

## **MINUTES OF THE UTILITY COMMISSION MEETING – JANUARY 17, 2017**

### **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  
Michael Vanden Berg  
**EXCUSED:** Tim Bevers  
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. Wegand to Approve the Minutes of December 6, 2016 as presented*

All Ayes – Motion Carried

### **Action—Well Permit Application Form**

*Moved by K. Coffey, seconded by M. Gloudemans to Approve the Private Well Permit Form as Presented*

All Ayes – Motion Carried

### **Action—Well Notice for Abandonment Form**

Jerry Verstegen from MCO noted that for all wells, where the owner is not completing a Private Well Permit, the Private Well Abandonment Notice will need to be completed. The well needs to be abandoned one year from the date of the notice.

*Moved by M. Gloudemans, seconded by T. Wegand to Approve the Private Well Abandonment Notice Form*

All Ayes – Motion Carried

### **Action—Water System Evaluation and Plan**

Jerry Verstegen from MCO noted that in the fall of 2016 there was a capacity issue presented to this commission. For a fee of \$12,400, McMahon will develop a written plan of the capacity of the existing facilities to meet current and future community's water needs.

*Moved by K. Coffey, seconded by M. Gloudemans to Approve McMahon Water System Evaluation and Plan Agreement for Professional Services not to exceed \$12,400*

All Ayes – Motion Carried

**Action—Financing Administration for Safe Drinking Water**

Director Matheny presented the proposal from McMahon to provide professional services for the financing of the Safe Drinking Water Loan for the Pumphouse #1 Improvement Project. This is needed to make sure the village is meeting all qualifications of the Safe Drinking Water application.

*Moved by M. Gloudemans, seconded by T. Wegand to Approve McMahon for Professional Services for the Safe Drinking Water Program in the Amount of \$8,300.*

All Ayes – Motion Carried

**Discussion—Ammonia Update**

Director Elrick gave an Update on the Ammonia issue. Currently staff is gathering ordinances from other communities on this issue to determine how they will proceed. Will bill Ammonia based on a customer exceeding a specified average mg per liter. A procedure will be in place to test new commercial businesses. Currently, there is one commercial customer in violation and, although back charging is an option, it was decided to start with the current year.

**Discussion—Update on Well #1**

Jerry Verstegen from MCO provided an update on Well #1. The DNR said that part of this project can go under the Safe Drinking Water funding, but not the chemical pumps. We cannot do a change order for some of the additional items that are now going to be included, but rather need to go out for bid. February 8 is the preconstruction meeting and after this meeting there will a schedule of dates. Looking to start this at the end of March or beginning of April.

**Action—Well #1 Rehabilitation Project—Design, Bidding and Construction Administration Services**

*Moved by K. Coffey, seconded by T. Wegand to Approve the Agreement for Professional Services from McMahon for Well #1 Pumping Equipment Rehabilitation Project Design, Bidding and Construction Administration with the numbers they provided less the \$4,000 for Construction Administration Services*

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 was a transmission line break from Well #3 to Jefferson Street Pumphouse #2 and the repairs have been done. Due to the storm water project there were several shut down and moving of a water main. The meter changes were completed for 2016.

**Director of Public Works**

Public Works Director Elrick stated that the MS4 Report is due on March 31 to the DNR. The storm sewer on Bohm Dr. is going well. The Municipal Services building has started. The Industrial Park Pond has been pumped down for Hietpas & Sons, Inc. for the storm sewer project. The snow and ice is keeping the department busy. The sanitary sewers will be cleaned when things lighten up.

**Finance Director**

Finance Director Matheny touched base with Ehlers for the rate study. The mission is to get the water utility closed by the end of February.

**Approval of Vouchers**

*Moved by K. Coffey, seconded by M. Gloudemans to Approve and Authorize payment of the vouchers and draw from the respective funds*

All Ayes – Motion Carried

**Unfinished Business**

The Village Engineer will assist with the Robert E. Lee presentation next month. The document is very large so a link to the document will be sent. Engineering is also working on the 60 inch storm sewer in the Industrial Park. A new engineer is starting in January and will be involved with finalizing the design of Harvest Trail. Engineering is also working on the kayak launch, Crosswinds and Scannell utilities.

**Items for Future Agenda**

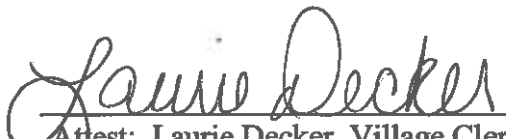
Rate Case, Landfill

**Adjournment**

*Moved by T. Wegand, seconded by M. Gloudemans to Adjourn the meeting at 7:01 p.m.*

All Ayes – Motion Carried

**VILLAGE OF LITTLE CHUTE**

  
Attest: Laurie Decker, Village Clerk

  
By: Kevin Coffey, Chair

