

MINUTES OF THE UTILITY COMMISSION MEETING – SEPTEMBER 20, 2016

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
Mark Gloudemans
Tim Bevers
Tim Wegand
Michael Vanden Berg
EXCUSED: Jessica Schultz

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

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 July 19, 2016 as presented.

All Ayes – Motion Carried

Discussion—2016 Storm Sewer Construction Award Bid

Administrator Fenlon gave an overview of this project. The Village Engineer worked with McMahon and Assoc. on the east storm sewer. Hietpas and Sons Inc. was awarded the project for Elm Drive, Bohm Drive and Legion Park with a bid of \$1,259,050.30. This will alleviate pressure on Buchanan pond and allow for more developable property in the Industrial Park.

Discussion—Well #1/Doyle Park Discussion

Jerry Verstegen stated that Well #1 bid date is November 17. He is currently working to provide the electrical engineers with required data and in house he is looking at Brine lines. Director Matheny stated that the Safe Drinking loan has been approved and the full rate case needs to be completed. Things are moving forward as expected.

Discussion/Action—Award Bid for Pump House #2 Roof Replacement

Jerry Verstegen explained that Pump House #2 on Jefferson Street has a roof that is in poor condition. There is money in the budget to replace the roof this year. There are three bids all under \$25,000 to replace the roof so there doesn't need to be a formal bid process. The public will be notified via newspaper that Northeastern Roofing is doing the work.

Moved by K. Coffey, seconded by T. Wegand to Accept the Bid from Northeastern Roofing for Pump House #2 in the Amount Not to Exceed \$19,800

All Ayes – Motion Carried

Discussion/Action—Award Bid for Well #1 Interior Lighting Replacement

Jerry Verstegen explained that as part of the Well #1 project all of the lights are being replaced with LED lights. The low bid is from Abcon Lighting and that is who is recommended for the work.

Moved by T. Bevers, seconded by K. Coffey to Approve the Contract with Abcon Lighting in the amount of \$1584.

All Ayes – Motion Carried

Discussion/Action—Proposal from Water Clean and Coat for Well #4 Reservoir Repair/Inspection and Tower #2 Repair

Jerry Verstagen stated that during a past inspection/cleaning of Reservoir #4 in 2011, the engineer found the rubber patching on the hair line cracks was pulling away from the concrete walls. It was decided that the repair could be done at the next required inspection date in 2016. The Department emptied the Reservoir earlier this year to have Water Tower Clean and Coat give a quote on cleaning and repairs. The project will be done by doing half of the tank at a time, due to the lack of reliability of Well #1. Also, Water Tower Clean and Coat inspected Tower #2 at Jefferson Street and two repairs need to be done at that location.

Moved by K. Coffey, seconded by M. Gloudemans to Approve Water Tower Clean and coat to Clean/Inspect and repair patching on Reservoir #4 for \$5,800, and repair listed items on Tower #2 for \$3,700 with the grand total not to Exceed \$9,500.

All Ayes – Motion Carried

Progress Reports

MCO Operations Update

Jerry Verstegen gave an update for current, past and ongoing Water Department projects and areas of concern. There are numerous silicate pump repairs at Well #1. There are salt quality concerns because the product is coming in as powder instead of rock. There was a water main break on Grand Ave. Notices have been sent out for residential meters. Forty lead and copper samplings will need to be done in 2017.

Director of Public Works

Jeff Elrick noted that the village crew is getting ready to pick up the leaves to keep them out of the storm sewer system. The storm sewer project is taking place at the Industrial Park. Crosswinds at Cherryvale is underway. General cleanup is occurring on the streets.

Finance Director

Teri Matheny stated that she just attended the annual accounting software training. The Tax Certification class went over how residence and landlords are notified of delinquent accounts. Every month tenant and landlords are notified of delinquent accounts. Delinquents are notified on October 15, that they will go to the tax roll on November 15, if the portion that is due as of Sept. 5 is not paid by November 1. People will request deferred payment plans and will need to come in and sign a formal agreement. The winter newsletter will have information to encourage people to convert to PSN for payment. The rate case has been requested and may take up to six months to complete.

Approval of Vouchers

Moved by M. Gloudemans, seconded by T. Bevers to approve and authorize payment of the vouchers and draw from the respective funds

All Ayes – Motion Carried

Unfinished Business

Items for Future Agenda

McMahon and Assoc. are developing a proposal for a capacity study to determine when and if a new well is needed. The budget plan is scheduled for next meeting. Update on the abandonment of wells.

Adjournment

Moved by M. Gloudemans, seconded by T. Wegand to adjourn the meeting at 6:53 p.m.

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE


Attest: Laurie Decker, Village Clerk


By: Kevin Coffey, Chair