

**Village of Egg Harbor
Utility Committee Meeting Minutes
June 15, 2021 11:00 AM**

<https://villageofegg Harbor.zoom.us/j/92718840733>

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 Present: John Heller, Mack Bonk, Tom Prohl, TC Johnson, Paul Zeller
 - c. Staff present: Tom Strong, Bert Sawyer, Megan Sawyer
 - d. Audience members: Dawn Merlin, Tom Kispert
 - e. **John Heller moved to approve the agenda. Seconded by Mack Bonk.**
 - f. **Motion unanimously carried.**

2. Approve May 18, 2021 Meeting Minutes
 - a. Corrections: No corrections.
 - b. **John Heller moved to approve the May 18, 2021 meeting minutes as presented. Seconded by Mack Bonk**
 - c. **Motion unanimously carried.**

3. Open Session (Limited to Ten Minutes)
 - a. *John Heller asked where we are at as far as pay requests for the WWTP Phase I project. I'm asking in relation to the timing for the Clean Water Fund Loan Closing.*
 - b. *Dawn Merlin and Tom Kispert stated that payment certification number 5 was just submitted for \$206,000, bringing the total submissions to date of just over \$925,000. Pay requests are submitted once per month. The next would likely arrive in the second week of July.*
 - c. *John Heller indicated we should be fine with that timing as it relates to closing the Clean Water Fund Loan.*

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 P6-35 of the packet. The project is on time and looking good. Some of the head works equipment is due to arrive in September, later than expected but timing should be fine.*
 - b. *Tom Prohl: You are comfortable with the project progress to this point?*
 - c. *Tom Kispert: Yes, we are on schedule. Every pay request has an updated schedule. We have expedited several equipment reviews that are on the critical project path.*

5. Clean Water Fund Loan with Principal Forgiveness Update

- a. *Dawn Merlin provided an update on the CWF loan application and approval. It looks like the closing date is predicted for July 28th. It sounds like we will be ok from a timing perspective. Greg's email references a July 12th date to sign the paperwork. Quarrels and Brady could do a team meeting to assist with the paperwork to make sure no steps are missed. There are a lot of details that need to be completed. We can schedule July 12th to have Quarrels and Brady on the call. You will get the documents a week in advance.*
- b. *Tom Kispert: The worst thing you can do is miss a step along the way. There is a lot of paperwork that we have to make sure is completed correctly. I would recommend working with them to complete the paperwork.*
- c. *Dawn Merlin: We have until July 2nd to submit disbursement to this point. Is that something you would like us to do?*
- d. *Tom Strong: Yes, absolutely.*
- e. *Dawn Merlin: I haven't heard anything yet regarding the DBE sanctions Greg is working on sorting that out, trying to use that ERF disbursement work that out. The DNR has specific instructions to encourage Disadvantaged Business Entities (DBE's) wasn't specifically outlined in the Village's Bid Advertisement. There will be approximately 1% rate increase on 8% of the construction cost will be at a higher rate than the rest of the loan.*
- f. *Tom Kispert: It isn't a given that the contractor has to hire DBE's on a project like this. They tend to not be cost effective or may not even respond to requests for quotes.*

6. Wastewater Treatment Plant Manager Report

- a. *Bert Sawyer provided an overview of his April report on page 36 in the packet. Haulers were up over 500,000 gallons. Total flow was up over 2.3 million gallons for the month. We are well over the 2019 numbers for both haulers and total flowage as well. Everything is going out pretty clean. The new treatment plant assistant started Monday June 14th.*
- b. *Tom Prohl asked to include the 2019 comparison numbers for future committee reports. That would be a more typical year over year comparison.*
- c. *Paul Zeller: I would like to request a tour of the plant to see the updates in person, tentatively set for 7:00 AM on June 30. Let's meet at the Miron trailer.*
- d. *Tom Kispert: As a reminder, please check in with Miron Construction at their trailer as it is an active construction site. As the contractor, they are responsible for safety. They will have hard hats available on site.*

7. Connection Fee Recommendation

- a. *Tom Strong presented the updated connection fee calculations as outlined on pages 37-38 of the meeting packet. The calculations in Ch 51.033 are pretty straight forward compared to the REU rate calculation. After adding the cost of the WWTP Phase I project, the new connection rate calculates to \$2,400 per*

REU. The fee schedule is generally set around the first of the year with the budget approval. There is nothing to prevent us from updating this connection fee now. Staff suggests this committee makes a recommendation to the trustees to increase this connection fee at the July 12, 2021 trustee meeting.

