

SECONDARY METER PROGRAM AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, A.D., 20_____, by and between the City of Villa Grove, P.O. Box 108, 612 Front Street, Douglas County, Illinois, hereinafter called the “**CITY**”, and _____ of _____, Villa Grove, Illinois, hereinafter called “**CUSTOMER**”. The term Secondary Meter shall be referred to as “**SM**”.

WITNESSETH:

WHEREAS, CUSTOMER desires to purchase from the CITY water for usage outdoors; and
WHEREAS, the water used outdoors by the CUSTOMER will not drain into the City of Villa Grove’s wastewater treatment system; and
WHEREAS, the CITY is willing to provide water for such purposes.
NOW, THEREFORE, the parties for and in consideration of the promises and covenants respectively to be performed by them as herein stated, covenant and agree as follows:

AGREEMENTS OF CUSTOMER

CUSTOMER agrees to purchase a specially set-up water meter “SM” from CITY at the CITY’S actual cost, including tax and any applicable shipping charges, and to be responsible for maintaining the meter in good working condition.

CUSTOMER agrees to install said SM on an outside spigot in a **safe, easily-accessible location**, and to maintain the SM in the same location at all times during the season that the CITY reads the meter.

CUSTOMER agrees to notify the CITY immediately if the location of the SM is changed on the property or if the CUSTOMER moves and will continue participation in the program at a new physical address.

CUSTOMER agrees to provide the CITY with monthly meter readings if the SM is placed in an area that is not accessible to the public works servicemen or in an area in close approximation with animals.

CUSTOMER agrees to provide the CITY with monthly meter readings during the months of November through March if CUSTOMER wishes to utilize the SM during this period.

CUSTOMER agrees that any reading provided by CUSTOMER will be taken and provided to City Hall by the 20th of each month for utility bill processing.

CUSTOMER agrees to notify CITY if CUSTOMER no longer wishes to participate in the program.

AGREEMENTS OF CITY

CITY will read the SM monthly on the same date as regular household meters are read, beginning each year in April and ending in October.

CITY will calculate water usage based on actual SM readings, and will reduce sewer charges for each month based on the SM usage indicated for that month. Adjustments will appear on CUSTOMER’S monthly bill as lower sewer consumption than water consumption shown.

IN WITNESS WHEREOF, the parties have executed this **AGREEMENT** on the day and year first written above.

CUSTOMER, a resident of Villa Grove

CITY OF VILLA GROVE, a Municipal Corporation

By: _____
Customer Signature

By: _____
Staff Signature, City Hall

SM LOCATION: N S E W FRONT BACK OF HOME OF GARAGE INSIDE GATE SPIGOT
OTHER (GIVE DETAILS): _____

FOR OFFICE USE ONLY

PURCHASE OPTION 1: NEW METER FROM CVG

Customer order date _____ Receipt/Payment No. _____
Phone no. for pick-up _____ Date/time order to IMCO _____
Date meter received _____ Date/time picked up _____

PURCHASE OPTION 2: FROM ANOTHER CUSTOMER

Prior owner name _____ Prior owner cust no. _____
Date meter transferred _____ Date/time reading verified _____
Final read for prior owner/start read for new owner _____

CUSTOMER INFORMATION TO LOOK-UP

CUSTOMER ACCT NO _____
REGULAR SERVICE ID _____ REGULAR ROUTE NO _____
MASTER METER SN _____ MASTER METER SEQ NO _____
SM SN _____ SM SEQ NO _____

LOCATION INFORMATION TO CREATE/EDIT

NEW SM LOCATION UNDER STREET NAME FIELD _____
BILL PERIOD TO "SEASONAL" _____ CYCLE TO "N" _____
REVENUE CLASS TO "SMP..." _____ ROUTE NO SAME AS ABOVE _____
SERVICE DESCRIPTION: CUST LNAME @ ADDRESS --> MM NO _____

WATER BILLING INFO CHANGES

RATE CHANGED TO "SM" _____
BILL TYPE TO "REGULAR" _____
METER NO AND SEQ NO _____
READ TYPE TO "KEYED" _____
MASTER METER NO ENTERED _____
"IGNORE USAGE" SELECTED _____
METER ON BOX CHECKED _____
UNIT MULTIPLIER CHANGED TO "10" _____
BEGIN READ DATE ENTERED _____

SEWER BILLING INFO CHANGES

RATE CHANGED TO "SUB" _____
BILL TYPE TO "REGULAR" _____
"SUBTRACT USAGE" SELECTED _____

EMPLOYEE INITIALS AND COMPLETED DATE _____

FUTURE METER CHANGES

LOCATION CHANGE _____ DATE/INITIAL DONE _____
LOCATION CHANGE _____ DATE/INITIAL DONE _____
LOCATION CHANGE _____ DATE/INITIAL DONE _____

SM PROGRAM STOPPED _____ DATE/INITIAL DONE _____
SM TO NEW CUSTOMER _____ DATE/INITIAL DONE _____