

**Village of Caledonia Utility District Meeting
January 10, 2018**

1. Meeting Called to Order – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, January 10, 2018, at the Caledonia Utility District Office, located at 333 4 ½ Mile Road Racine, Wisconsin. The meeting was called to order by Howard Stacey, President, at 6:00 pm.

2. Roll Call – Those present were Howard Stacey, President, Harry Garnette, Secretary, Tony Minto, Mark Brigman, Nick Sullivan, Bill Infusino and Lee Wishau, Commissioners. Also present were Tom Ludwig, representing Foth Infrastructure and Environment LLC, John Bjelajac, Legal Counsel, Michele Jones, Utility District Accountant, Anthony Bunkelman, Utility Director and Robert J. Lui, Operations Supervisor.

3. Welcome new Commissioners – Stacey welcomed Tony Minto and Nick Sullivan to the new Commission. All in attendance gave a brief history of their involvement with the Utility District.

4. Welcome new Accountant – Duties & Budgeting – Stacey introduced Michele Jones as the new Utility District Accountant, he explained the history Jones has with the Sewer and Water Utility District. He explained that she will be doing the Storm Water accounting in the near future. Stacey asked how Jones and Bunkelman's wages are going to be allocated from the budgets. Bunkelman explained his interpretation of how the salaries were being allocated.

5. Election of Officers

Upon a motion by Brigman and seconded by Wishau to nominate Stacey as Utility District President. Stacey accepted the nomination. **Motion Carried.**

Upon a motion by Brigman and seconded by Wishau to nominate Garnette as Utility District Secretary. Garnette accepted the nomination. **Motion Carried.**

6. Approval of Minutes

a. Upon a motion by Wishau and seconded by Garnette the Commission approved the minutes from the Utility District's previous regular meeting held December 6, 2017. A copy of these minutes have been furnished to each Commissioner. **Motion Carried.**

b. Upon a motion by Infusino and seconded by Garnette the Commission approved the minutes from the Utility District's special meeting held December 18, 2017. A copy of these minutes have been furnished to each Commissioner. **Motion Carried.**

c. Upon a motion by Minto and seconded by Sullivan the Commission approved the minutes from the Storm Water Utility District regular meeting held December 13, 2017. A copy of these minutes have been furnished to each Commissioner. **Motion Carried.**

7. **Citizen Comments - None**

8. **Communications and Announcements - None**

9. **Approval of O&M Bills**

- a. Upon a motion by Garnette and seconded by Infusino the Commission approved payment of O&M Bills, related to the Utility District, listed under checks #8702 through #8727, processed by Gordon Maier, totaling \$100,863.45, and checks #13000 through #13031, processed by the Village of Caledonia, totaling \$563,346.96. **Motion Carried.**
- b. Upon a motion by Minto and seconded by Sullivan the Commission approved payment of O&M Bills related to the Storm Water District totaling \$834.80. **Motion Carried.**

10. **Project Updates – Utility District**

a. **Hwy K / V Lift Station, Consider Final Project Acceptance**

Lui informed the Commission that the Hwy K / V lift station punchlist items have all been completed and all final contract documents have been provided by the Contractor.

Upon a motion by Infusino and seconded by Garnette the Commission authorized final contract payment of \$10,862.60 be made and take final acceptance of the project. **Motion Carried.**

b. **Hwy K / V Lift Station, Consider Final Project Acceptance**

Note: Typo on agenda item “b” is the same as agenda item “a”.

c. **Hwy K Sewer and Water Extensions to Carol Drive, Consider Final Project Acceptance**

Lui informed the Commission that legal counsel is recommending no action be taken on this agenda item.

Upon a motion by Infusino and seconded by Garnette the Commission voted to lay over taking action on this agenda item. **Motion Carried.**

d. **Carol Drive to I-94 Sewer and Water Project, Consider Final Project Acceptance**

Lui informed the Commission that the Carol Drive to I-94 sewer and water project punchlist items have all been completed and all final contract documents have been provided by the contractor.

Upon a motion by Infusino and seconded by Garnette the Commission authorized final contract payment of \$74,695.30 be made and take final acceptance of the project. **Motion Carried.**

e. DeBack Lane, Sewer and Water Project, Consider Final Project Acceptance

Lui informed the Commission that the DeBack Lane sewer and water project punchlist items have all been completed and all final contract documents have been provided by the contractor.

