

Village of Egg Harbor
Utility Committee Meeting Notice and Agenda
Thursday, June 22nd, 2017 at 11:00 a.m.
Paul J. Bertschinger Community Center
7860 STH 42, Egg Harbor, WI 54209

1. Call to Order and Approval of the Agenda

Heller called the meeting to order at 10:00 a.m. Those in attendance were John Heller, Adolf Walser, Tom Strong, TC Johnson, Paul Peterson, Ryan Heise, and Megan Vandermause. Absent was Tom Prohl.

Heller moved to approve the agenda, second by Strong, motion carried.

2. Approve May 18th, 2017 Utility Committee Meeting Minutes

Heller moved to approve the May 18th, 2017 meeting minutes, second by Walser, motion carried. Strong abstained because he was not at the meeting.

3. Open Session (Limited to Ten Minutes)

- Peterson stated that a few years ago there were two people that would help out at the plant.
- Peterson said that when Art Meyer was still working at the plant Larry Desotelle would work at the WWTP one day a week.
- Peterson stated that he called Fish Creek and they have four guys that work at their WWTP, but will be moving down to three guys in fall. In the last year, Fish Creek treated 37.65 Million Gallons.
- Peterson reported that the plant supervisor for Fish Creek is retiring so a new employee was hired to work with the supervisor before he retired.
- Baileys Harbor has three full time employees and in the last year treated 24.7 Million Gallons.
- Egg Harbor currently has two full time employees and in the last year treated 44.35 Million Gallons.
- Peterson said that he would like to bring this up so that it is recorded in the minutes and the committee was made aware.
- Strong asked if Peterson is requesting one or two new employees for the plant.
- Peterson stated that he is suggesting keeping the plant at three people.
- Heller told strong that the Village needs to be aware of budget restraints.
- Heise stated that staff handed out the charge of the committee just as a reference for the committee.
- Heise said that he believes the committee needs to discuss this on the policy basis and let staff handle the actual personal.
- Heise stated that the committee should consider looking into what items can be contracted out at the plant and use the reserve monies to cover the cost.
- Heller asked if this is something that should be look at as a permanent policy.
- Johnson asked how the hourly rate of a contractor compares to an hourly rate for a regular employee.
- Heise stated that the need for services fluctuates throughout the year and the cost benefit needs to be reviewed.

- Heise said that he has talked to Peterson about immediate assistance which is to utilize some of the Public Works staff to take care of some of the maintenance work at the plant.
- Heller stated that the committee needs to have a better understanding of the WWTP workload and the WWTP tasks need to be defined so that the committee can determine what is needed and what the best solution is.
- Heller said that there is a good possibility that Peterson will be retiring in the next year and asked if it is in the committee's responsibility to review the options for replacing Peterson.
- Heise said that he does not think that it is within the committee's charge to actually discuss who would take over Peterson's position, but they could discuss the quality of services.
- Peterson said that a number of years ago he contacted a company to come and change the oil in the generator instead of staff completing the job. Peterson reported that he found the cost of a contractor to be much more expensive than completing the work in house.
- Heise said that there are areas of opportunity to hire out services at the WWTP.
- Heise said that a detailed list tasks and the frequency of tasks needs to be created.
- Walser stated that long term plan needs to be established in regards to personal and outsourcing.
- Heise stated that staff provided the committee with the committee's charge.
- Strong asked what a typical candidate for the WWTP Supervisor position would look like.
- Peterson explained that if the Village wants to hire someone with a license they need to have experience.
- Peterson said that Desotelle does have all of his subgrades, but he does not know if Desotelle would want to be the supervisor at the plant.
- Peterson said that a non-licensed Public Works employee come to the plant once a week does not help much get done.
- Peterson said that come April he will be retiring, but he would recommend doing something like Fish Creek did and bring in his replacement before he retires.
- Heise said that when the Village advertised the position that Desotelle moved into, the Village heard from a number of interested candidates. Heise explained that this is likely where the replacement would come from.
- Strong asked to receive financials for the past three years, and the committee's five year plan for his review.
- Heller stated that back in 2015 the Village had a study done and he would like to have this available for discussion at the next meeting.
- Heller said he would also like to have the Utility budget available for the committee.
- Heller explained some of the committee members backgrounds to Strong.
- Heller explained that Walser has an engineering background and was an educator.
- Strong explained that he works in IT for a company out of Milwaukee and he travels to Milwaukee every week.
- Johnson said that he sat on this committee previously for many years and Peterson does a great job watching his budget.

