

MINUTES OF THE WATER COMMISSION MEETING – NOVEMBER 15, 2011

Call to Order

The Water Commission meeting was called to order at 6:00 P.M. by Kevin Coffey, Chair

Roll Call

PRESENT: Kevin Coffey, Chair
Mike Bevers
Tim Bevers
Larry Van Lankvelt
Tim Wegand

ALSO PRESENT: Village President Michael Vanden Berg, Director of Public Works
Roy Van Gheem, MCO Rep. Jerry Verstegen, Village Administrator Charles Kell,
Finance Director Teri Matheny, Village Clerk Vicki Schneider

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Water Commission Minutes of October 18, 2011

Moved by Commissioner T. Wegand, seconded by Commissioner M. Bevers to approve the minutes of October 18, 2011 as presented. All Ayes – Motion Carried

Review/Discussion – 2012 Utility Budget

T. Matheny provided handouts of the 2012-2016 CIP Water Projects, the budget sheets for the Water Utility, and the new MCO contract amounts. T. Matheny stated that the budget numbers show the 17% rate increase that went into effect in September. T. Matheny reviewed the 2012 MCO contract amount noting that the contract increase is proposed at 4.10% which includes insurance numbers.

T. Matheny reported on the 2012 CIP Projects totaling \$612,500. Discussion took place. Staff stated that no water rate increase is planned for 2012 and the budget will be presented to the Village Board for their review prior to adoption of the 2012 budget. Staff also commented that they are not projecting any new residential customers will be added next year. C. Kell also updated the Commission on the status of the Open Range bankruptcy filing and he noted that the Village Attorney believes the Village may not be affected by the bankruptcy and Open Range may continue to pay their lease. C. Kell will keep the Commission updated on the issue.

Progress Report

MCO Operations Update

J. Verstegen provided an update on the water quality issue at 2507 Riverside Drive noting that staff went to the residence the day after the last Commission meeting and they found a bypass that was open to the softener and the softener wasn't working properly so they reprogrammed the softener and they took water samples from the meter and the water was still tinted at that time. Staff disconnected the meter and allowed the resident to flush for a day and it was significantly clearer the next day but there was still some tint to the water from the service line. Staff provided the resident with recommendations on how to check the condition of his softener and staff is also going to change the process and flush away from the residence when they do hydrant flushing and the resident will be personally notified before the hydrant flushing takes place. J. Verstegen stated the customer is satisfied at this point and the customer was informed to contact the Water Dept. if he has an issues or concerns. J. Verstegen noted that the customer is also considering replacing his private lateral. J. Verstegen reported that Well #3 is up and running smoothly and there are just some small line items for staff to complete. J. Verstegen stated upgrades to booster #3 & inspection of #4 at Well #3 were slated for this year but they were pushed back

because of other priorities and boosters #5 and #6 at Well #4 are scheduled for inspection next year so the two projects may be tied together for a better rate and McMaho ns will be providing a scope of project report for these projects. J. Verstegen reported that there are certain rebate programs that will be checked into and that will be part of McMahon's scope and he commented on various efficiencies that will be looked at. J. Verstegen reported that they have started on the winter maintenance projects at the plants. J. Verstegen reported that staff had met with the owner of Dutch Harbor Estates Mobile Home Park regarding their faulty valve and the two trailer parks have been given a year to comply with fixing their valves. J. Verstegen reported that they were down to four residences that haven't complied with the meter change notices and disconnection notices will be tied in with Kaukauna Utilities electric disconnection notices.

Director of Public Works

R. Van Gheem reported on the status of the projects on Rosehill Rd., Holland Rd., Evergreen Drive, and the Village North Subdivision. R. Van Gheem reported that the water main on Polk Street was extended an additional 300 feet as the main needed replacement.

Finance Director

T. Matheny reviewed the budget status report and noted that the Admin line item was adjusted to reflect the correct allotment of the Public Work Director's hours and she noted that the PSC rate study cost approximately \$9,000.

Approval of Vouchers

Commissioners reviewed the bills list.

Moved by Commissioner M. Bevers, seconded by Commissioner T. Bevers to approve and authorize payment of the vouchers as presented in the amount of \$125,052.61 and draw from their respective funds.
All Ayes – Motion Carried

Unfinished Business

Clerk Schneider noted that Commissioner Coffey's term was up for appointment. K. Coffey agreed to serve on the Commission for another 5-year term and President Vanden Berg will make the recommendation for K. Coffey's reappointment to the Village Board. Discussion also took place on the issue of owner's requesting a tenant's water to be shut off. Staff noted that the Village may need to make ordinance changes depending on what happens in Madison with the bill being proposed regarding municipalities not being allowed to put delinquent utility accounts on the property owner's tax bill. No action was taken and staff will keep the Commission updated on the issue. T. Matheny reported that the Department is in the process of providing delinquent accounts to the County for collection on the tax bill. K. Coffey requested that T. Matheny provide the Commissioners with the amount of unpaid water utility bills that is being applied to the tax roll. T. Matheny also reported that she has requested that Kaukauna Utilities provide her department with a list of final bills on a monthly basis and her staff will then follow up to make sure that those final bills are paid. T. Matheny stated that in the future staff will be able to access the Village's water utility customer accounts through Kaukauna Utilities as they are going to be switching to a web based program. T. Matheny also reported that the budget hearing before the Village Board is scheduled for November 30th.

Items for Future Agenda

None

Adjournment

Moved by Commissioner K. Coffey, seconded by Commissioner Van Lankvelt to adjourn the meeting at 6:45 p.m.

All Ayes - Motion Carried

VILLAGE OF LITTLE CHUTE

By: Kevin Coffey, Chair

Attest: Vicki Schneider, Village Clerk