



# Sewer and Water Commission Meeting Minutes

Union Grove Municipal Center 925 15th Avenue

Tuesday, January 16, 2024

**1. CALL TO ORDER - Douglas Nelson, called the meeting to order at 6:00 pm**

**2. Roll Call –**

Commissioners	Administration	Others Present
Douglas Nelson, President Aaron Alby Dan Maurice Steve Nelson Leo DeBrabander	Michael McKinney, Administrator Janine Carls, Clerk Nick Carriker, Public Works Mgr.	Dan Schaeffer (SEH) Walt Lautner (Lansing Company)

**3. Consent Agenda - approval of:**

- a. December 19, 2023, meeting minutes
- b. Sewer Utility District Financial Reports
- c. Water Utility District Financial Reports
- d. Sewer invoices in the amount of **\$37,542.23**
- e. Water invoices in the amount of **\$32,200.53**

*Motion (Alby, Maurice) to approve the Consent Agenda items as presented, Motion Carried (MC).*

**4. Business – Discussion and possible action on the following:**

**a. Short Elliott Hendrickson wastewater system expansion evaluation for STH 11 development supplemental letter agreement**

McKinney stated that Pruitt had inquired as to whether this report would also outline any potential costs for Sewer Plant modifications necessary to accommodate the expansion area. Schaeffer agreed to update the language in the agreement to include treatment plant capacity figures. The study will focus on the cost of expansion, timeline, and critical path needed. Lautner asked if the study would include surrounding properties or only the Lansing property and if any cost could be recaptured. Schaeffer stated that an initial kick-off meeting for the study would narrow the focus areas. Carriker reported that the plant is currently operating at approximately 25% loading and 40% flow capacity. Lautner asked if the Village had considered a TIF and it was made clear that a TIF was not being considered and any sewer expansion at this time would be up to a developer. McKinney will research how long a right of recovery would be viable and whether the cost of the study could be part of that recovery.

*Motion (Alby, S. Nelson) to approve the SEH supplemental letter agreement contingent upon Lansing Company agreeing to submit an escrow of \$35,000 to cover the cost of this study, MC.*

**b. Short Elliott Hendrickson US Cellular water tower cellular equipment upgrade review supplemental letter agreement**

McKinney stated that we have received an escrow from US Cellular sufficient to cover the documentation review and project closeout site admin. If further services are needed, additional escrow may be required.

*Motion (Alby, S. Nelson) to approve the US Cellular supplemental letter agreement with SEH, with all costs to be paid by US Cellular, MC.*

**c. Wisconsin Electric Company underground electric distribution easement for 1390 Grandview Parkway**

McKinney stated that this easement is on the water tower property relative to upcoming and past work completed without an easement. Alby stated that Wisconsin Electric is working to improve its practice of obtaining easements where applicable. Discussed some potential concerns with this easement as well as anticipated easements near the planned water tower access drive.

*Motion (Alby, DeBrabander) to grant the easement contingent upon Village Attorney and Engineer review and approval, MC.*

**d. Wastewater treatment plant snow and ice removal**

Carriker stated that the snowblower at the Wastewater Treatment Plant is seeing a lot of wear and tear with the additional asphalt. He is spending time and money on repairs/rebuilds. Discussed options for snow removal services. McKinney will contact Custom Plows and Two Ski Services to inquire about adding the Wastewater Treatment Plant to existing contracts.

*Motion (Alby, S. Nelson) to instruct McKinney to request proposals from Custom Views Plowing and Two Ski Services for adding plowing of the wastewater treatment plant and pump house to existing contracts.*

**5. Reports**

**a. Engineer's Report |** No report

**b. Sewer Utility District Manager's Report**

Carriker noted that there is an open part-time position at the Sewer Plant. DNR has approved Carriker as the Operator in charge of the plant. The new plant has handled the low temperatures very well. An air handler did go down but is under warranty and is being addressed by STAAB Construction.

**c. Water Utility District Manager's Report**

Carriker stated that there is a new DNR guy who has issued us two letters of non-compliance. He is working to get the issues corrected.

**d. Administrator/Clerk's Report**

McKinney stated that Geary has not heard back from Racine Metal Fab regarding the submitted appraisal for land acquisition. McKinney will follow up further and ask Geary to attend a future meeting.

**6. Public Comments, Questions, and Suggestions |** No Comments

**7. Adjournment**

*Motion (Alby, Maurice) to adjourn the meeting at 7:21 p.m., MC. The next scheduled Sewer and Water Commission Meeting is February 20, 2024, at 6:00 pm.*

Respectfully submitted,

Janine Carls, Village Deputy Clerk/Treasurer