Upon a motion by Infusino and seconded by Garnette the Commission authorized final contract payment of \$17,023.88 be made and take final acceptance of the project. **Motion Carried.**

f. Caddy Vista Improvements / Lift Station, Reconsider Water Service Request, 8538 Hwy 38, Recommendation to the Village Board

Lui reported that Jellystone has not yet provided flow data for their facility.

Lui updated the Commission on a request, for municipal water from the property owner at 8538 Hwy 38. This request was sent back to the Commission for a recommendation, to the Village Board. Bunkelman provided a December 14, 2017, document outlining 4 options to the request, he explained all the options, in detail. Stacey explained how this request could set precedence, if approved. He explained how this property is currently outside the service area, how it impacts the Village's Land Use Plan and the sewer flows provided to MMSD for the area. Wishau informed the Commission that the CDA Committee is beginning the process of reviewing the Village's Comprehensive Land Use Plan, he indicated that the referenced property could change use in the new plan.

Following discussion, a motion was made by Infusino and seconded by Brigman to recommend to the Village Board that the request be denied, at this time do to the parcel currently being outside the Sanitary Sewer and Water service area, (Option #1 of Bunkelman's document) with the option of revisiting this request once the Comprehensive Land Use Plan is completed. **Motion Carried.**

g. Caddy Lane Watermain Relay

Lui reported the contracts are signed, a preconstruction meeting being scheduled for early February, with construction beginning in March, 2018, on the Caddy Lane watermain relay project.

h. Riverbend Drive Lift Station Safety Site. Consider Second Lift Station Forcemain

Ludwig updated the Commission on the Riverbend Safety Site. He explained how the existing pump configuration with a second forcemain from the lift station would allow the station to discharge 14 mgd, up from its current capacity of 8 mgd. He explained how the 14 mgd is spelled out in the current sewer agreement with the City of Racine. The Commission discussed timing and cost of the seconded forcemain.

Following discussion a motion was made by Sullivan and seconded by Infusino to have Foth prepare a “Design” cost estimate for next month’s meeting. **Motion carried.**

i. Storage Drive / 7 Mile Road, Water Tower’s Painting

Upon a motion by Garnette and seconded by Brigman, the Commission voted to lay over any action on the Storage Drive Water Tower Repainting project, until next month. **Motion Carried.**

j. Village Restructuring, with Utility District(s)

Upon a motion by Wishau and seconded by Infusino, the Commission voted to lay over any action on the Village Restructuring of the Utility District’s. **Motion Carried.**

k. Lighthouse Drive Lift Station Upgrade Site

Lui informed the Commission that the new Generator Building location plan for the Lighthouse Drive lift station, has been sent over to the Johnson’s for their review. Awaiting their response.

l. Ivy Lane Watermain Relay / Sewer Rehabilitation

Lui informed the Commission that 22% of the sewer relining has been completed. The watermain relay portion of the Ivy Lane Watermain Relay / Sewer Rehabilitation project is tentatively scheduled to begin in March.

m. Utility District Operator, “Apprentice” Position

Lui informed the Commission that 14 applicant’s submitted resume’s for the Utility District Operator, “Apprentice” position. The 5 finalist will be interviewed on January 25, 2018.

11. Project Updates – Storm Water Utility District

a. Hoods Creek – Aldebaran Brushing Project

Director Bunkelman informed the Commission that the Aldebaran Brushing Project has been hanging around for several years. A few years back the Highway Department had cut/removed approximately 400’ of dead and leaning trees from the Hoods Creek. Due to a lack of frost in the ground the Highway Department has not been back into the area. In 2016 the Storm Water Commission moved to have a private contractor hired to continue the project. In the Fall of 2017 SME Seasonal Services was hired to continue the project. They had removed approximately 300’ of dead and leaning trees from the Hoods Creek. SME Seasonal Services had been slowed by rain but was going to continue the project as weather conditions, budget and time allowed.

b. Tanglewood Avenue Storm Sewer Replacement Project

Director Bunkelman informed the Commission that the Tanglewood Avenue Storm Sewer Replacement Project was surveyed and was in the Preliminary Design Phase.

c. Wind Point West Subdivision Project

Director Bunkelman informed the Commission that the Wind Point West Subdivision Project was also surveyed and was in the Preliminary Design Phase. This project was prompted by the Highway Department's desire to repave the roads within the Subdivision.

d. Root River Erosion & Natural Resources Assessment Study

Director Bunkelman explained that the Root River Erosion & Natural Resources Assessment Study was brought on by the Waukesha Water Diversion. The Storm Water Commission was concerned about the potential for scouring and erosion that may occur on the existing infrastructure on the Root River. After RFP's were received the Village President decided that the project would be on hold until Grant funding was obtained and after the determination of what was going to be done with the Horlick Dam.

