

**Village of Egg Harbor
Utility Committee Meeting Minutes
April 20, 2021 11:00 AM**

John Heller, Chair - Present
Mack Bonk, Member - Present
Tom Prohl, Member - Present

TC Johnson, Member - Absent
Paul Zeller, Member - Present
Bert Sawyer, Operator - Present

1. Call to order and approval of the agenda
 - a. John Heller called the meeting to order at 11:00am.
 - b. Staff present: Tom Strong
 - c. Audience members: Dawn Merlin, Tom Kispert
 - d. **John Heller moved to approve the agenda. Seconded by Tom Prohl.**
 - e. **Motion unanimously carried.**

2. Approve March 16, 2021 Meeting Minutes
 - a. **John Heller moved to approve the March 16, 2021 meeting minutes. Seconded by Tom Prohl**
 - b. **Motion unanimously carried. TC Johnson Abstained**

3. Open Session (Limited to Ten Minutes)
 - a. Paul Zeller asked about the Yellow Markers along Hwy G
 - b. TC Johnson stated that it was put there by the property owner to mark the Right of Way line.
 - c. Asked what is going on with the gas station/Village View condo project.
 - d. Tom Strong stated that he is in contact with the developer. There is no construction timeline.

4. Wastewater Treatment Plant Improvement Project Update
 - a. *Tom Kispert and Dawn Merlin provided an overview of the WWTP Phase I project as outlined in the packet on P8-9 of the packet*
 - b. Project is on schedule. Had first construction meeting on 4.14, next is scheduled for 4. 28. Currently working on drywall, ceilings and paint. Service building electrical work is going on. Headworks building footings, foundation, going on. Underground piping is close to done. UV system is functioning.
 - c. Will have certificate of substantial completion to be executed by Miron. Heller said that Bert can sign the certificate for substantial completion.
 - d. *Tom Kispert gave an overview of the change orders and project credits.*
 - e. Kispert will assemble a change order to put all changes in one item, rock excavation one will be hanging out there because they are waiting for price. Kispert is waiting for a revised proposal on the credit for the lintels.
 - f. Mack Bonk asked about shut down for the electrical switch over – specifically on how long the duration is and if the flows will get redirected to the septic tank.
 - g. Kispert stated that if it is a short duration, they would not need to redirect to the septic. However if it is during disinfection season and the generator is not online, they would need to divert the flows. Worst case scenario is to divert to flows to the septic receiving tank. Duration is TBD at this time and will need to be coordinated.
 - h. John asked if it could be moved to slow season.
 - i. Kispert said that it could cause a delay that would prevent the project from closing out and cost more.

5. Clean Water Fund Loan with Principal Forgiveness Update
 - a. *Dawn Merlin Provided an Overview.*
 - b. Merlin is waiting for Ehlers to provide draft 2020 financials, Merlin is going to reach out to Brian at Ehlers.
 - c. Strong stated that the Village is waiting for auditor to provide necessary journal entries for year end reports. Strong will continue to follow up, but that the entire audit should be complete for the May 10 Village board meeting.

