

## MINUTES OF THE UTILITY COMMISSION MEETING – NOVEMBER 17, 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: MCO Rep. Jerry Verstegen, Village Clerk Laurie Decker, 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 October 20, 2015 and November 3, 2015 as presented.*

All Ayes – Motion Carried

### Discussion—2016 Budget

Finance Director Matheny asked if there were any questions on the budget packet that she handed out at the last meeting. It was noted that the Village Board is having a formal budget hearing on December 2. The reason for the increase in Operating Expense in the Sewer Utility section is due to the allocation of the salary for the engineer, for the entire year, as opposed to a partial year in 2015, when the engineer was hired.

### Discussion—Utility Billing

Finance Director Matheny gave an update on utility billing. The door hangers are being distributed and it appears as though one door hanger cycle will be adequate. The December newsletter will provide utility billing information and there will be an insert in the December MCO bill. The Village intern is working to include information on the Village website. Data from Kaukauna Utilities was pulled, as of last week, and is being reviewed. At the next meeting, on December 1, approval is being sought for the PSN process. Continuing to work on how to assign account numbers and develop protocol on how payments will be applied. Training for the new system is taking place on December 7. Finance is planning to hire a full-time Accounting Clerk and two part-time Cashiers.

### Progress Reports

#### MCO Operations Update

MCO Representative, Jerry Verstegen provided updates for current, past and ongoing Water Department projects and areas of concern. The silicate pump was repaired at Well #4 and resin was added to shells at Well #4. and brine pump was replaced. There was a water break on Orchard. The fall hydrant flush is complete and the hydrant was replaced at Carol Lynn. There was discussion about resin replacement, but need to analyze salt savings before taking action.

**Director of Public Works**

Director of Public Works, Roy Van Gheem provided updates on current projects and storm sewer. The interceptor on Cherryvale, Nixon and Eisenhower are complete. The Buchanan interceptor project is well underway up to Wilson and utilities on Taylor are complete.

**Finance Director**

Director Matheny stated it was proposed to the Village Board to raise Storm Water Utility rate by \$1.00 by due to pipe expansion. The sewer rates are not changing. There were no phone calls questioning the 3% rate increase on the current bills from Kaukauna Utilities.

**Approval of Vouchers**

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

All Ayes – Motion Carried

**Unfinished Business**

The houses torn down on Highway 96 have abandoned wells without active permits.

**Items for Future Agenda**

Approval of PSN

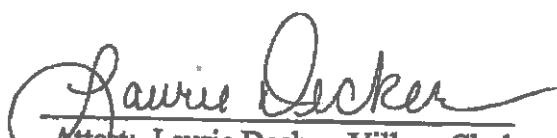
Kaukauna Utilities Policy

Well #4 tour on December 15

**Adjournment**

*Moved by T. Bevers, seconded by K. Coffey to adjourn the meeting at 6:51 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

Attest: Laurie Decker, Village Clerk



By: Kevin Coffey, Chair