- b. **John Heller moves to recommend to the trustees to increase the WWTP connection fee to \$2,400 per REU. Second by Tom Prohl.**
 - c. *TC Johnson: This will be the same rate for both businesses and residential properties? What happens with projects already in the works?*
 - d. *Mack Bonk: Does this have to be posted or is it just updated in the fee schedule?*
 - e. *Tom Strong: This is the same as it is a per REU charge. This fee is applied during the zoning permit approval. This is simply updated in the fee schedule.*
 - f. **Motion unanimously carried.**
8. Community Water & Wastewater Utility Mutual Assistance Agreement
- a. *Tom Strong provided a summary of the response from the Insurance Company CEO Matt Becker, regarding the concerns about the liability coverage in the Mutual Assistance Agreement.*
 - b. *John Heller: We would have to change the wording in the agreement and send it back to the other parties.*
 - c. *Mack Bonk: There are a lot of municipalities involved and once you get attorneys involved, this could take a long, long time. What does it mean to the Village, until we get this updated contract signed?*
 - d. *Tom Strong: In my opinion, we are currently under the prior agreement from 2002. I believe those agreements are currently in place regardless of what happens with this current agreement under consideration.*
 - e. *Bert Sawyer agrees with that assessment.*
 - f. *Tom Prohl asked how much it is going to cost the Village to get a few lines changed.*
 - g. *Tom Strong to send Sister Bay the input on the insurance company feedback on the contract to see if they are willing to remove the lines in question.*
9. Open Session (Limited to Ten Minutes)
- a. *Bert Sawyer: Before covid I was talking with Lisa Totten from the Rural Community Assistance Program. They help communities with rate studies. I was contacted by another person in her office. They are starting to make on site visits again. She was wondering if anyone would like to sit down and talk to them. Would we like them to meet on site with John, Mack and I?*
 - b. *John Heller: I would say it would be advisable to meet with the three of us first before having them attend with the committee.*
 - c. *Megan Sawyer: Provided a recap of the soil boring work that penetrated the sewer main on the northern end of Hwy 42. Thank you to Bert for monitoring the situation and coordinating the repairs.*
 - d. *Bert Sawyer: I was notified at 10:30 AM that the boring company might have hit the sewer main. Sturgeon Bay Utilities was able to jet the line good enough so that it didn't back up all weekend. If it had backed up, we would have had to pump it out of a manhole. The company did notify us right away. We closed Hwy*

42 in that area and also notified the businesses in the area. The next time there is a boring job in the Village, I'm asking that the WWTP Staff be notified prior to any work going forward. We do hear from Digger's hotline. In my 25 years in the WWTP business, I've never seen anyone do soil borings this close to a sewer main. Next time I would like advanced notification next time there is a boring job to be done in the Village. They are not digging next time until we approve it.

- e. Tom Kispert: Provided general information about the reasons for soil borings and the methods generally implemented.*
- f. Mack Bonk: Where are the main sewer lines and how deep are they?*
- g. Bert Sawyer: On the main highway they are mostly under the southbound lane. Between the marina and the beach, it actually runs along the water front. The area that was hit, the manholes on each side was 8.5 feet and 9.5 feet.*

10. Next Meeting Time and Date

- a. July 20, 2021 11:00 AM.
- b. By consensus, the committee will meet in person at the Bertschinger.

11. Adjourn

- a. **John Heller moved to adjourn. Seconded by Tom Prohl.**
- b. **Motion unanimously carried.**
- c. Meeting Adjourned at 11:51 AM

Minutes completed by Tom Strong on June 16, 2021. Submitted for approval on July 20, 2021.

Bold – Official Action

Italics – summarized comments