- d. Heller asked about timeline
 - e. Merlin said that it would be 7 weeks out, but she will ask for an updated timeline.
 - f. Strong gave an overview of an updated major equipment replacement schedule, which was last updated in 2019.
 - g. Strong continued - The village has over \$630,000 in the equipment replacement fund. With this project the village is replacing over \$200,000 of equipment. After phase 1, \$425,000 will need to remain in the fund. However, the Village can take up to \$200,000 for the project out of the equipment replacement fund.
 - h. Strong will verify the numbers for review at the next meeting. Merlin will work with Strong to verify numbers with DNR before any funds are used. Kispert added that Bert should look at the list to confirm all equipment that is being replaced.
 - i. Equipment replacement fund will be evaluated at next PPW meeting
6. Wastewater Treatment Plant Manager Report
- a. *Bert Sawyer provided an overview of the WWTP Report on P11 of the packet.*
 - b. Sawyer stated that the flows for the month of March were up from last year. The combined influent was 1.5 million gallons up with haulers accounting for almost half.
 - c. Plant is running clean – BODs and Solids are under 5
 - d. Sawyer presented a Community Waste Water Mutual Assistance Agreement that was created in 2001. It is for equipment sharing between communities in emergency situations and hasn't been updated in 20 years. It will be brought to the next meeting as Sister Bay is looking to have the Village sign it.
 - e. Heller asked the rate for haulers. Sawyer stated that \$15.85/1,000 for holding tank. For Village residents \$9.72/1,000. For septic tank \$98.22/1,000.
 - f. Prohl asked about increases and if everything was still running well. Sawyer stated, yes but that staff had to open up and operate at summer capacity earlier.
7. WWTP Employee Requirements
- a. *Bert Sawyer reviewed the requirements for Wastewater Treatment Plant Assistant.*
 - b. Sawyer said the job will be posted again because there was confusion about the qualifications. The compensation has been increased from \$17-\$19/hour to \$18-\$20/hour. Benefits are great, but after retirement and health insurance are factored in, take home pay doesn't support cost of living in Door County.
 - c. Mack Bonk thanked the Committee for taking a look at that, as cost of living in Door County is similar to that of just outside Chicago.
8. Ordinance Update – REU Calculations and Connection Fees
- a. *Tom Strong provided an overview of the REU Ordinance*
 - b. Strong stated that the REU Calculations should be simplified so an update can be done easily from the budget.
 - c. Heller would like to move from an engineering to a financial based calculation.
 - d. Heller would like to see a 5 year running total to see trends and project.
 - e. Prohl indicated that the ordinance stated that these rates would be looked at annually.
 - f. Kispert Clean Water Fund requires that the user rate is reviewed every 2 years to be sure that rate is appropriate.
 - g. Bonk asked for a list of the Clean Water Fund requirements. Kispert said that most of the CWF is informed from DNR. It will be part of loan closing documents likely.
9. WWTP Funding a portion of the land for the future Main Lift Station
- a. *John Heller provided an overview of the thoughts around the fund*
 - b. Heller thinks it would be appropriate for WWTP pay for the land for the lift station
 - c. Kispert stated that it should be twice the size of the current lift station, if not bigger to house the gear and generator. It should also have good access to get maintenance and construction equipment in. Should be close to existing sewer lines.
 - d. Heller asked if it should be on the east side of the parcel. The parcel is approximately an acre, with 20% dedicated to the lift station the rest is likely to be parking. Kispert indicated that the parking lot component would make maintenance easier, because parking could be roped off.

- e. Building would be near access road.
 - f. Kispert said that the majority of the station would be underground, the electrical components and generator would be above ground. It could be made to look like anything.
 - g. TC Johnson asked about what the cost would be the WWTP contribution.
 - h. Heller stated that the property purchase is currently under negotiation. Because the lift station would be 20% of the parcel, the WWTP could potentially pay for that portion of the purchase price.
 - i. Johnson asked about the deadline for closing on the property
 - j. Heller said the deadline for closing is likely the end of the month, in line with rest of the property's sale.
10. The Ultimate Solution Article review
- a. *John Heller provided an overview of the article that Heller found in the Long Boat Key Paper.*
11. Open Session (Limited to Ten Minutes)
- a. Bonk asked for clarity on the Equipment Replacement Fund.
 - b. Kispert clarified the motors that were being repaired.
 - c. Bonk was confirming that the fund would have remaining money to replace equipment later if needed. Tom Strong will present a list at next month's meeting once the DNR reviews it.
 - d. Sawyer asked about disc aeration equipment and how much of the list was the motors that were replaced.
 - e. Kispert said it was a small percentage. Motor is less than 5% - and that line item should remain the way it is.
 - f. Heller asked if the work five years ago included the update of the discs
 - g. Sawyer said no, it was the return and waste pumps
 - h. Kispert said it was also the splash guards. If those disc drives needed to be replaced it could be doubled from the 1989 number.
 - i. Bonk asked if there were any long lead time items that needed spare parts in case something fails.
 - j. Sawyer said the motors that were replaced won't work with the new equipment but they will keep on the shelf as a backup.
 - k. Heller asked if the equipment ship is on time.
 - l. Kispert confirmed that everything is on schedule.
12. Next Meeting Time and Date
- a. Tuesday, May 18th at 11:00am
13. Adjourn
- a. **John Heller moved to adjourn. Seconded by Tom Prohl.**
 - b. **Motion unanimously carried.**
 - c. Meeting Adjourned at 11:55 AM

Minutes completed by Jess Reinke on May 3, 2021. Submitted for approval on May 18, 2021.