

MINUTES OF THE UTILITY COMMISSION MEETING OF SEPTEMBER 19, 2023

Call to Order

The Utility Commission meeting was called to order at 6:00 PM by Kevin Coffey, Chair

Roll Call

PRESENT: Kevin Coffey, Chair
Tom Buchholz
Jessica Schultz
Ken Verstegen

ALSO PRESENT: Village Administrator Beau Bernhoft, Kent Taylor, Lisa Remiker-Dewall, Dave Kittel, Jerry Verstegen with MCO

Public Appearance for Items Not on the Agenda

None

Approval of Minutes from the Utility Commission Meeting of August 15, 2023

Moved by T. Buchholz, seconded by K. Verstegen to Approve Minutes from the Utility Commission of August 15, 2023.

All Ayes – Motion Carried

Discussion – Nestle Meter Updates

Director Remiker-Dewall presented updates on the Nestle Meter. The meter has been moved and appears to be in working order. The village will continue to monitor on a monthly basis to collect data.

Discussion/Action – Resident Request for Shed on Easement

Community Development Director Kittel presented a request for a shed over a utilities easement and surface drainage. The property owner is looking for permission to be within the utility easement for a stormwater pipe. Typically, the Village does not allow structures on the easements. Staff did deny the request, the property owner has requested the Utility Commission make the final decision on the matter. Director Taylor stated from a utility perspective this is not encouraged due to potential repairs and replacements of the pipes. The property owner, Mr. Brian Sanders, 1301 E Lincoln, stated he was unaware of the extent of the easement location. He is also willing to cover any additional costs associated with the placement. Due to the pitch of his property this is the only location available. Commissioners asked if a permit is typically needed for building a shed prior to pouring concrete. Director Kittel stated this was poured before a permit was pulled, it was caught after the fact. Typically, it would not be allowed in the easement. Administrator Bernhoft stated allowing such an exception would create a precedent on building on easements in the future. K. Coffey stated he agrees with staff to not allow building on top of easements due to issues it can cause. He is against allowing the easement. Mr. Sanders stated there are other structures in the neighborhood within the easement already and against this code. He feels there should be variances on the easement policy. His structure will not impede utility pipes or drainage.

Moved by K. Coffey, seconded by J. Schultz to deny request and do not allow the shed be placed on the easement.

All Ayes – Motion Carried

Introduction/Discussion – Ordinance Updates for Duplexes

Director Taylor presented updates on Ordinances regarding duplexes. The Ordinance should be updated for clarity and to prevent more issues. After discussion on the topic staff will begin drafting an ordinance change and bring back to commission for discussion and review.

Discussion – Sewer Meter Ownership

Director Taylor presented a need to review the metering of sewers and ownership especially in commercial settings. The issue at hand, who should maintain ownership of the meter, the owner or the Village. Currently the ordinance states the owner is responsible and has control of the meter. Director Taylor believes the Village should take ownership. K. Coffey stated he in agreement, the Village should take ownership. Director Remiker-Dewall brought up another example of a meter malfunction which caused additional staff time to find a work around and come up with an estimate. She is in favor of the Village taking ownership and provide proper maintenance of the meters. Staff feel moving forward they would like have ownership of the meters allowing us to have better control. K. Coffey is in favor of this change. The Commission supports the change, staff will begin drafting an ordinance change to address this.

Recommendation – Dole Park Well #1 Roofing

Mr. Verstegen of MCO presented the bids for the well roof. They were reviewed by McMahon with no issues found. They recommended H.I.S Comp. LLC with the lowest bid of \$64,008. There could be a possibility of a change order due to metal around the building may need to be replaced.

Moved by J. Schultz seconded by T Bucholz to recommend the bid be awarded to H.I.S. Comp LLC to the Village Board

All Ayes – Motion Carried

Progress Reports

Approval of Vouchers

Moved by T. Bucholz, seconded by K. Coffey, to Approve and Authorize payment of Vouchers and draw from the respective funds.

All Ayes – Motion Carried

Unfinished Business

Items for Future Agendas

Ordinance updates to duplexes and sewer meters

Closed Session

19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *Utility Matter on OO*

Moved by K. Coffey, seconded by T. Buchholz to enter closed session at 6:47 p.m.

Return to Open Session

Moved by J. Schultz, seconded by T. Buchholz to exit closed at 7:04 p.m.

Possible Action – Utility Matter

Utility Commission directed staff to advise with legal counsel.

Adjournment

Moved by J. Schultz seconded by T. Buchholz to Adjourn Utility Commission Meeting at 7:08 p.m.

VILLAGE OF LITTLE CHUTE



Attest: _____

Laurie Decker, Village Clerk

By: _____

Kevin Coffey, Chair

