



# WATER, SEWER COLLECTION, AND STORMSEWER COMMITTEE MEETING AGENDA

Tuesday, July 14, 2015 7:30 a.m.  
Sister Bay Fire Station — Large Meeting Room  
2258 Mill Road

For additional information check: [www.sisterbaywi.info](http://www.sisterbaywi.info)

*In order for everyone to hear the discussion please, turn off your cell phone. Thank you.*

**Call Meeting to Order**

**Roll Call**

1	Chair – Pat Duffy	2	Scott Baker
3	Shane Solomon		<i>Village Administrator – Zeke Jackson</i>
	<i>Utility Manager – Steve Jacobson</i>		<i>Utility Supervisor – Mike Schell</i>
	<i>Utility Clerk – Martha Baker</i>		

**Consider a motion to recess until conclusion of Utilities Committee – WWTP meeting**

**Approval of the Agenda**

**Approval of minutes as attached**

**Comments and Correspondence**

**Discussion Items**

1. ***Administrative Related***
  - a. Close out 2013/14 Bay Shore Drive contract
2. ***Water System Related***
  - a. Water Tower Impact Fee Ordinance status
  - b. Hydrant maintenance
3. ***Collection System Related***
  - a. Electrical service line installation issues
  - b. Grease trap status
4. ***Stormwater System Related***
  - a. Stormwater Vortex clean-out
5. ***Extensions***
  - a. Premier Properties (North Highland) project status
  - b. Garot project status
6. ***Matters to be placed on a future agenda or referred to a Committee, Official or Employee***
  - a. Consider returning to monthly meetings.

**Adjournment**

**Public Notice**

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at [zeke.jackson@sisterbaywi.gov](mailto:zeke.jackson@sisterbaywi.gov). It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
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Name	Date	

**WATER, SEWER COLLECTION, AND STORMSEWER  
 COMMITTEE MEETING MINUTES  
 Tuesday, May 5, 2015  
 Sister Bay Fire Station  
 2258 Mill Road  
 (Unapproved Version)**

The May 5, 2015 meeting of the Utilities Committee was called to order by Committee Chair Patrick Duffy at 7:30 AM.

**Present:** Committee Chair Patrick Duffy, and Member Scott Baker.

**Staff Members:** Village Administrator Zeke Jackson (7:40 AM), Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, Finance Director Juliana Neuman, and Utility Clerk Martha Baker.

**Also Present:** Fire Chief Chris Hecht and Attorney Randy Nesbitt (via phone).

**Absent:** Member Shane Solomon.

**Consider a motion to recess until conclusion of Utilities Committee – (WWTP) meeting**

*A quorum was not present for the May 5, 2015 meeting of the Wastewater Treatment Plant Utility Committee meeting.*

**Absent:** Committee members Solomon, Forkert, Sauer, Anderson, and Administrator Kalms.

**Approval of the Agenda:**

*Motion was made by Duffy, seconded by Baker, to approve the May 5, 2015 agenda as presented. Motion carried – all Ayes.*

**Approval of the April 14, 2015 meeting minutes:**

*Motion was made by Baker, seconded by Duffy, to approve the April 14, 2015 minutes as presented. Motion carried – all Ayes.*

**Public Comments and Correspondence**

No comments or correspondence.

**Discussion Items**

**1. Administrative Related:**

**a. Discussion on proposed water tower**

Jacobson said he sees three choices regarding the proposed water tower. One would be to build the water tower within the next two years. Another would be to build at a later time and begin refunding water tower impact fees yearly until the tower is built. Another would be to refund all impact fees and reevaluate the water system. He talked about the CUPAC Study and spoke briefly about the fire flows and pressure at the northern end of the system. Jacobson said there are several large volume customers mentioned in the CUPAC Study that no longer exist and projections from the study have not been met. He talked about projections for future

1 development, citing the Garot project, the old ball field project, and the old school house  
2 development. Jacobson pointed out that the CUPAC Study addresses future pressure and fire  
3 flows needs.

4  
5 Village/Town Fire Chief Chris Hecht spoke to the committee regarding fire flows. Hecht said  
6 his concern is that whatever improvements are made, it needs to be a year-round solution and  
7 not just a peak-time solution. He said 2000 gallons per minute for three hours would be  
8 needed to satisfy ISO requirements, but he thinks that is an unrealistic goal. There was  
9 discussion regarding sprinkler systems in buildings. Hecht told the committee the fire  
10 department can augment hydrant flows directly from the waters of Green Bay. He said the fire  
11 department has begun using compressed foam which has decreased the need for water flow by  
12 more than half.

13  
14 Jacobson said he recommends postponing the building of the water tower until 2019 which  
15 would require refunding approximately \$7,000 of impact fees next year. Jackson talked about  
16 creating a new ordinance regarding water system improvements. Jacobson suggested  
17 contacting Attorney Nesbitt to answer all questions regarding the existing ordinance and  
18 creating a new ordinance.

19  
20 *After further discussion Duffy made a motion to recommend to the Village Board to postpone*  
21 *building a water tower, reevaluate needs, and begin refunding impact fees according to the*  
22 *schedule provided by Utility Clerk Baker and at the same time create a new ordinance that will*  
23 *allow collection of impact fees for future water system improvements. Motion seconded by*  
24 *Baker. Motion carried – all Ayes.*

25  
26 Jacobson told the committee that Liberty Grove Utility District #1 had enacted an ordinance  
27 regarding water tower impact fees at around the same time as the Village. Liberty Grove will  
28 need to be notified so they can begin to refund impact fees as well.

29  
30 Attorney Nesbitt reached the committee by phone and said he would work on amending the  
31 current water tower impact fee ordinance and creating a new water system improvement  
32 ordinance.

## 33 34 **2. Collection System Related**

### 35 **a. New DNR required CMOM draft review for Sister Bay**

36 Baker said he looked at the draft CMOM and approves of what has been submitted. Jacobson  
37 stated that the CMOM will be a very helpful tool for employees and committee members in the  
38 future. Jacobson said the County GIS system will also be a helpful tool for mapping.

39  
40 *Baker made a motion to approve the draft CMOM for adoption, seconded by Duffy. Motion*  
41 *carried – all Ayes.*

## 42 43 **4. Stormsewer System Related**

44 Jackson said he would like to have discussion in the near future regarding Stormsewer  
45 improvements for Bluffside Road, Maple Road, and the beach side of Mill Road. Duffy would  
46 like to see the Bay Shore Drive project completed first. Jackson would like to see a proposal  
47 from R.E. Lee & Associates for the improvement work.

1

2 **5. Extensions**3 **a. None**

4

5 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

6 - Stormsewer improvements for Bluffside Road, Maple Road, and the beach side of Mill Road.

7

8 **Adjournment:**

9 *A motion was made by Baker, seconded by Duffy, to adjourn the May 5, 2015 meeting of the*  
10 *Water, Sewer Collection, and Stormsewer Utilities Committee at 9:00 AM. Motion carried – all*  
11 *Ayes.*

12

13 Respectfully submitted,

14 Martha Baker

15 Utility Clerk

16

17 Name: h:\files\active\agendas\utilities\2015\2015\_05\050515 water sewer stormwater comm minutes - unapproved version  
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