



UTILITIES COMMITTEE – (WWTP) MEETING AGENDA

Thursday, October 6, 2016 at 7:45 A.M.

Sister Bay Wastewater Treatment Plan

2124 Autumn Court

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	Denise Bhirdo		4	Fred Anderson	
5	Peter Sauer		6	Hugh Mulliken	
	<i>Village Administrator – Zeke Jackson</i>			<i>Utilities Manager – Mike Schell</i>	
	<i>Utilities Supervisor – Dave Alberts</i>			<i>Utilites Clerk – Anastasia Bell</i>	
	<i>Town Administrator – Bud Kalms</i>				

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

New Business Items

1. *Discussion regarding the Grease Trap Ordinance; consider an appropriate motion for action if necessary.*
2. *Discussion regarding the status of the clarifier repair.*
3. *Report about the update for the pretreatment plant.*
4. *Report from the Utilities Director on the status of the Utilites.*
5. *Discussion regarding 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:

Administration Building Library Post Office

Name

Date

1 **JOINT MEETING OF THE WATER, SEWER COLLECTION, AND STORM SEWER**
2 **COMMITTEE WITH THE WASTEWATER TREATMENT PLANT COMMITTEE**
3 **MEETING MINUTES**
4 **TUESDAY, SEPTEMBER 6, 2016**
5 **SISTER BAY WASTEWATER TREATMENT PLANT - 2124 AUTUMN COURT**
6 **(APPROVAL PENDING)**
7

8 The September 6, 2016 joint meeting of the Water, Sewer Collection, and Storm Sewer
9 Committee with the Wastewater Treatment Plant Committee was called to order by Committee
10 Chair Pat Duffy at 7:47 A.M.

11
12 **Present:** Committee Chair Pat Duffy, Members: Scott Baker, Denise Bhirdo, Hugh Mulliken,
13 and Peder Sauer.

14
15 **Staff Members:** Utility Manager Mike Schell, Village Administrator Zeke Jackson, Finance
16 Director Tasha Rass, and Utility Clerk Anastasia Bell.

17
18 **Excused:** Utility Supervisor Dave Alberts, and Fred Anderson

19
20 **Approval of the Agenda for the September 6, 2016 Joint meeting of the Water, Sewer**
21 **Collection, and Storm Sewer Committee with the Wastewater Treatment Plant Committee**
22 **Meeting:**

23 *A motion was made by Bhirdo, seconded by Baker, that the Agenda for the September 6, 2016 joint*
24 *meeting of the Water, Sewer Collection, and Storm Sewer Committee with the Wastewater Treatment*
25 *Plant Committee be approved as presented. Motion carried – All ayes.*

26
27 **Approval of the August 9, 2016 Water, Sewer Collection, and Storm Sewer Committee**
28 **meeting minutes:**

29 Minutes are to be amended as follows:

- 30 • Correct the spelling of Bhirdo on page 2, line 41.
31 • Add additional information pertaining to the history of the engineering issue of the
32 swamp pump on page 5.
33 • Correct the typing error that ‘neem’ should be ‘been’ on page 4, line 38.

34
35 *A motion was made by Baker, seconded by Mulliken, to approve the minutes for the August 9, 2016*
36 *meeting of the Water, Sewer Collection, and Storm Sewer Committee as amended. Motion carried – All*
37 *ayes.*

38
39 **Approval of the August 9, 2016 Wastewater Treatment Plant Committee meeting minutes:**

40 Minutes are to be amended as follows: Baker never had banging in his pipes; line 48 shall be
41 removed on page 7.

42
43 *A motion was made by Bhirdo, seconded by Sauer, to approve the minutes for the August 9, 2016*
44 *meeting of the Wastewater Treatment Plant Committee as amended. Motion carried – All ayes*

45
46 **Public Comments and Correspondence**

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

3

4 **Discussion Items**

5 **1. Consider a motion to discuss the following items in the 2017 budget:**

6 **a. Water System**

7 1. Rass commented that the primary reason for the salary and wage allocation increase is due to
8 the approved Cola Adjustment of 0.68% which was based on the CPIU.

