



Sewer and Water Commission Meeting Minutes

Union Grove Municipal Center 925 15th Avenue

Tuesday, September 19, 2023

1. **Call to Order** - Douglas Nelson called the meeting to order at 6:05 p.m.
2. **Roll Call** - President Doug Nelson | Commissioners – Aaron Alby, Daniel Maurice, Steve Nelson, and Leo DeBrabander | Michael McKinney (Administrator/Clerk) and Janine Carls (Deputy Clerk-Treasurer) | Gary Hanson and Nick Carriker (Utilities Management)
3. **Approval of Minutes**
Motion (DeBrabander, Maurice) to approve the August 15, 2023, Sewer & Water Commission meeting minutes as presented, Motion Carried (MC).
4. **Approval of Sewer Utility District Financial Reports**
Motion (Maurice, Alby) to approve Sewer Utility District Financial Reports as presented, MC.
5. **Approval of Water Utility District Financial Reports**
Motion (Maurice, DeBrabander) to approve Water Utility District Financial Reports as presented, MC.
6. **Approval of Sewer Utility District Invoices**
Motion (Alby, Maurice) to approve Sewer Utility District Invoices as presented in the amount of \$42,969.95, MC.
7. **Approval of Water Utility District Invoices**
Motion (S. Nelson, Maurice) to approve Water Utility District Invoices as presented in the amount of \$22,007.97, MC.
8. **New and Unfinished Business – Discussion and possible action on the following:**
 - a. **Sprint water tower cellular equipment lease termination**
McKinney stated the letter of termination anticipates equipment removal by or around October 31, 2023.
Motion (Alby, S. Nelson) to accept the Sprint water tower cellular equipment lease termination letter, MC.
 - b. **Sprint water tower cellular equipment removal request**
Discussed building permit application and plan for inspection before and after removal of equipment.
Motion (Alby, S. Nelson) to approve the Sprint water tower cellular equipment removal request, MC.
 - c. **2022 Sewer Utility Fund annual financial report**
McKinney presented a five-year utility plant comparison worksheet noting anomalies within that time.
Motion (Alby, DeBrabander) to approve the Sewer Utility Fund annual financial report as presented, MC.
 - d. **2022 Water Utility Fund annual financial report**
Motion (Alby, DeBrabander) to approve the Water Utility Fund annual financial report as presented, MC.
 - e. **Sewer service rate changes**
Discussed annual rate increases of smaller increments rather than a large increase every couple of years. Hansen reported that we currently fall in the median for sewer charges whereas we had been in the upper 10%. Our last rate increase was in 2019. An increase of 5% increase may move our rate of return from -2% to 3%. Hansen noted that Yorkville services fewer customers than larger municipalities but must employ the same standards, resulting in a higher cost per user.
Motion (Alby, S. Nelson) to table discussion of sewer service rate changes until the sewer and water utility budget drafts are completed, MC.
 - f. **Staab Construction Corporation pay requests #19 and #20 for the 2021 wastewater treatment facility improvement project**
Hanson stated that all work had been completed. These payments will complete 100% of the project cost.

Motion (Alby, S. Nelson) to approve Staab Construction Corporation pay requests #19 and #20 for the 2021 wastewater treatment facility improvement project as presented in the amount of \$5,000.00 each, MC.

g. Scheduling a Sewer Utility District and Water Utility District facilities tour

Motion (Alby, DeBrabander) to table scheduling a Sewer Utility District and Water Utility District facilities tour until new well construction is completed, MC.

9. Reports

a. Engineer's Report | No report

b. Sewer Utility District Manager's Report

Hansen reported that he expects the budget draft and general specifications draft to be available at the next meeting. He stated that the plant is operating well.

c. Water Utility District Manager's Report

Hansen reported that the DNR requires cross-connection inspections every other year that will need to be done. Hansen is working on a letter to the DNR regarding lead inspection exemptions for new utility plants – if not exempt Yorkville will need to complete inspections and file a report by January of 2025. Carriker will be reading meters. The new well construction planning is going well and is on schedule.

d. Administrator/Clerk's Report

Sewer and Water billing will be sent out at the end of the month.

10. Public Comments, Questions, and Suggestions | No Comments

11. Adjournment

Motion (Alby, DeBrabander) to adjourn the meeting at 7:01 p.m., MC. The next scheduled Sewer and Water Commission meeting is October 17, 2023, at 6:00 p.m.

Respectfully submitted,

Janine Carls, Village Deputy Clerk-Treasurer