

# 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, 102 North Main 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 proximity with outdoor pets.

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 the City's Administrative and Billing Office 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, Administrative and Billing Office

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 \_\_\_\_\_