

## MINUTES OF THE UTILITY COMMISSION MEETING – OCTOBER 20, 2015

### Call to Order

The Utility Commission meeting was called to order at 6:00 P.M. by Tim Wegand, Acting Chair

### Roll Call

PRESENT: Tim Wegand, Acting Chair

Mark Gloudemans

Tim Bevers

Jessica Schultz

Michael Vanden Berg

EXCUSED: Chair Kevin Coffey

ALSO PRESENT: MCO Rep. Jerry Verstegen, Village Administrator James Fenlon, Finance Director Teri Matheny, Director of Public Works Roy Van Gheem, McMahon Associate Chad Olsen

### Public Appearance for Items Not on the Agenda

None

### Approval of Minutes

*Moved by M. Gloudemans, seconded by T. Bevers to approve the Minutes of September 15, 2015 as presented.*

All Ayes – Motion Carried

### Discussion—2016 Budget

Finance Director Teri Matheny asked to table Budget discussion until item 4, Utility Billing, is discussed. Director Matheny then further requested, during item 4, to talk about this at an additional meeting that she requested for November 3. The Village Board is aiming to approve budgets during the third meeting in November. At the next meeting utility budget rates, sanitation billing, sewer fund, water fund, and storm sewer will be discussed.

### Discussion/Action—MCO Meter Reading Proposal

Finance Director Teri Matheny provided an overview of the MCO Agreement to perform all meter reading services for the Village of Little Chute for 2016. The total annual cost is \$8,500 which is based on part-time help for twice a month and MCO is covering final reads this year. MCO Representative, Jerry Verstegen stated that with MCO doing the meter readings and final readings it will provide Finance with better numbers, going forward into 2017. Also, there is a second hand held meter that will be used to upload and download data and Finance has training to use this on December 14, 2015. Lastly, meter readings will be moved to the second week of the month to accommodate work schedules.

*Moved by T. Bevers, seconded by M. Gloudemans to Approve the MCO Meter Reading Proposal*

All Ayes – Motion Carried

### Discussion—Utility Billing

Finance Director Teri Matheny requested permission for the Utility Commission to meet twice a month between now and January. The additional meeting dates are November 3 and December 1. This request was made so the Commission can approve a variety of marketing efforts aimed at informing the public of the change in Utility Billing from Kaukauna Utilities to the Village of Little Chute. Finance Director Teri Matheny provided an overview on what is currently happening with the marketing effort for utility billing. She stated door hangers are being designed and will be distributed by the Rawhide Boys Ranch to inform the public about the change in Utility Billing. Kaukauna Utilities is also allowing Little Chute to include an insert in their December billing. A special newsletter will be distributed publicly in December and that is coming out of the Clerk's office.

### **Discussion—Pumphouse #1 Engineering Report**

MCO Representative, Jerry Verstegen provided an overview last month on Pumphouse #1 and Chad Olsen from McMahon was available for any questions. After the meeting, there will be a tour at Doyle Park to see the condition of the wells. The DNR is not allowing discharge of chloride waste to the storm sewer beginning July 1, 2017 and they are requiring plans to make this change to be in by January 1, 2017.

### **Progress Reports**

#### **MCO Operations Update**

MCO Representative, Jerry Verstegen provided updates for current, past and ongoing Water Department projects and areas of concern. Work was done at Wells #4 sump pump lines rerouted to the south and into new storm sewer line to eliminate frozen lines. A silicate pump was repaired at Well #4 and they are continuing to look for what is causing the problem at Reservoir Pump 2. The fall flush went really well with zero calls from customers regarding water quality. Pump House #2 ground storage tank inspection was completed and sent to DNR that is required every five years.

#### **Director of Public Works**

Director of Public Works, Roy Van Gheem provided updates on current projects and storm sewer. He stated the Buchanan interceptor is moving forward and the storm water, sanitary and water is complete on Taylor Street and the laterals are being relayed.

#### **Finance Director**

Director of Finance, Teri Matheny reported highlights on the sanitary sewer report and stated this month HOV was not billed and next month there will be two bills due to timing. She stated the storm sewer side will probably be expecting adjustment to rates.

#### **Approval of Vouchers**

*Moved by M. Gloudemans, seconded by J. Schultz to approve and authorize payment of the vouchers and draw from the respective funds.*

All Ayes – Motion Carried

#### **Unfinished Business**

None

#### **Items for Future Agenda**

Additional meeting dates of November 3 and December 1.

Election of Commission Chair and Secretary on November 3.

Utility Commission terms of office on website need to be looked at.

#### **Adjournment**

*Moved by T. Bevers, seconded by M. Gloudemans to adjourn the meeting at 6:52 p.m.*

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE

Laurie Decker  
Attest: Laurie Decker, Village Clerk

Kevin Coffey  
By: Kevin Coffey, Chair