

MINUTES OF THE UTILITY COMMISSION MEETING – NOVEMBER 3, 2015

Call to Order

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

Roll Call

PRESENT: Kevin Coffey, Chair
Tim Wegand
Mark Gloudemans
Tim Bevers
Jessica Schultz
Michael Vanden Berg

ALSO PRESENT: Village Administrator James Fenlon, Finance Director Teri Matheny, Director of Public Works Roy Van Gheem

Public Appearance for Items Not on the Agenda

None

Election—Commission Secretary and Chair

Moved by T. Bevers, seconded by M. Gloudemans to appoint Tim Wegand as Secretary

Moved by T. Wegand, seconded by M. Gloudemans to appoint Kevin Coffey as Chair

All Ayes – Motion Carried

Discussion—2016 Budget

Finance Director Teri Matheny provided information on debt service information and 2016 projects. The goal is to reduce debt outstanding as a percentage basis to get to the goal of 50%. Anticipate increases in sanitation, storm water and full rate case for water. There is no change anticipated for sewer utility. Customer account expense is going up because there is a full time utility billing clerk, an accounts payable clerk and billing service fees. Revenue across all of the utilities remains flat. There was a question on Collection Expense and why it is going up and this is because of an allocation fluctuation due to when the new engineer was hired. The Village is reducing collection expenses and although rates are going up the village is in a good position because of the proactive steps that have been taken. Water utility is showing growth, but there is no room for variation. Budget packets were given to board members and they plan to look over detail and ask questions at the next meeting set for November 17. The Village Board is having a formal budget hearing on December 2.

Discussion—Utility Billing

Finance Director Teri Matheny gave an update on marketing efforts aimed at informing the public of the change in Utility Billing from Kaukauna Utilities to the Village of Little Chute. There are 4,400 door hangers that are going to be distributed by Rawhide Boys Ranch the week of November 9. The new Village Intern will be updating the Finance portion of the Village Website to include Utility Billing. Prime Data is a local company that is being looked at to do the printing. PSN is the company being looked at to do all of the online business, E-billing and any other high number items that can be added on as needed.

Unfinished Business

None

Items for Future Agenda

Regular Utility Commission Meeting to be held on November 17, 2015.

Adjournment

Moved by K. Coffey, seconded by T. Wegand to adjourn the meeting at 6:42 p.m.

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE


Attest: Laurie Decker, Village Clerk


By: Kevin Coffey, Chair