



WATER, SEWER COLLECTION, AND STORMSEWER COMMITTEE MEETING AGENDA

Tuesday, April 5, 2016 - 7:30 A.M.
Sister Bay Fire Station — SMALL MEETING ROOM
2258 Mill Road

For additional information check: 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	Kathy Enquist			Village Administrator – Zeke Jackson	
	Utility Manager – Steve Jacobson			Utility Supervisor – Mike Schell	

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

Approval of the Agenda

Approval of minutes as submitted

Comments and Correspondence

Discussion Items

1. Administrative Issues

- a. Consider a motion to convene into closed session pursuant to Wisconsin State Statutes, Section 19.85(1)(c) to discuss personnel and employee benefits
- b. Consider a motion to reconvene into Open Session
- c. Consider a motion to take action if necessary
- d. Update on the hiring of Dave Alberts as the new Operations Supervisor
- e. Discussion regarding the purchase of a 2016 Chevrolet Silverado truck for \$28,505.00 from Jim Olson Motors; Consider a motion for action if appropriate

2. Water System Related

- a. Report on #2 Well rehab.
- b. Update on Liberty Grove water pressure problems.

3. Collection System Related

- a. Bioxide feed system update
- b. Update on the status of the Great Lakes Cleaning and Televising Project

4. Stormwater System Related

- a. Update on the status of the Bluffside and Mill Road Project
- b. Discussion regarding cleaning of the stormwater Vortex units

5. Extensions

- a. Garot project status

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

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. 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
_____ / _____		
Name	Date	

1 **Water, Sewer Collection and Storm Sewer Committee**
 2 **Meeting Minutes**
 3 **Wednesday, February 17, 2016**
 4 **Sister Bay Fire Station - 2258 Mill Road**
 5 **(Approval Pending)**
 6

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

10
 11 **Present:** Committee Chair Pat Duffy, and members Scott Baker, Kathy Enquist, Peter Sauer, and
 12 Hugh Mulliken.

13
 14 **Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, Utility Clerk
 15 Martha Baker and Village Administrator Zeke Jackson

16
 17 **Excused:** Fred Anderson and Bud Kalms.

18
 19 *At 7:39 A.M. a motion was made by Duffy, seconded by Baker that the February 17, 2016*
 20 *meeting of the Water, Sewer Collection and Storm Sewer Committee be recessed until such time as*
 21 *the meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.*
 22

23 *The Utilities (WWTP) Committee Meeting was adjourned at 8:09 A.M., and at that point Sauer*
 24 *and Mulliken left the room. The members of the Water, Sewer Collection and Storm Sewer*
 25 *Committee then reconvened.*
 26

27 **Approval of the Agenda:**

28 *A motion was made by Duffy, seconded by Baker, to approve the Agenda for the February 17,*
 29 *2016 meeting of the Water, Sewer Collection and Storm Sewer Committee as presented. Motion*
 30 *carried – All ayes.*
 31

32 **Approval of the November 3, 2015 meeting minutes:**

33 *A motion was made by Duffy, seconded by Baker, to approve the minutes for the November 3,*
 34 *2016 meeting of the Water, Sewer Collection and Storm Sewer Committee as presented. Motion*
 35 *carried – All ayes.*
 36

37 **Public Comments and Correspondence**

38 Duffy noted that no correspondence had been received and asked if anyone wished to address a
 39 non-agenda item. No one responded.
 40

41 **Discussion Items**

42 **1. Administrative Related**

43 **a. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to**
 44 **discuss personnel and employee benefits:**

45 *At 8:13 A.M. a motion was made by Duffy, seconded by Baker that the Water, Sewer Collection*
 46 *and Storm Sewer Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to*
 47 *discuss personnel and employee benefits. A roll call vote was taken on that motion and the*
 48 *Committee members voted in the following fashion:*

1 Baker – Aye; Duffy – Aye; Enquist – Aye.

2

3 Motion carried.

4

5 **b. Consider a motion to reconvene into open session:**

6 At 8:22 A.M. a motion was made by Duffy, seconded by Baker that the Water, Sewer Collection
7 and Storm Sewer Committee reconvene into open session. Another roll call vote was taken, and
8 the Committee members again voted in the following fashion:

9

10 Baker – Aye; Duffy – Aye; Enquist – Aye.

11

12 Motion carried.

13

14 **c. Consider a motion to take action if necessary:**

15 Staff was directed to take the actions which were discussed in closed session.

16

17 **d. 2015 Pre-Audit Financial Report – Water**

18 **e. 2015 Pre-Audit Financial Report – Collection System**

19 Revenues Compared to Budget Reports for 2015 with respect to water and the collection system
20 were included in the meeting packets, and the Committee members jointly reviewed all of that
21 documentation. During the review process Jackson noted that it appears that monies contributed
22 for fire protection were less than the amount which was actually budgeted. He believes this is a
23 violation of the provisions of Act 10. Baker responded that the fire protection rates were set by the
24 PSC after the rate study findings were made. She was asked to investigate this issue and will advise
25 Jackson of her findings ASAP.

