCHEDULE & ENVIRONMENT

- Full-time, weekday schedule with periodic extended hours during elections, budget season, and audit periods.
 - This position requires attendance at evening committee meetings (approx. 1-2 meetings per month).
 - Work is performed in an indoor, professional municipal office environment.
-

COMPENSATION & BENEFITS

- **Hourly Wage: \$22.00–\$25.00 DOQ**
 - Full benefits including State of WI Health Insurance, WI state retirement, Income Continuation Insurance, Life Insurance, vacation, sick time, floating holidays, and paid holidays.
-

HOW TO APPLY

Submit a cover letter, resume, at least 3 professional references and completed Village employment application to:

Village of Cambridge

Attn: Administrator-Treasurer

P.O. Box 99

Cambridge, WI 53523

Or email your application materials to: **lpeterson@cambridgewi.gov**

Position open until it is filled. Applications will be reviewed on a weekly basis.

The Village of Cambridge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This job description does not constitute an employment agreement between the Village and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.