9

10 2. Rass commented that travel and training has increased across all funds, particularly the
11 Water Fund for Dave Alberts to obtain certifications. Schell clarified that Alberts only needs
12 water certification training, but all other crew members have required training due to relaxed
13 training in the past few years and these seminars are typically only offered in Stevens Point,
14 Wisconsin.

15

16 3. Rass commented that software support costs have increased across all funds due to
17 upgrading from Caselle Classic to Caselle Clarity.

18

19 4. Rass commented that this is a short-term expense as Schell is working with Contronix who
20 programming equipment and writing reports for future use.

21

22 5. Rass commented this change is due to a change in coding; just a movement of funds between
23 accounts

24

25 6. Schell explained the process of removing the pumps through the top of the well for
26 inspection. The motor is then sent to Appleton to be disassembled, inspected, repaired, and
27 reassembled. The crew completes monthly generator maintenance and this was just the
28 required 10-year maintenance. The costs seem high but the process took an average of 8.5 hours
29 for each of the 6 generators.

30

31 7. Rass commented that this would be an optional billing system for customers. Mulliken
32 asked about a discount available if people use this system; Jackson explained this process
33 actually costs more for us to process. Sauer asked if this would be applicable to Liberty Grove;
34 Rass explained it was not at this time, but could be if Liberty Grove had interest.

35

36 Duffy requested a big-picture for a possible rate increase. Rass confirmed Schenck will be
37 doing the rate study in September and applicable increases will be applied as part of the fourth
38 quarter billing process.

39

40 **b. Wastewater Treatment Plant**

41 1. Rass confirmed this increase is primarily due to administration staff working on utilities more
42 during the turnover of staff.

43

44 2. Rass confirmed the additional classes for employees are as previously explained.

1
2 3. Rass confirmed the accounting/software support is as previous explained.

3 4. Schell explained the main lift station is behind Bhirdo's on Scandia Rd. This expense is due to
4 the changing of generator controls. Schell is working to understand the best option for
5 upgrading this system instead of replacing it. Once that is determined he will obtain engineer
6 proposals for the process.
7

8 5. Rass confirmed this will decrease as the grit cement work will be completed in 2016. Schell
9 invited members to attend a meeting on September 12, 2016 at 10:00am about the progress of
10 this project. It is expected to be completed by the end of September.
11

12 **c. Wastewater Collection System**

13 1. Rass confirmed the travel and training expenses are as previously explained.
14

15 2. Rass confirmed the software support expenses are as previous explained.
16

17 **d. Utilities CIP**

18 Rass commented that the capital plan for the past couple of years has been updated by
19 removing the completed plans and adding new items this is part of the budget document.
20 Items are separated by fund and resource fund information has been added. Highlighted items
21 are anticipated to be completed in 2017. Rass is working on obtaining the equation from the
22 DNR to compute the replacement fund amounts.
23

24 Schell commented that the \$400,000.00 is a high estimate for the generator for the worst possible
25 scenario on the generator replacement. Rass confirmed the replacement fund currently has
26 approximately \$600,000.00 which could be severely depleted by the generator.
27

28 Duffy asked what happens to the old trucks when they are replaced. Schell currently has
29 interested parties for the current vehicles. Schell confirmed the cost estimate includes a new
30 vehicle with the current box being remounted.
31

32 Schell commented that the telemetry units were originally suggested to be part of the 2017
33 budget. Rass confirmed there are enough funds available to expense these units in the 2016.
34 Schell confirmed the costs will be approximately \$3,200.00 for each unit, or \$9,600.00 total. The
35 annual expense will be total of \$1044.00 for the three years. The support system is also very
36 reliable.
37

38 *A motion was made by Bhirdo, seconded by Baker, to expense the telemetry units to the 2016 budget.*
39 *Motion carried - All ayes.*
40

41 Rass commented that the Utilities Capital plan will be amended to reflect the purchase of the
42 telemetry units in 2016.
43

44 **e. Storm Sewer System**

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1 Jackson commented that this committee has the oversight of this item. The storm water utility
 2 is currently run out of the general fund. This will be reviewed during the finance committee.
 3 Duffy requested clarification as to a percentage that should be allocated for in this fund.
 4 Jackson clarified that there are many options currently available for installation and repairs
 5 throughout the Village and each area would cost significantly different amounts so the best
 6 option at this time may be to start by adding a set amount to the fund annually.