26

27 **2. Water System Related:**

28 **a. DNR water system inspection follow-up status**

29 **(I) Private well inspections**

30 A DNR Engineer recently informed Jacobson that Village officials were not conducting private well
31 inspections in accord with State regulations. A new well inspection protocol has been developed
32 and is now being complied with.

33

34 **(II) Cross connection inspections**

35 Cross connection inspections are now being conducted at every commercial establishment in the
36 Village of Sister Bay by the Building Inspector. All of those inspections have been properly
37 documented. In spite of repeated verbal reminders representatives of the Liberty Grove Utility
38 District have not provided Jacobson with a copy of their Grease Trap Ordinance, and they also
39 have not advised him of the name of the person who will perform their cross connection
40 inspections. It was the consensus that a follow-up letter shall be sent to the Chair of the Liberty
41 Grove Utility District ASAP.

42

43 **(III) Well rehabs**

44 The components for the #1 Well have been cleaned and re-built. The #2 Well has been taken
45 apart and the motor for it will be re-built. The DNR has been asked to issue a variance for that well
46 because of pump base height issues. There was a “soft start” issue with the #3 Well, and that
47 component has been replaced with a “variable speed drive”. That repair option was more
48 expensive, and a variance had to be obtained from the DNR, but much more control of water
49 flows and pressures should be realized.

3. Collection System Related**a. Bioxide feed system update**

From time to time complaints are received that foul odors are being emitted from some of the manholes. In an attempt to address this issue Bioxide has been utilized at the lift stations and seems to be working quite well. To date the Hydrogen Sulfide levels at the plant have been greatly reduced, but testing will continue to be done on a regular basis. If necessary, Bioxide treatment levels will be adjusted.

4. Stormwater System Related**a. Bluffside and Mill Road Project status**

Employees from Robert E. Lee & Associates did an evaluation of all the infrastructure in the area bounded by Bluffside Lane, Bay Shore Drive, the west portion of Maple Drive, the west portion of Mill Road, Parkview Drive and Parkview Lane. They have recommended that at least initially the west portion of Mill Road and the storm sewer leading to the breakwater by the beach be reconstructed and the street scape updated. They have also recommended that the underground utilities in that area be evaluated before any work is done. The estimated cost of all that work is \$480,000. It was the consensus that due to budgetary constraints the previously mentioned repairs shall not be addressed this year.

There is a ponding issue by the brick parking area on Mill Road, and Jacobson believes installation of a catch basin and a 16" line might alleviate some of those issues. It was the consensus that an estimate shall be requested for the required work.

b. Al Johnson's parking lot storm sewer project:

There is a drainage basin in the area of Al Johnson's parking lot, and it has become evident that the storm sewer in that area is in need of repair. The D.O.T. did take care of a portion of the issues which were associated with the storm sewer when work was done on the Bay Shore Drive Project as it was within the right-of-way, and Jackson will be meeting with employees from REI and Vinton Construction to discuss the repair options which are available for the remaining portion of pipe on Monday. It may be possible to install an "insert", but if that occurs flow capacities will be reduced.

It was the consensus that Jackson shall request estimates for the repair options which are available for the previously mentioned storm sewer and report his findings to the Committee members ASAP. If necessary a Special Water, Sewer Collection and Storm Sewer Committee will be scheduled.

5. Extensions**a. Garot Project status**

Jackson indicated that he didn't have anything new to report regarding the Garot Project.

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

The next regular meeting of the Water, Sewer Collection and Storm Sewer Committee was scheduled for 7:30 A.M. on April 5, 2016.

Adjournment:

A motion was made by Duffy, seconded by Baker, to adjourn the February 17, 2016 meeting of the Water, Sewer Collection, and Stormsewer Utilities Committee at 9:20 A.M. Motion carried – .All ayes.

1 Respectfully submitted,

2 

3 Janal Suppanz, Assistant Administrator

4
5

1 **Item No. 3. Consider a motion to take action, if required:**

2 *A motion was made by Baker, seconded by Zacek that Village staff members shall extend*
3 *an employment offer to the candidate who was discussed in closed session. Motion carried*
4 *– All ayes.*

5

6 **Item No. 4. Matters to be placed on a future agenda or referred to a Committee or**
7 **Commission:**

8 There were no matters to be placed on a future agenda or referred to a Committee or
9 Commission.

10

11 **Adjournment:**

12 *A motion was made by Duffy, seconded by Zacek to adjourn the joint meeting of the*
13 *Personnel Committee and the Water, Sewer Collection and Storm Sewer Committee at*
14 *2:56 P.M. Motion carried – All ayes.*

15

16 Respectfully submitted,



17

18 Janal Suppanz,

19 Assistant Administrator

1 **SPECIAL WATER, SEWER COLLECTION, & STORM SEWER**
2 **COMMITTEE MEETING MINUTES**
3 **Tuesday, March 22, 2016**
4 **Sister Bay Fire Station - 2258 Mill Road**
5 ***(Approval Pending)***
6

7 The March 22, 2016 special meeting of the Water, Sewer Collection, and Storm Sewer Committee
8 was called to order by Committee Chair Pat Duffy at 10:05 A.M.

