

**Village of Egg Harbor  
Utility Committee Meeting Minutes  
December 21, 2021, 11:00 AM**

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**Meeting ID: 927 1884 0733**

**Join Zoom Meeting on your Phone (audio only)**

**Phone Number: 312 626 6799 Meeting ID: 927 1884 0733**

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

TC Johnson, Member  
Paul Zeller, Member  
Bert Sawyer, Operator

1. Call to order and approval of the agenda
  - a. John Heller called the meeting to order at 11:00 AM.
  - b. Committee members present: John Heller, Mack Bonk, Paul Zeller, Tom Prohl, TC Johnson
  - c. Staff members present: Bert Sawyer, Megan Sawyer, Tom Strong,
  - d. Others present: Tom Kispert, McMahon
  - e. **John Heller moved to approve the agenda.**
  - f. **Tom Prohl seconded.**
  - g. **Motion unanimously carried.**
2. Approve November 16, 2021 Meeting Minutes
  - a. Corrections: No Corrections.
  - b. **John Heller moved to approve the November 16, 2021 minutes as presented.**
  - c. **Tom Prohl second.**
  - d. **Motion unanimously carried. TC Johnson abstained.**
3. Open Session (Limited to Ten Minutes)
  - a. John Heller opened the floor for public comment.
  - b. *No comments.*
4. Wastewater Treatment Plant Improvement Project Update
  - a. *Tom Kispert: Provided an overview of the project progress as presented in the job site meeting minutes. We achieved substantial completion on December 15<sup>th</sup>, 2021. Flows were switched over to the new headworks equipment. Final completion is projected to be January 11, 2022 if progress on outstanding tasks stays on schedule. We have a punch list developed for everything except for the new structure. The contractors are working on these items. They expect to start on that list next Tuesday. There is a broken actuator arm that was installed in the original 1988 construction. They don't make this part anymore. We are*

- anticipating a change order is coming for this item. I want to be sure everyone is on board with moving forward on this. I believe the cost of that is \$1,829 dollars.*
- b. Bert Sawyer: In the basement, when it gets too warm this actuator arm opens vents to let hot air out. With this arm broken that venting isn't happening. We are looking to replace the motor and actuator arm. The existing duct work will remain in place. We tried to repair this part and found it is no longer possible to do. No local companies do this type of work so I would prefer to get this work done as long as these contractors are already on site.*
  - c. Committee members agreed by consensus to move forward with this work.*
  - d. Tom Kispert: Replacement parts for this just aren't available anymore. This will be Change order #8. I will submit this to Miron and also to the Village for approval.*
  - e. Tom Kispert: Provided an update for additional painting for the doors. We haven't seen the proposal from Miron for this. This would be a primer plus base coat. Winter is the worst time to try to do this exterior painting. I would recommend waiting until spring to do this. To ask the contractor to paint this in the spring would require keeping the contract open.*
  - f. Committee members agreed by consensus to complete the painting work on our own in the spring so we can close this contract out as soon as possible.*
  - g. Tom Kispert: A deduction for this item will be included in Change Order #8 as well. I will give you an estimate of the cost for doing this on our own. There will be one final change order to extend the final completion date and include a deduction for the additional costs from the Village for not meeting the initial substantial completion date. We will also include a deduction for the costs McMahan has incurred and passed on to the Village. The estimated costs so far is around \$18,100 for things like the construction project meeting today as well as inspection oversight on the project punch list. This way we can do this once at the end of the project. That will close out the contract so we can send that on to the DNR for final approval. The Village can back charge Miron for the entire amount, part of the amount or none of this amount. This final change order will close out this project.*
  - h. John Heller: We will put those numbers together for the next meeting to have that deliberation.*
  - i. Mack Bonk: To confirm, McMahan is invoicing the Village and we need to charge McMahan to recoup this money? We have to pay for this and Miron will pay us? Miron will be ok with this?*
  - j. Tom Kispert: That is correct. Miron has a contract with the Village. McMahan has a contract with the Village. There is no contract directly between Miron and McMahan. We have discussed this with Miron. You are going to short the final payment by the amount you decide on.*
  - k. John Heller: A contract is a contract. I am putting something together for this committee to get input on if we want to cover any of these additional costs. We are considerably under budget for Construction observation. There is some contention between Miron and McMahan at this point. That is something we need to deliberate on and decide. At this point, I'm not inclined to get involved. We*

*will put some information together for the next meeting. We could call a special meeting if it is necessary.*