e. Ivy Lane Storm Water Improvement Project

Director Bunkelman explained that the Ivy Lane Storm Water Improvement Project is a joint project with the Sewer and Water Utility. This project has been bid out and it is anticipated that a Pre-Construction Meeting was going to be scheduled in February for a March start of construction.

f. GIS Updates

Director Bunkelman informed the Commission that the GIS Updates Project was for the Storm Sewer Facilities Map to be converted to a shapefile so that map books could be created for transferring the Storm Sewer marking responsibilities to the Utility District Operators. The Books are currently under review and when finalized Diggers Hotline will be contacted to create 1 overall District for facilities marking.

12. New Business

a. Madala CSM – Storm Water Management Plan & Site Grading Plan – Conditional Approval

Director Bunkelman explained the review process and criteria for Storm Water Management Plans and Site Grading Plans. The Madala CSM Storm Water Management Plan & Site Grading Plan was reviewed by Director Bunkelman and was ready for conditional approval. Director Bunkelman explained the conditions on the January 4, 2018 memo that was prepared for the Commission.

Commissioner Minto moved to conditionally approve the Storm Water Management Plan and Site Grading Plan for the Madala CSM subject to the

conditions in the January 4, 2018 memo from Director Bunkelman. Seconded by Commissioner Infusino. **Motion carried.**

b. 4830 Alcyn Drive – Drainage Complaint

Director Bunkelman explained that this item was laid over from the December meeting of the Storm Water District to review additional options for confining the work to 4830 Alcyn Drive. Director Bunkelman went through the review that was performed and indicated that it was not possible to confine the project to the property. He proposed that he get in contact with the property owners on the West side of Alcyn Drive and discuss with them the issues with the Right of Way and the proposed solution. If a project was to be done the owners would be required to pay for half of the culvert replacement costs per Village Ordinance. It was also discussed that this area has a sandy soil condition and even though the road ditches and culverts are not at the correct grades the standing water issue would only occur when the ground is frozen or when there was a large rain event and the ground was completely saturated. The Commission agreed with this approach.

c. Consider Setting Meeting Times For Regular Meetings

Manager Lui and Director Bunkelman asked the Commission which days would work for a regular meeting date. The Sewer and Water Utility typically met on the first Wednesday of the month and the Storm Water Utility typically met on the second Wednesday of the month. The Commission discussed that the regularly scheduled meetings would be held on the first Wednesday of the month. The meetings would also be held at the Utility District Office. Director Bunkelman stated that when it is anticipated that residents would be at the meetings that the meeting would need to be held at the Village Hall. Due to the upcoming requests from the Schools for ditch cleaning projects coming in February, the February meeting of the Utility District would need to be held at the Village Hall.

Note; Wishau left the meeting at 7:40pm

13. The Commission will take up a motion to go into CLOSED SESSION, pursuant to Sec. 19.85(1)(c)&(e), WI Stats., to review performance evaluation data of specific Utility District employees.

Upon a motion by Minto and seconded by Sullivan the Commission voted to enter into CLOSED SESSION, pursuant to Sec. 19.85(1)(c)&(e), WI Stats., to review performance evaluation data of specific Utility District Employees.

Stacey called for a roll call vote, the vote was recorded as follows.

Garnette – Aye	Minto – Aye
Infusino – Aye	Brigman – Aye
Sullivan – Aye	Stacey – Aye

Motion Carried.

14. The Commission reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the items discussed during the CLOSED SESSION and to move to the remaining item(s) on this agenda

Upon a motion by Infusino and seconded by Garnette the Commission voted to RECONVENE INTO OPEN SESSION to take action on the items discussed during the CLOSED SESSION and move to the remaining item(s) on the agenda. **Motion Carried.**

Upon a motion by Garnette and seconded by Infusino the Commission approved the 2018, wage increases for the Utility District employees as outlined in Lui's January 9, 2018, document to the Commission. **Motion Carried.**

Upon a motion by Infusino and seconded by Garnette the Commission approved, for 2018, a 2% salary wage increase for Lui. **Motion Carried.**

15. Adjournment

Upon a motion by Brigman and seconded by Infusino the Commission voted to adjourn the regular meeting at 8:10pm. **Motion Carried.**

Respectively submitted,

Robert J. Lui
Utility Operations Supervisor

Anthony A. Bunkelman P.E.
Utility Director