7
 8 Schell confirmed that the regulating process needs to be monitored better. The example explained
 9 was pertaining to driveways installed without culverts. This could be regulated by driveway
 10 permits. Mulliken and Sauer confirmed that culverts are issued in Liberty Grove with the
 11 driveway permit.

12
 13 Bhirdo and Duffy commented it would be best to create a written policy at the Village Board
 14 level.

15
 16 *A motion was made by Duffy, seconded by Baker, to present the budget information as amended to the*
 17 *Finance Committee. Motion carried – All ayes.*

18
 19 **2. Review of preliminary engineering work on the Braun Redevelopment Site; consider a**
 20 **motion to take plans to bid and recommend construction begin as soon as acceptable low bid**
 21 **has been received.**

22 Due to the desire for five of the developments to be operational by the spring of 2017 Jackson
 23 has requested that the information be passed onto the Village Board as appropriate. The bids
 24 are currently set to go out in the beginning of October.

25
 26 **3. Directors Report**

27 Schell reported that chlorine scales were purchased and the invoice was included as page 30 of
 28 the meeting packet. These were purchased because they were original with the plant and they
 29 had stopped working and they are used to test the chlorine at the plant on a daily basis. This
 30 cost was taken from the replacement fund.

31
 32 Schell reported that Robert E. Lee has been in contact with him for information which confirms
 33 that they are now focusing on the Liberty Grove water study. There haven't been many
 34 complaints since the improvements discussed at the last meeting were put into place.

35
 36 **4. Report of Quarterly Billing Status**

37 Bell reported that we're preparing for the fourth quarter billing. Many of the large delinquent
 38 accounts have been taken care of through the title company when the property was sold.

39
 40 **5. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes,**
 41 **Section 19.85(1)(c) to discuss personnel and employee benefits**

42 *At 8:32a.m. a motion was made by Bhirdo, seconded by Baker to convene into executive Session pursuant*
 43 *to Wis. Stats. §19.85(1) (e). A roll call vote was taken and the Board members voted in the following*
 44 *fashion: Baker-Aye; Bhirdo-Aye; Duffy-Aye; Mulliken-Aye; Sauer-Aye. Motion carried.*

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6. Consider a motion to reconvene into Open Session

At 8:32a.m. a motion was made by Mulliken, seconded by Baker to reconvene into open session. No discussion. A roll call vote was taken and the Board members voted in the following fashion: Baker-Aye; Bhirdo-Aye; Duffy-Aye; Mulliken-Aye; Sauer-Aye. Motion carried.

7. Consider a motion to take action, if required.

Duffy commented that the Water, Sewer Collection, and Storm Sewer Committee, with the Wastewater Treatment Plant Committee will direct staff to approve the suggested personnel changes for the 2017 budget.

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

Jackson commented the next step will be for this information to go onto Finance and asked if Schell had any additional input. Schell would like the next scheduled meeting to remain as previously discussed.

The next joint meeting of the Water, Sewer Collection, and Storm Sewer Committee with the Wastewater Treatment Plant Committee has been scheduled for Tuesday, September 20, 2016 at 7:30 AM.

Adjournment:

A motion was made by Bhirdo, seconded by Baker, to adjourn the September 6, 2016 joint meeting of the Water, Sewer Collection, and Storm Sewer Utilities Committee with the Wastewater Treatment Plant Committee at 8:46 A.M. Motion carried – All ayes.

Respectfully submitted,



Anastasia Bell
Utility Clerk