

MINUTES OF THE UTILITY COMMISSION MEETING – FEBRUARY 16, 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
Jessica Schultz
EXCUSED: Tim Wegand
Michael Vanden Berg

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

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 December 15, 2015 as presented.

All Ayes – Motion Carried

Discussion—Utility Billing Update

Finance Director Teri Matheny provided an update on Utility Billing. It was noted that 4,200 bills were sent out in the first month and that there were no incorrect bills. There will be three modifications made to the postcards for future bills—village phone number added, wording changed to sewer minimum and the wording “pay at Village Hall” removed. PSN is going live at the end of the week so customers can see billing detail online. Citizens knowledge varied greatly on their understanding of Utility Billing. There was a high volume of phone calls that came in requesting more detail. Finance will continue to encourage customers to take advantage of direct payments and viewing bills online.

Discussion/Action—Pump House #1 Engineering RFP

Director of Public Works Roy Van Gheem asked if there were any questions regarding the bid tabulation for Pump House #1 Engineering RFP and then recommended McMahon & Assoc. to do the work.

Moved by K. Coffey, seconded by J. Schultz to accept the bid from McMahon & Associates for the work on Pump House #1 not to exceed \$110,800.

All Ayes – Motion Carried

Progress Reports

MCO Operations Update

MCO Representative, Jerry Verstegen provided updates for current, past and ongoing Water Department projects and areas of concern. The interior walls of Well #3 were painted and water main breaks were noted. Some of the pipes have holes that are showing signs of deterioration, which attributed to some of the water main breaks. The meter readings were completed for the month.

Director of Public Works

Director of Public Works, Roy Van Gheem stated that he will bring the Utility Commissions recommendations to the board regarding Pump House #1. The opening of the bids for the 2015 utility projects is taking place on Thursday, February 18. Other projects being looked into are in the industrial park, Paradise Valley and the downtown. Some of the engineering has been brought in-house, now that an engineer is on staff, but there is still a need to hire a CAD person.

Finance Director

Director of Finance, Teri Matheny is planning a joint meeting of the Utility Commission and the Village Board on March 23. Items of discussion for that meeting will be cash flow, rate increases, refinancing and storm water projects.

Approval of Vouchers

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

All Ayes – Motion Carried

Unfinished Business

It was noted that we are breaking away from Kaukauna Utilities.

Items for Future Agenda

January Financials

Adjournment

Moved by M. Gloudemans, seconded by K. Coffey to adjourn the meeting at 6:39 p.m.

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE



Laurie Decker
Attest: Laurie Decker, Village Clerk


By: Kevin Coffey, Chair