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UTILITIES (WWTP) COMMITTEE
MEETING MINUTES
Wednesday, February 17, 2016
Sister Bay Fire Station - 2258 Mill Road

10 The February 17, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer
11 Collection and Storm Sewer Committee were called to order by Committee Chair Pat Duffy at 7:30
12 A.M.

13 **Present:** Committee Chair Pat Duffy, and Members Scott Baker, Kathy Enquist, Peter Sauer, and
14 Hugh Mulliken.

15 **Staff Members:** Utility Manager Steve Jacobson, Utility Manager Mike Schell, Utility Clerk Martha
16 Baker and Village Administrator Zeke Jackson

17 **Excused:** Fred Anderson and Bud Kalms.

18 *A motion was made by Duffy, seconded by Baker that the February 17, 2016 meeting of the Water,*
19 *Sewer Collection and Storm Sewer Committee be recessed until such time as the meeting of the*
20 *Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.*

21
22 **Approval of the Agenda:**

23 *A motion was made by Mulliken, seconded by Baker, to approve the Agenda for the February 17,*
24 *2016 meeting of the Utilities (WWTP) Committee as presented. Motion carried – all Ayes.*

25
26 **Approval of the November 3, 2015 meeting minutes:**

27 Mulliken pointed out that his name had been misspelled on Line 12 – Page 1 of the November 3,
28 2015 meeting minutes.

29 *A motion was made by Baker, seconded by Enquist, to approve the minutes for the November 3,*
30 *2015 meeting of the Utilities (WWTP) Committee as corrected. Motion carried – all Ayes.*

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33 **Comments and Correspondence**

34 Duffy noted that no correspondence had been received and asked if anyone wished to address a
35 non-agenda item. No one responded. He and the other committee members then welcomed Kathy
36 Enquist to the Committee.

37
38 **Discussion Items**

39 **1. Administrative Related:**

40 **a. Pre-treatment modification status**

41 Jacobson noted that a letter from Terry Stebor of Robert E. Lee & Associates which pertains to
42 evaluation of proposals for replacement of grit removal and dewatering equipment was included in
43 the meeting packets, and the Committee members jointly reviewed that document. Three proposals
44 were received for the required equipment, but representatives of Robert E. Lee & Associates as well
45 as Jacobson and Schell are recommending that the new equipment be purchased from Smith &
46 Loveless. A less expensive option was presented by one of the other companies which submitted a
47 proposal, but there are space limitations at the plant, and Stebor, Jacobson and Schell do not
48 believe that equipment will fit in the designated location or perform as well as the Smith & Loveless

1 equipment. If bids could be let for the related work in March and accepted in April there should be
2 no problem getting the Smith & Loveless equipment installed prior to Fall Fest.

3
4 *A motion was made by Baker, seconded by Mulliken that the Utilities (WWTP) Committee accepts*
5 *the recommendations from Terry Stebor of Robert E. Lee & Associates as well as Jacobson and*
6 *Schell, and directs staff to see that the Smith & Loveless grit removal and dewatering propriety*
7 *system is included as an allowance item in the bid specifications for the Grit Removal System*
8 *Repair/Replacement Project. Motion carried – All ayes.*

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10 **b. 2015 Pre-Audit Financial Report**

11 A Revenues Compared to Budget Report for 2015 was included in the meeting packets, and the
12 Committee members jointly reviewed that document. It was the consensus that more money should
13 be budgeted for tools and minor equipment in 2016.

14
15 Sauer asked when a “Value After Depreciation Report” would be available for 2015, and Jackson
16 responded that such a report won’t be available until after the audit has been completed.

17
18 **c. Replacement Fund Activity Report**

19 A report which details Wastewater Treatment Plant Replacement Fund activity for 2015 was also
20 included in the meeting packets, and the Committee members jointly reviewed that document.

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22 **2. Plant Related**

23 **a. Capacities Report**

24 A Capacities Report was included in the meeting packets, and Jacobson explained all the data that
25 report contains.

26
27 **b. Staffing**

28 Jacobson will be retiring at the end of April. Schell will be assuming Jacobson’s duties, so “Help
29 Wanted” ads were placed for a Utility Supervisor. Very few responses were received to that ad so it
30 was revised, and the second time around more people did apply. Interviews will be conducted in
31 the near future.

32
33 **c. Electric heater replacement program**

34 The electric heaters at the Wastewater Treatment Plant, the lift stations, and other Utility buildings
35 are getting old, and they are replaced as necessary. The heaters are all examined on a regular basis,
36 and if possible repair/replacement occurs prior to the time that it gets cold.

37
38 **3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

39 The next meeting of the Utilities (WWTP) Committee was scheduled for April 5, 2016 at 7:30 A.M.
40 The following item will be addressed at that meeting:

- 41 • **Review of bids which have been received for the Grit Removal System**
42 **Repair/Replacement Project; Consider a motion for action if necessary.**

43
44 **Adjournment:**

45 *At 8:09 A.M. a motion was made by Sauer, seconded by Mulliken that the February 17, 2016*
46 *meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.*

1 Respectfully submitted,



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3 Janal Suppanz, Assistant Administrator