



VILLAGE OF WEBSTER

SPECIAL FULL BOARD MEETING MINUTES

Monday– March 2, 2020 @ Immediately following Oak Grove
Cemetery Association Meeting
7505 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 5: 24 p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Tim Maloney; Darrell Sears and Charlie Weis. Others present: Clerk/Treasurer, Debra Doriott-Kuhnly.
- III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS** – None.
- IV. **RATE ERROR FOR PLUS VOLUME CHARGES (Rate per 1000 gallons)** –President, Roberts gave the floor to Clerk/Treasurer, Debra Kuhnly. Kuhnly explained that while entering the sewer rate increases into the software system, she discovered that the water rates per 1000 gallons used was not updated for the 2012 rate increase. The per 1000 gallons used have been billed the same rate since 2003. Kuhnly provided handouts of the State Statues, the Village’s PCS Rate Files from 2003 and 2012 and a spreadsheet of 9 accounts. The spreadsheet compares the billed amount and the amount they should have been charged; with the amount that would be owed. Roberts clarified that the base/service charge for water was increased and accurately billed; this is just for the rate per 1000 gallons of water used. Kuhnly also stated the 1-inch meter customer’s base/service charge rates were also not updated. There are only a couple customers at the 1 inch. Kuhnly spoke to Workhorse, the Village software provider, and the Public Service Commission of Wisconsin (PSC). Per the State Statues, the Village is required to back bill two (2) years of per 1000 gallons used. Workhorse will be able to run a query and add these charges to the customers accounts. Kuhnly will then be able to run a special billing for the impacted customers. Kuhnly pointed out the particular State Statue that shows the monetary fines that could be imposed if the Village does not back bill the customers. Kuhnly shared that she has some additional concerns and questions for Workhorse. Foremost, customers that have recently moved in should be excluded. Secondly, what considerations are taking for the tax roll process – special charges for delinquent utilities. Trustee, Maloney asked what the total is. Will not know until Workhorse does the calculation. Kuhnly pointed out the spreadsheet she provided shows the calculation for 9 accounts: representing different household sizes. Trustee, Maloney asked if we could spread out the charges over time. Kuhnly was told by the PSC that we can accept a payment plan up to the number of years back billing (2 years.) Trustee, Weis asked if we could break it up quarterly for 2 years. This would be very time consuming for Kuhnly. Trustee, Maloney questioned why the auditors didn’t catch this. Kuhnly said they would have had to look at the rate sheet and per 1000 rate on a customer and don’t know if that is realistic. Village will back bill 2 years. Discussion ensued on payment plan options and if the charges need to put on customer’s accounts in Workhorse (i.e. put on a spreadsheet and do a Journal Entry.) Kuhnly was told by Workhorse it needs to be put in the software system. Kuhnly will draft a letter to insert with the special billing. In addition, the next regular billing will show the scheduled sewer rate increase and the correct rate per 1000 gallons.
- V. **ADJOURNMENT.** Motion was made by President, Roberts; seconded by Trustee, Maloney to adjourn the meeting at 5:58 p.m. **Motion carried 4-0.**

Respectfully submitted,

Debra Doriott-Kuhnly

Debra Doriott-Kuhnly, Clerk-Treasurer

March 2, 2020

***These minutes are subject to approval at next month's Regular Meeting.