

**Public Utilities Committee
Meeting Minutes
January 19, 2016**

Members Present: Mary Pat Lytle, Stephanie Brassington, Marc Nielsen, Ernie Peterson and Craig Weiss

Members Absent: None

Staff Present: Allan Coville, Linda Dieckhoff and Eric Rindfleisch

Others Present: Brian Berquist (Town & Country)

1. **Call to Order.** The meeting was called to order at 6:00 p.m. by Chair Lytle in Conference Room "A" at the Municipal Center.
2. **Public Comments.** None
3. **Review and possible approval of draft Minutes from the Public Utilities Committee Meeting of December 15, 2015.**

Motion by Lytle, second by Nielsen, to approve the draft minutes from the Public Utilities Committee Meeting of December 15, 2015 with changes. Motion carried 5-0 by acclamation.

4. **Holscher Road and Lift Station #5 update.**

Lift station construction is in process. Plan is to have the lift station online the end of February or first part of March. The heat will be turned on tomorrow in order to get the masonry dried out. The pumps, generators and control panels are in the 608 area code. Overhead lines will be put underground and the transformer will be hugging the right-of-way on Holscher Road. Landscaping around the lift station is not part of the contract.

5. **Update on preliminary plans for Broadhead/MN and Alben construction project.**

Finalized drawings are scheduled to be completed the first week in February and open bids on February 25. We will be having a joint Public Works and Public Utilities meeting to make a recommendation to the Village Board at their first meeting in March.

6. **Update on Siggelkow Road water main project.**

Plans are on track. Open bids a week later than Holscher and Broadhead/MN projects. Bids would be awarded at the same Village Board meeting.

7. **Discussion and recommendation to Village Board regarding Adaptive Management full-scale agreement.**

Coville indicated that more changes are being done to the current agreement. Committee decided to postpone until we have all the changes. The changes are minor in nature and are more clarification of wording. Committee would like red line version of changes. The Village's current plan is to update the SLAM model prior to September.

8. **Discussion and possible recommendation on vacant cell tower building to be turned into public restroom.**

Coville indicated that a couple of cellular phone tenants on the Holscher Water Tower have exercised their option to remove equipment from the water tower. The two that have recently departed are Sprint and Cricket. We now have two vacant buildings. The wiring and antennas have been removed. With the new Veridian development, it has been suggested that we may want to convert these two buildings into restrooms.

Lytle asked what the cost would be. Coville indicated that between the church and water tower there would need to be a sanitary sewer line installed. We would also need to run water lines to the two buildings. The buildings have air conditioning and would need to be winterized. This would be part of the Parks budget to operate and maintain the facilities.

The basic plan would be to install sinks and toilets. If we decide this is an option we would budget in the future.

9. **Discussion and recommendation to do upgrades to Lift Station #2.**

Lift Station #2 is located on Pheasant Run and Marsh Woods by the Grandview Conservancy. We recently had some work done and found some issues. The existing lift station pump control panel needs to be upgraded. The junction box is exposed and not in a sealed box. The estimated cost \$12,304. This work definitely needs to be done.

This is not included in the 2016 budget. The general maintenance budget item may run over.

Weiss indicated that the whole SCADA system needs to be upgraded. We should check into incorporating this as well. It would be a large dollar item but we should try to pull this together to upgrade the system. Eric Rindfleish recommended we do this sooner than later. Weiss indicated we should go to the next level. Money savings from the maintenance of pumping equipment could pay for this. There is Focus on Energy money available to do a study.

10. **Review and possible approval of Stormwater Utility fixed and variable budget components for 2016.**

Eric Rindfleisch indicated most of the account lines were the same except for the debt service interest payments that were added in 2016 for 2015 debt.

Motion by Nielsen, second by Lytle, to adopt the 2016 Stormwater Utility fixed rate of 36.3% and variable rate of 63.7%. Motion carried 5-0 by acclamation.

11. **Staff Reports.**

- a. **Update on activities** – Received the DNR Response regarding our Compliance Maintenance Annual Report. We are required to develop a Capacity Management Operations and Maintenance Program (CMOM). Town & Country will develop the CMOM Program. This is a manual on how we operate our sanitary sewer utility and is due August 1, 2016.
- b. **Financial Reports** – No Report.
- c. **Impact Fee Summary** – Placed on file.

12. **Adjournment. Motion** by Weiss, second by Nielsen, to adjourn at 6:42 p.m. Motion carried 5-0 by acclamation.

Respectfully Submitted,
Linda L. Dieckhoff
Public Works/Utilities Clerk