

## MINUTES OF THE WATER COMMISSION MEETING – FEBRUARY 19, 2013

### 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  
Tim Bevers  
Mark Gloudemans  
Jason Wegand  
Tim Wegand

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

EXCUSED: Village Clerk Vicki Schneider

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes

#### Water Commission Minutes of December 20, 2012

*Moved by Commissioner Gloudemans, seconded by Commissioner T. Bevers to approve the minutes of December 20, 2012 as presented.* All Ayes – Motion Carried

### Private Well Update and Discussion

J. Verstegen reported that they are down to 49 active wells and 9 will be abandoning the wells. J. Verstegen reported that the private wells will be moved into the cross connection program for inspections. J. Verstegen stated that they have not had any response from property owners of 19 wells. J. Verstegen reported that letters would be sent in April to those that have not responded and they will be given 30 days to respond and a second notice will be sent in May. If there is no response after that, the owner of the well should be billed for a permit or a fine should be issued. J. Verstegen stated that before they even send out the letters to those that haven't responded in the past, Department staff will try to personally meet with those well owners that haven't responded. J. Verstegen also reported on circumstances where the owner(s) cannot find the paperwork on abandoning the wells. J. Verstegen stated the Building Inspector is going to be involved with the permitting. J. Verstegen stated that he will be providing a status update at a future meeting. Discussion took place.

### Progress Reports

#### MCO Operations Update

J. Verstegen reported that there is a problem with the soft start on Booster 1 at Well #1 and it has been taken off line but it doesn't appear that there is a problem with the motor and they will be trouble shooting the soft start this week. J. Verstegen reported that there were three water main breaks in January and one curb box was repaired and the break on Main St. did cause some property damage. J. Verstegen reported that their goal is to have all 2013 meter change outs done by early March and cross connection surveys would be started in late February/early March. J. Verstegen reported that they had received the new work truck and they are in the process of getting it equipped.

#### Director of Public Works

R. Van Gheem reported on the timeline for utility installations on the Main Street project and he also reported on other projects that would be taking place in the Village.

**Finance Director**

T. Matheny reported that the Finance Department will be sending out special assessment bills for 2012 projects including private laterals. T. Matheny reported that preliminary information had been provided to the PSC regarding servicing a parcel in the Northwest corner of the Village and part of this area is located in Appleton. T. Matheny reported that the multi-family rate class billing has been setup on the KU billing system so the Village is in compliance should we go forward with a rate case for multi-family classes. T. Matheny reported that the PSC report is due in March and the audit will be conducted in early April. T. Matheny reported that she and J. Verstegen will be reconciling the Water Departments records with Kaukauna Utilities regarding meter and hydrants and documenting other information that is needed and they will be starting with Main Street this year. T. Matheny noted that itemizing the assets will be a multi-year project. T. Matheny reviewed the CIP and Budget status for the utility and she noted that the February report will provide a better picture of what the numbers are so far for 2013.

**Approval of Vouchers**

*Moved by Commissioner T. Wegand, seconded by Commissioner J. Wegand to approve and authorize payment of the vouchers in the amount of \$109,551.40 and draw from their respective funds.*

All Ayes – Motion Carried

**Unfinished Business**

None

**Items for Future Agenda**

Applying for a Multi-family rate class will be discussed at a future meeting.

**Adjournment**

*Moved by Commissioner Bevers, seconded by Commissioner Gloudemans adjourn the meeting at 6:40 p.m.*

All Ayes - Motion Carried

**VILLAGE OF LITTLE CHUTE**

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By: Kevin Coffey, Chair

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Attest: Vicki Schneider, Village Clerk