4. Main Lift Station Update

- Peterson stated that next Tuesday someone from Energenecs will come up and replace the pump base and the volute at the main lift station.
- Peterson said that last week Dave Simon, from Energenecs, came up because pump one cannot go online and if the pump is not fixed before the Fourth of July only two pumps will be available.
- Peterson said that hopefully after Tuesday the pump will work well.
- Heller asked if all of the pumps ever operate at the same time and Peterson said that they do operate all at the same time if there is a high demand.
- Heller said that the WWTP is working on a \$250,000 update project.
- Strong said that he did read about the project in past meeting minutes, but he has not seen any of the plans.

5. Operations Update

- Peterson said that the waste pump needs to be installed, and the RES pump needs to be worked on.
- Peterson stated that sometime in the future the reed beds will need to be cleaned out.
- Peterson said that at one point the Village was putting money aside every year to clean the reed beds, but at some point this stopped being done.
- Peterson said that Ohnesorge said that only \$7,500 has been set aside to clean the reed beds and money will need to be spent to clean the reed beds.
- Heise confirmed that this goes beyond the typical burning of the reed beds.
- Johnson asked if this has ever been done before and Peterson confirmed that it has not.
- Johnson asked if these plants can spread since they are an invasive species, and Peterson said that every year staff has to do a search for new plants.
- Peterson said that staff has found plants and they were killed off.
- Johnson asked if there is a new plant that could be put in there to replace the phragmites.
- Johnson asked if reed beds are the same technology that is used if new plants are developed.
- Peterson stated that the Village hired McMahon to complete the CMOM report.
- Peterson said that he was going through this report when he was working on the CMAR report.
- One of the goals that came of the CMOM report was to develop a GIS map by December 2017.
- Peterson explained that the GIS system is a computer program that identifies the manholes and explains all of the details for each manhole.
- Peterson said that developing a GIS map will be expensive and if it is not required by the State it should not be pursued.
- Heller pointed out that another goal was to send out information to sewer users about what not to flush down the toilet.
- Vandermause stated that she will look into brochures that could be sent with one of the future sewer bills.

- Peterson said that all the jetting is done and the televising was done on White Cliff Road.
- Peterson stated that three leaky laterals were found on White Cliff Road.
- Heller said that the main lines are televised in order to look at the sewer laterals.
- Heller stated that when there is water coming out of the laterals the house is either using water or there is something leaking.
- Heller said that the committee would like to inspect the laterals to see where the water is coming from and this can only be done from televising from the house to the lateral.
- Heller said that an inspection port could be put outside of the residential building, but this is something that could be discussed for new systems.
- The committee talked about having a local operator come in to see if there is a leak in the system.
- Heise said that if there is a leak in the system and there is a lot of rain an overflow issue can occur.
- Johnson asked if the manhole covers are sealed tight, and Peterson said that the manholes are bolted down.
- Heller pointed out that a procedure was determined for handling leaky laterals and this should be followed.
- Johnson asked if the houses on White Cliff Road have their own lift pumps and Peterson said that this is the case for some homes, but not all.
- Johnson asked if it is unusual to find three leaks in a small area, and Peterson said that this is not really unusual.
- Peterson said that a leak was found in the main lateral that the Village will need to fix.

6. Fourth of July Back Up Plan

- Peterson said that he would like to bring Septic Maintenance in again to be on standby down at the main lift station.
- Heller asked if the Village would receive the same effect if the truck was on standby at one of the remote lift stations.
- Peterson said that he would recommend parking the truck at the main lift station at the beach.
- The committee agreed that the truck should be on standby.

7. Next Meeting Time and Date

The next meeting will be July 18th, 2017 at 11:00 a.m.

8. Adjourn

Heller moved to adjourn, second by Johnson, motion carried.

*Respectfully submitted by,
Megan Vandermause*