9
10 **Present:** Committee Chair Pat Duffy and Members Scott Baker and Kathy Enquist.

11
12 **Staff Members:** Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, Village
13 Administrator Zeke Jackson, and Assistant Administrator Janal Suppanz

14
15 **Approval of the Agenda:**

16 *A motion was made by Duffy, seconded by Baker, to approve the Agenda for the March 22, 2016*
17 *special meeting of the Water, Sewer Collection, and Storm Sewer Committee as presented. Motion*
18 *carried – all Ayes.*

19
20 **Approval of minutes as presented:**

21 *Suppanz noted that the minutes for the last regular meeting of the Water, Sewer Collection, and*
22 *Storm Sewer Committee have not been completed yet. They will be included in the meeting*
23 *packets for the April Committee Meeting.*

24
25 **Comments and Correspondence**

26 Duffy noted that no new correspondence had been received. He then asked if anyone wished to
27 address a non-Agenda item. No one responded.

28
29 **Discussion Items**

30 **1. Storm Water System Related**

31 **a. Al Johnson's Parking Lot Storm Sewer Project:**

32 This issue was addressed at previous Water, Sewer & Storm Sewer Committee meetings as it has
33 become evident that the storm sewer by Al Johnson's parking lot is in need of repair. The D.O.T.
34 did take care of a portion of the issues which were associated with the storm sewer when work
35 was done on the Bay Shore Drive Reconstruction Project as it was within the right-of-way, but
36 further repairs are needed. Therefore, Jackson was asked to request a proposal from Vinton
37 Construction for the required work, and a copy of that document was included in the meeting
38 packets. Representatives of Vinton Construction submitted a proposal for \$22,500, which is under
39 the public bidding threshold, but there currently is no CIP line item for storm sewer projects in the
40 Village's budget. If the work mentioned on the proposal is done an "insert" will be installed in the
41 existing pipe. If that occurs flow capacities will be reduced by approximately 40% in the affected
42 area.

43
44 Jacobson noted that the area in question is mentioned in the Village's CUPAC Study. He also
45 pointed out that It would be possible to make special assessments for the required work. He would
46 not suggest that actions be taken which will reduce flow capacities, and also believes it might be
47 wise to solicit bids from some local contractors.

48

Minutes for the March 22, 2016 Special Meeting of the Water, Sewer Collection & Storm Sewer Com.

49 Duffy stated that it is his understanding that repairs to S. Spring Road are on the Village's list of
50 projects to be addressed soon, and, therefore, it might make the most sense to do long-term
51 planning for all the work which is needed in that area and add applicable line items to the
52 Village's 2017 budget.

53
54 *A motion was made by Baker, seconded by Enquist that the Vinton Construction bid which is*
55 *dated March 16, 2016 and was reviewed at this meeting shall not be accepted because the work*
56 *mentioned on the proposal does not satisfy the Village's needs. (Vinton Construction could only*
57 *accommodate 60% of storm water flows.) Instead, the recommendation is made to the Finance*
58 *Committee that a Storm Sewer Replacement line item be added to the 2017 budget. Motion*
59 *carried – All ayes.*

60
61 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**
62 The next meeting of the Utilities (WWTP) Committee and the Water, Sewer Collection and Storm
63 Sewer Committee has been scheduled for April 5, 2016 at 7:30 A.M.

64
65 **Adjournment:**
66 *A motion was made by Baker, seconded by Enquist, to adjourn the special meeting of the Water,*
67 *Sewer Collection, and Stormsewer Utilities Committee at 10:45 A.M. Motion carried – all Ayes.*

68
69 Respectfully submitted,

70 
71 Janal Suppanz, Assistant Administrator

72
73



VILLAGE OF SISTER BAY UTILITIES

P.O. Box 91, Sister Bay, WI 54234

Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0254

December 18, 2015

The Village of Sister Bay Utilities is seeking bids on a 2015 ½ ton truck with the following specifications.

4x4 Automatic transmission
Extended cab
Short Box (6 ft)
6ply All Season Radial Tires
V-6 Eng.
H.D.Brakes
H.D. Alternator
A.C.
AM/FM Radio
Power windows/doors
Cruise Control
Trailer Tow
Locking Differential
Aux. Light Switch's
Brake Control
Spay in Bed liner
Pipe Style Running Boards
Mud Flaps
6" X 10" min Mirrors
Blue
List factory and dealer warranties

Bids due by 1 P.M. Jan. 15th, 2016 to:

Village of Sister Bay Utilities
P. O. Box 91
Sister Bay Utilities

Michael C Schell
Operations Supervisor

PRICING FOR A 2016 HALF-TON CHEVROLET SILVERADO TRUCK

	<u>Dodge</u>	<u>Ford</u>	<u>Chevrolet</u>
EWALD AUTOMOTIVE GROUP	\$26,648.00	\$26,652.00	\$26,970.00 + \$920.00 For Options In Specs = \$27,890.00
JIM OLSON MOTORS	\$37,155.00	\$28,545.00	\$28,505.00 *PREFERRED TRUCK