

**ROTHSCHILD WATER UTILITY COMMISSION**  
**Meeting Agenda**  
**211 Grand Avenue**  
**Rothschild, WI 54474**  
**715-359-3660 Fax 715-359-7218**  
***www.rothschildwi.com***

Date: Monday, June 22, 2020

Time: 6:00 pm

Place: **Rothschild Village Hall**

**(Any members of the public who wish to attend this meeting are welcome but need to maintain social distancing of six feet between other members of the public when seated in the audience. Masks are not required, but members of the public can wear a mask if they so desire. Masks will not be provided.)**

Pursuant to State Statutes, the following subject matter will come before the Board for consideration and possible action:

1. Call to Order
2. Meeting Minutes of April 27, 2020
3. Policy Regarding Water Utility Shut-Off for Delinquent Accounts
4. Adjourn

Signed: *Elizabeth Felkner*  
Presiding Officer or Designee

Posted at the: Rothschild Village Hall & Rothschild Post Office

By: EF  
Date: 6-19-2020

Daily Herald Notified:  
Via: FAX  
By: EF  
Date: 6-19-2020

NOTE: Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk's Office, 359-3660, during the normal hours of operation.

If there is a quorum of any other governmental body present at the meeting, the existence of the quorum shall not constitute a meeting as no action of such body is contemplated.



Accepted:

1. Call to Order:

Village President George Peterson called the meeting to order at 6:15 p.m. Members present: Bill Schremp, Deb Ehster, Craig McEwen, Rex Zemke, Dan Mortensen, Paul Kennedy, and Village President George Peterson. Also present: Administrator Gary Olsen, Administrator of Public Works Timothy Vergara, Lead Water Works Operator Rick Stoviak, and Clerk Elizabeth Felkner.

2. Meeting Minutes of February 24, 2020:

**Motioned by Mortensen/McEwen to Approve the Meeting Minutes of February 24, 2020 as Presented. Questioned and carried 6:0.**

3. Becher Hoppe STH 29 Crossing Design Contract:

Mr. Vergara explained that the WisDOT is doing an overlay on BUS HWY 51 in 2020 and a full reconstruct in the year 2025. The WisDOT reconstruction also makes it an ideal time to do utility repairs or new construction since the road repair is being paid for by the state. The 12" watermain break near Buska Insurance in 2017 made it quite clear that our utility is lacking in redundancy from the well field and water treatment plant to the south at the neck area of BUS 51 under the STH 29 interchange. Currently there are 2 watermain crossings of STH 29 in the system; both of which lie between BUS HWY 51 to the WI River. Of the two watermains, one being a 12" main and the other an 8" main. In 2017, when the Village experienced the 12" main break, the only main suppling ALL of the Village was the single 8" under BUS HWY 51. The route the Village would like WisDOT to approve for a STH 29 crossing is at the Volkman bridge. This would create an additional crossing and loop the 12" main that runs through the Shopko Plaza area to the rest of the system. On the south, the proposed main would connect near Lee Street or the future development at the top of the hill by Lili Lane. Since WisDOT designs out years ahead of their projects, Mr. Vergara is proposing to contract with Becher Hoppe to submit a design that is acceptable to WisDOT for the STH 29 crossing. Should WisDOT deny the crossing at Volkman, Becher Hoppe will then proceed with the oversizing design of the 8" main under STH 29 for the 2025 project. The Volkman Street design is a stand-alone project as opposed to the BUS 51 Design that is combined with the WisDOT. Which design will be based on what WisDOT will approve for a proposed STH 29 crossing. Mr. Vergara recommends approval to proceed with the proposed contract. Please note that only one design will be completed as part of this project.

The design proposals are lump sum:

- Volkman Street Design - \$45,900.00
- BUS HWY 51 Design - \$42,800.00



Accepted:

**Motioned by McEwen/Zemke to Approve the Becher Hoppe STH 29 Crossing Volkman Street Design Contract in the Amount of \$45,900.00. If denied by the DOT, then Approve the Becher Hoppe STH 29 Crossing BUS HWY 51 Design Contract in the Amount of \$42,800.00. Roll call vote: Paul Kennedy - Aye; Dan Mortensen - Aye; Deb Ehster - Aye; Bill Schremp - Aye; Craig McEwen - Aye; Rex Zemke - Aye; and Village President George Peterson - Aye. Motion carried unanimously.**

4. Adjourn:

**Motioned by Zemke/Schremp to Adjourn. Questioned and carried 7:0. Meeting adjourned at 6:40 p.m.**

Elizabeth Felkner  
Village of Rothschild Clerk

## WATER POLICIES

Village of Rothschild POLICY MANUAL		
ISSUE DATE	POLICY TITLE:	POLICY NO.
REVISION DATE	<b><i>Water Utility Shut-Off for Delinquent Accounts</i></b>	

### PURPOSE

To establish guidelines for delinquent water utility payments which are to be followed in a consistent and uniform manner and in accordance with the rules of the Wisconsin Administrative Code, Chapter PSC 185

### WATER BILLING TIMELINE

- Water utility bills are generated and sent out to residents on or before the 10<sup>th</sup> of the billing month (January, April, July, and October).
- Payment must be received in the Village Office on or before the 30<sup>th</sup> of the same month otherwise it becomes delinquent.

### PROCEDURE FOR STAFF

1. **Written Disconnection Notice** – Once an account is determined delinquent, a written disconnection notice along with the past due bill will be sent to the resident or landlord/tenant by the 5<sup>th</sup> of the month following the due date. This notice will require a response within 10 calendar days of the disconnection notice.

Residents should immediately contact the Utility Clerk's office if:

- They dispute the notice of a delinquent amount
  - If they wish to negotiate a deferred payment arrangement (DPA)
2. **Final Written Notice** – In the case of no response after the 10-day period, a written disconnection door hanger notice will be placed to notify the resident or landlord/tenant that shut-off will be occurring within the next 24 hours. Failure to respond within this 24-hour period will result in shut-off on the day stated on the door hanger.
  3. **Disconnection** – Services will be disconnected on, or after the date shown on the door hanger notice. All delinquent payments are to be received by 8am on the disconnection date. Any payment received after the 8 am deadline does not guarantee that services will remain on and not be disconnected.

Water Utility staff will not enter into negotiations with a resident, tenant, or landlord regarding the payment of any amount, nor shall they collect any money in full or partial payment for the delinquent account. Water Utility staff will refer the resident, tenant, or landlord to the Utility Clerk's office regarding this matter. Once on the scene to

complete the disconnection, staff shall proceed as planned unless they are provided proof of a valid, up to date DPA or a receipt verifying payment has been made.

4. **Reconnection** – Upon water shut-off, the resident, tenant, or landlord must pay a reconnection fee of \$40 and 50%, or a reasonable amount (based upon PSC guidance), of the outstanding charges and make payment arrangements for the balance. Reconnections will occur between 8 am-3 pm Monday-Friday.

#### **EXCEPTIONS TO WATER DISCONNECTION**

Water utility services will not be stopped on Fridays, before holidays, or Between the dates of November 1 – April 1.

DRAFT