

**Village of Egg Harbor  
Utility Committee Meeting Minutes  
May 18, 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 11:00am.
  - 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 Tom Prohl.**
  - f. **Motion unanimously carried.**
  
2. Approve April 20, 2021 Meeting Minutes
  - a. **John Heller moved to approve the April 20, 2021 meeting minutes. Seconded by TC Johnson**
  - b. **Motion unanimously carried.**
  
3. Open Session (Limited to Ten Minutes)
  - a. *No Comments*
  
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 P5-20 of the packet. The project is on time and looking good. Some of the headworks equipment is due to arrive in September, later than expected but timing should be fine. Change order #3 will be coming that includes a credit of \$1,802 for not needing lintel above doors, the unexpected rock in the way of the gravity flow pipe to the new headworks building that will require additional time and fittings. Materials cost \$5,056, excavation cost \$7,214, coming to a \$10,468 total addition to the costs. I will prepare the next change order with the committee's approval.*
  - b. *Mack Bonk: We will get final as built drawings for future reference?*
  - c. *Tom Kispert: Yes, we will provide electronic copies at the completion of the project.*
  - d. **John Heller moves to approve the change orders as presented by McMahon Engineering. Second by Tom Prohl.**
  - e. **Motion unanimously carried.**

5. Clean Water Fund Loan with Principal Forgiveness Update

- a. *Dawn Merlin provided an update on the CWF loan application and approval. All documents have been submitted to close the loan on April 24. It is usually a 7-week turnaround time. We don't have a closing date yet. When we hear from the DNR we will let you know.*

6. Wastewater Treatment Plant Manager Report

- a. *Bert Sawyer provided an overview of his April report on page 21 in the packet. Flows and haulers were up over 600,000 gallons. Total flow was up over 2 million for the month. Everything is going out pretty clean. There are more people up here not just on the weekend but also all week.*
- b. John Heller: Do we have hauler numbers for April of 2019?
- c. Bert Sawyer: For 2019 we had 695,000 gallons in April. We're up almost that much this year. Nice weather, people coming up here and probably vacation rentals is where those numbers are coming from.
- d. John Heller: We should have an increase in hauler revenue of over \$9,700.
- e. Bert Sawyer: This added flow in a normally quiet time actually helps the plant operate better.
- f. Tom Prohl: How is the hiring going for an assistant?
- g. Bert Sawyer: We had one new applicant and there is an ad running in the pulse again for the next two weeks.

7. WWTP Funding a portion of the land for the future Main Lift Station

- a. *John Heller presented the idea of the sewer fund paying for a portion of the beach proper. We do have some grant money to help finance it. Tom and I feel it would be appropriate for the WWTP to fund a percentage of the purchase.*
- b. Bert Sawyer: What happens to the existing lift station?
- c. John Heller: I would think it will need to be removed. That is something we will have to discuss as a part of the WWTP Phase II. I think it should be proportional.
- d. *Tom Strong: We kicked around dollar or percentage amounts. We would be looking to get input on that amount from this committee. I believe 20% of the purchase and acquisition costs after grant funds are applied. That would amount to around \$130,000 and it would be equitable. One of the main purposes of purchasing this property is to move the main list station since it needs to be expanded already. We are open to the committee's input.*
- e. TC Johnson: Is this being purchased from the new resort owner?
- f. John Heller: This parcel is owned by the original owners.
- g. Tom Prohl: There are no obstacles that we are aware of?
- h. John Heller: We don't believe so, but the final contract will need to be approved by the Trustees.
- i. Tom Strong: We will need a dollar or percentage amount as we are going to take the 2021 GO Bond resolution at the June 14, 2021 Trustee meeting. I do think 20% is equitable.
- j. Mack Bonk: What is the intended use for the remainder of that property?

- k. John Heller: Parking, a trail head for a possible trail to Murphy Park, and some renovation of the beach area. This includes the dock.
  - l. Paul Zeller: Can you discuss what the purchase price is? Is 20% relative to the square footage of the parcel the lift station would need?
  - m. Tom Strong: This is still under negotiation so we can't comment at this time. The numbers we are looking at includes acquisition costs, attorney's fees, and remediation of the concrete pier.
  - n. John Heller: The 20% is just an estimate.
  - o. Paul Zeller: I'm fine with that number. The lift station would be appropriate there. It sounds like a real win for the Village to purchase that property. Do you want us to commit to more?
  - p. John Heller: I don't think so. I think 20% is generous in terms of the actual square footage of the parcel. You do need to consider access to the lift station. I am fine with that number.
  - q. *Consensus that 20% of the village cost for the beach property is an equitable amount for the WWTP to contribute to that purchase.*
8. Community Water & Wastewater Utility Mutual Assistance Agreement
- a. *Bert Sawyer provided an overview of the Community Waste Water Mutual Assistance Agreement presented in the packet starting on Page 30. This agreement has been in place for years but has not been updated since around 2002. Sister Bay assisted us when we had that issue on White Cliff. It is similar to the agreements the fire departments have in place.*
  - b. John Heller: I have concerns about the liability and insurance. Do we have some of these spelled out with our insurance carrier?
  - c. Tom Strong: I will reach out to McClone to get their input. There is a lot to consider in that respect.
  - d. Tom Prohl: I think it is important to have this agreement in place. You hope to never have to use it, but it's good to know it is available.
  - e. Bert Sawyer: Most of this agreement has been in terms of equipment. With Covid, if everyone in a plant would have gotten sick, we could have shared an employee to do lab testing.
  - f. John Heller: It is an agreement worth having but in the document, it says it is the duty of the local community to confirm that we and others all have the appropriate insurance in place.
  - g. **John Heller moves to move ahead with this agreement pending the review and approval by our insurance carrier regarding insurance requirements. Second by Tom Prohl.**
  - h. **Motion unanimously carried.**
9. Open Session (Limited to Ten Minutes)
- a. *No Comments*
10. Next Meeting Time and Date
- a. June 15, 2021 11:00 AM
11. Adjourn
- a. **John Heller moved to adjourn. Seconded by Tom Prohl.**

- b. **Motion unanimously carried.**
- c. Meeting Adjourned at 11:35 AM

Minutes completed by Tom Strong on May 24, 2021. Submitted for approval on June 15, 2021.

**Bold – Official Action**

*Italics – summary information*