

MINUTES OF THE UTILITY COMMISSION MEETING – DECEMBER 1, 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

EXCUSED: Michael Vanden Berg

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

Public Appearance for Items Not on the Agenda

None

Discussion—Utility Billing

Finance Director Teri Matheny gave an update on the utility billing conversion. Civic Systems has all of the data and is currently doing a parallel billing. Utility billing training is taking place in Madison from December 7-9. A special thank you goes out to Kaukauna Utilities for helping to keep the conversion on schedule. The payment scheme will have the village absorbing the ACH costs and the customer paying any debit/credit card charges. Online billing is currently on delay, but will be looked at after the first billing. The customer will need to set up and authorize a new ACH because this can't be carried over from KU. The customer account numbers will not remain the same. The first digit will reflect the type of customer: 1-residential, 2-multifamily, 3-commercial, 4-industrial or 5-public authority so there is the ability to sort by type of customer. After the customer receives the first postcard bill, they will be able to go online to view bills. The marketing effort is still underway to have inserts put into the December utility billing and to have a write-up in the December village newsletter. Additional staff is being hired in Finance to help with the extra work load. There will be two part-time cashiers and one full-time accounting clerk.

Discussion/Action—Authorize Contract with PSN

Moved by M. Gloudemans, seconded by T. Wegand to Approve the Contract with PSN

All Ayes – Motion Carried

Discussion—Primadata

Table this for a 12/15/15 action. The Village is waiting to find out the start-up programming costs for the post card mailing. There is a set rate for the paper and the postage.

Unfinished Business

Expect the Village Board to adopt the budget at the December 2 meeting. There is a full rate case occurring for water, no change in sewer, uncertain about storm water and sanitation is up 3%. Sewer connection fee, from HOVMSD, will be less in 2016 because the Part A debt is gone.

Items for Future Agenda

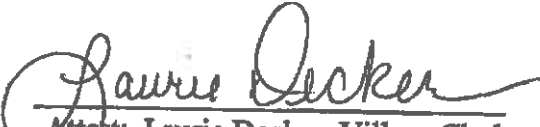
Regular Utility Commission Meeting to be held on December 15, 2015.
Final budget packet will be available.

Adjournment

Moved by K. Coffey, seconded by T. Bevers to adjourn the meeting at 6:25 p.m.

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE


Attest: Laurie Decker, Village Clerk


By: Kevin Coffey, Chair