- l. Committee members agreed by consensus to get the final additional costs from McMahon for deliberation at the next Utility Committee meeting in January 2022.*
  - m. Paul Zeller: Any of the additional costs not directly tied to the late equipment delivery? Any other questions I have can wait for the next meeting when it is an agenda item.*
  - n. Tom Kispert: The short answer is yes. There was other work related to that piece of equipment that was delayed. There was some additional work not related to that part that was also delayed.*
5. Change Order #6
- a. Tom Kispert: Provided an overview Change Order #6 as presented in the meeting packet. This has been submitted to Miron on December 9<sup>th</sup>. We are waiting for them to return the signed copy. There are four items including a correction for a transposed number in Change Order #5.*
  - b. John Heller moved to recommend approval of Change Order #6 to the Village Board of Trustees for final approval in the amount of \$3,823.59, subject to receipt of the contract signed by Miron Construction as presented.**
  - c. Paul Zeller Second**
  - d. Motion unanimously carried.**
6. Change Order # 7
- a. Tom Kispert: Provided an overview Change Order #7 as presented in the meeting packet. This is to install the connections for a possible washer and dryer installation in the future.*
  - b. John Heller moved to recommend approval of Change Order #7 to the Village Board of Trustees for final approval in the amount of \$10,765.46, subject to receipt of the contract signed by Miron Construction as presented.**
  - c. Tom Prohl second**
  - d. Motion unanimously carried.**
7. WWTP Reed Bed Cleanout Project Update
- a. Tom Kispert: Provided an overview of the Reed Bed Cleanout Project as presented in the meeting packet. We are projected to have a bid date in Spring.*
  - b. Megan Sawyer: The account for disposal is confirmed as open and available for payment.*
  - c. Tom Prohl: We don't have hard numbers at this point, just estimates. Correct?*
  - d. Tom Kispert: That is correct. The estimated cost is \$75,000. We plan to bid this out in the spring. The last time we did the actual hauling in July or August. Bert and I will figure out target dates to complete this work. We can plug those dates in as the substantial and final completion dates for bidding the project.*

8. Wastewater Treatment Plant Improvement Phase II Project Update

- a. *Tom Kispert: Provided an overview of the Phase II Lift Station planning as presented in the meeting packet. We have an initial site survey done. We will start with figuring out the location of the building and driveways will be for truck access. The ball is in our court to create something for this committee to review to get started. After that direction is provided, we can start designing the lift station structure. The interior will be concrete and masonry. I will be looking for some input and direction on the structure exterior appearance. You can make the exterior look any way you want. I can leave copies of the site plan for you to review individually. I hope to have preliminary information for you in January.*
- b. *John Heller: I will want the committee members to have input into these designs.*
- c. *TC Johnson: Regarding the exterior appearance, Jim Vander Heiden was the lead architect on the Kress Pavilion. He might be able to give us some input on the exterior design.*
- d. *John Heller: We have already talked with Jim Vander Heiden. He is willing to provide his input on the design.*
- e. *Tom Prohl: We could do almost anything with the exterior look. It is a utility building. The money needs to be spent on the function of the building as the top priority.*

9. Wastewater Treatment Plant Manager Report

- a. *Bert Sawyer: Presented an overview of the report as presented in the meeting packet. Combined hauler waste and influent was up considerably in November. The plant continues to run smoothly. The water going out is very clean. They have already disconnected the power to the old headworks building. There is a lot of building going on in the Village. We have been busy with lateral locations.*
- b. *John Heller: I would suggest committee members calling Bert to set up an appointment to take a look at the new facility. It is a terrific upgrade to the facility.*
- c. *Megan Sawyer: We did have a generator sale that was completed. The final bid came in at \$14,800. This was above the \$10,000 minimum bid. 2022 hauler contract renewals that include the new rates were mailed out with the December invoices.*

10. Open Session (Limited to Ten Minutes)

- a. *John Heller opened the floor for public comment.*
- b. *Tom Prohl: Wishing everyone a wonderful holiday season.*

11. Next Meeting Time and Date

- a. *Tuesday, January 18, 2022, 11:00 AM.*

12. Adjourn

- a. **John Heller moved to adjourn.**
- b. **Tom Prohl seconded.**
- c. **Motion unanimously carried.**

Meeting adjourned at 11:43 AM.

Minutes completed by Tom Strong on December 21, 2021. Submitted for approval on January 18, 2022.

*Italics – summarized comments*

**Bold – Committee Action**