

MINUTES OF THE UTILITY COMMISSION MEETING – NOVEMBER 15, 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 Wegand

Jessica Schultz

Michael Vanden Berg

EXCUSED: Tim Bevers

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. Wegand to Approve the Minutes of September 20, 2016 as presented

All Ayes – Motion Carried

Action—Election of Officers

Moved by M. Gloudemans, seconded by J. Schultz to Appoint Kevin Coffey as the Chair and Tim Wegand as the Secretary

All Ayes – Motion Carried

Action—2017 MCO Contract

Administrator Fenlon noted how the packet contains a brief memo and a letter from MCO explaining the 2016 total and adjustments for 2017. Total contract change is 1.7% which is just under \$6,000. Director Matheny noted that Jerry Verstagen is paid separately for mileage on his vehicle because we chose not to replace his vehicle. Also, there is a separate contract for meter reading. Jerry Verstagen said that concessions were made on health insurance to keep the costs down. He also noted that it is difficult to find qualified help, but currently they have good operators.

Moved by K. Coffey, seconded by M. Gloudemans to Accept the 2017 Contract for Renewal with MCO for the amount of \$353,588.41 for an increase of 1.7%

All Ayes – Motion Carried

Discussion—Private Wells

Jerry Verstagen stated that we are up on all the 5 year permits for all active wells. Jerry wants to change permits to start 1/1/17 because of DNR requirements. There are five/six properties that are looking for well permits. A well driller needs to inspect the well every 10 years and the property owner will be given through 2017 to get it done. The cost of the permit is being suggested at \$100 per year or the option to pay the \$500 for all five years. There are currently six wells that need abandonment as a cost of about \$1,200 for each. These six/seven wells will get notices on 1/1/2017 and will have 12 months to either abandon or get a permit for the well and a plan will be put in place to enforce this. Jerry will bring permits and costs to the next meeting for approval

Progress Reports

MCO Operations Update

Jerry Verstegen gave an update for current, past and ongoing Water Department projects and areas of concern. Well #1 is in the bid process. The second meter notices have been issued. Working with Kaukauna Utilities and local electrician, to separate the power at Well #1. Well #4 reservoir cleaning and inspection is scheduled. Water main project on Tulip for Lexington is complete. The second notices on meter changes have been issued. The 2017 Budget is complete.

Director of Public Works

Public Works Director Elrick stated that the storm water pump in the Industrial Park pond is repaired and is working fine. The utility contractor started at Legion Park and moving to Industrial Park. Director Elrick is working with a commercial business man and the county to figure out the cause of the rise in ammonia in the sewer system and what should be done. Continuing to work with the Finance Director on the budget.

Finance Director

Finance Director Matheny stated that the HOV expense is going up because of the ammonia issue. The time might be here where monthly monitoring needs to occur for businesses with strength concerns. There is about \$80,000 delinquent water bills that will hit the tax roll. The Safe Drinking Water is approved, but can't draw until rate order is in place. The rate filing is in process. Residents have approached with questions on how to replace laterals and we need to have policies in place.

Approval of Vouchers

Moved by K. Coffey, seconded by T. Wegand to approve and authorize payment of the vouchers and draw from the respective funds

All Ayes – Motion Carried

Unfinished Business

Administrator Fenlon mentioned the importance of the Utility Department Heads meeting during the week of Utility meeting. The members are: Administrator, Public Works Director, Finance Director, Village Engineer and MCO. The weekly meeting will discuss: operating management, financial solvency of utilities, future CIP, and development.

Items for Future Agenda

December: Private wells regarding permit and abandonment with respect to forms and fees, rate case. For 2017: Ammonia surcharge and updating the ordinance, water modeling, water capacity, storm, lead services, residential lateral replacement program, property inquire form—how it is noted for future buyer, and purchase of meters.

Adjournment

Moved by M. Gloudemans, seconded by J. Schultz to adjourn the meeting at 7:39 p.m.

All Ayes – Motion Carried

Laurie Decker
Attest: Laurie Decker, Village Clerk

Kevin Coffey
By: Kevin Coffey, Chair