

UTILITY COMMITTEE
April 2, 2018

PRESENT: Chairperson Turchi, Members Hegy and Kohler

ABSENT: Member Carroll

ALSO PRESENT: Utility Director Rhodes, Finance Director Timm

Call to Order – Chairperson Turchi called the meeting to order at 6:00 p.m. in the Common Council Chambers of Hartford City Hall, 109 North Main Street.

Public Comment Period – None.

Electric Service Interruptions and Water Main Breaks – Utility Director Rhodes mentioned the electric service interruptions that occurred during the past month. There were no water main breaks to report.

Printing and Mailing of Utility Bills – The Utility Billing Department currently sends out over 7,000 utility bills on a monthly basis. The printing and stuffing of utility bills has become much more labor and time intensive. In order to increase efficiency and productivity, staff is recommending the outsourcing of this process to Infosend. Infosend is a company that works with WPPI and currently has 30 member utilities using this service. Aside from the timesaving aspects, there are also several other reasons for implementing this process. Infosend's current pricing include (2) one time fees one of which is refundable. The implementation fee of \$2,000, the one-time postage refundable deposit of \$2,730, and a monthly increase of \$289 will be split between electric, water, sewer, and recycling. It is recommended to contract with Infosend for the printing and mailing of utility bills. Finance Director Timm provided information on the proposal, and responded to questions.

MOTION by Alderperson Kohler, and seconded by Alderperson Hegy recommending to the Common Council to contract with Infosend for the printing and mailing of utility bills. MOTION CARRIED.

Adjournment – MOTION by Alderperson Hegy, and seconded by Alderperson Kohler for adjournment. MOTION CARRIED.

Respectfully submitted,
Lori Hetzel, City Clerk

LH:pb

UTILAPR2.18

Compiled by Pat Borlen, Deputy Clerk