

Dawn Bartel

From: Brian Helminger <brian.helminger@hvmsd.org>
Sent: Tuesday, May 19, 2020 9:27 AM
To: 'Bruce Siebers'
Cc: 'Dave Casper'; 'Dawn Bartel'; 'Chad Giackino'; 'Kevin Skogman'
Subject: RE: Request: Examples of Communications to the Communities
Attachments: Kimberly Billing March- 2020 .pdf

Bruce:

The District sends out three communications each month to the member communities.

Chad prepares and sends out the monthly invoices to each community. A representative billing from Kimberly is attached.

As part of the Commission meeting prep Dawn sends the communities a copy of the Commission meeting agenda. The agenda is identical to what we post on the website each month. The agendas and supporting information is normally completed by the Thursday before the meeting. The distribution list is pasted in below. Community leadership can preview the information and decide if their meeting attendance is warranted.

Agendas sent via email to:

Tony Penterman - Kaukauna Mayor
Sally Kenney - Kaukauna Clerk/Treasurer
Mike Kawula – Darboy Sanitary District
Danielle Block – Village of Kimberly
Racquel Giese – Village of Combined Locks
James Fenlon – Village of Little Chute
Kent Taylor – Village of Little Chute
Allyn Dannhoff – Village of Kimberly
Todd Verboomen – East Central RPC
Thomas Nelson – County Executive
Appleton Post Crescent
Times Villager

Approved minutes sent via email to:

Tony Penterman - Kaukauna Mayor
Sally Kenney - Kaukauna Clerk/Treasurer
Mike Kawula – Darboy Sanitary District
Danielle Block – Village of Kimberly
Racquel Giese – Village of Combined Locks
James Fenlon – Village of Little Chute
Kent Taylor – Village of Little Chute

Allyn Dannhoff – Village of Kimberly
Todd Verboomen – East Central RPC
Thomas Nelson – County Executive
Greg Heino – Erickson & Associates

The listing above is the group that receives approved Commission meeting minutes each month. This allows those interested to review the happenings and read what was discussed and decided upon at the Commission meetings. They would be dated a bit as they are sent out only after being accepted and approved by the Commission the month after the meeting . This would be the third monthly communication mentioned above.

The FOG reports that covers the monthly update at our Commission meetings are forwarded to the member communities by John Stoeger. The communities are only sent the sheets that pertain to monthly activities in their community. The Commission sees all the community reports and the invoice.

Connection fees and payments are routed through Karen each month but those originate within the communities and come to the District. If there are anomalies or issues then Karen is in contact with the community to resolve. If routine for the month it is handled electronically with payments made via check and USPS.

The community meetings and/or community letters would be the only other formal communication to the communities and encompasses the I/I Clearwater Reduction program, Interceptor Action Plan, and the like District initiatives.

We at the District, as well as key member community staff interact as needed via phone calls, email, or in person depending on the item at hand.

The example communication you sent is in the PowerPoint format. I will revisit with some tweaks and update to April 2020 and share when done.

Brian Helminger

District Director

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From: Bruce Siebers <bmsiebers@gmail.com>
Sent: Wednesday, May 13, 2020 8:02 AM
To: Brian Helminger <brian.helminger@hvmsd.org>
Cc: Dave Casper <djc3xx@gmail.com>; Dawn Bartel <Dawn.bartel@hvmsd.org>; Chad Giackino <chad.giackino@hvmsd.org>; Kevin Skogman <kevin.skogman@hvmsd.org>
Subject: Request: Examples of Communications to the Communities

Brian;

I am looking for examples of how we communicate with the different communities.

For example:

- monthly billing for WW treatment
- monthly letter of update to the communities and the distribution list for each community.
- notices for the community update meetings
- other communications related to FOG or other HOV initiatives such as ammonia/nitrogen loading or past work to mitigate chloride discharges.

I am looking for these examples by Thursday May 21. (just examples, I am not looking for every communication we have sent)

Thanks. Let me know if you have any questions.

Regards,

Bruce M. Siebers

Kimberly, WI