

**Village of Caledonia Utility District Meeting
February 3, 2021**

1. Meeting Called to Order – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, February 3, 2021, via Zoom. The meeting was called to order by President Howard Stacey at 6:03 pm.

2. Roll Call – Those present on the Zoom call were President Howard Stacey, Commissioners Michael Pirk, Tony Minto, Mark Brigman and Nick Sullivan. Trustee Lee Wishau joined at 6:06 pm and Commissioner Ruffalo joined at 6:08 pm. Also present on the call were Utility Manager Robert Lui, and Utility Director Anthony Bunkelman.

3. Approval of Minutes

a. Upon a motion by Pirk and seconded by Sullivan, the Commission approved the minutes from the Utility District’s previous regular meeting held January 13, 2021. A copy of these minutes have been furnished to each Commissioner.

Motion Carried.

4. Citizen Comments – Citizens Comments are in-person only

5. Communications and Announcements

a. Racine Water Utility Agenda & Minutes

The Commission looked over the December 15th Minutes and the January 19th Agenda for the Racine Water Utility.

b. Racine Wastewater Utility Agenda & Minutes

The Commission looked over the December 15th Minutes, and the January 19th Agenda for the Racine Wastewater Utility.

c. Operator Position

The Commission was informed that the application period for the Operator position closed on January 29th. 21 applications received.

d. PWAC – PSC Public Hearing February 19, 2021

The Commission was informed that the PSC Public Hearing for the Purchase Water Adjustment Clause was scheduled for February 19 at 10:00am. The Public Comment period is open from January 14th thru February 25th.

6. Approval of O&M Bills

a. Upon a motion by Brigman and seconded by Minto, the Commission approved payment of O&M Bills, related to the Sewer Utility District totaling \$503,677.30. **Motion Carried.**

b. Upon a motion by Minto and seconded by Sullivan, the Commission approved payment of O&M Bills, related to the Water Utility District totaling \$62,132.92. **Motion Carried.**

- c. Upon a motion by Minto and seconded by Sullivan, the Commission approved payment of O&M Bills related to the Storm Water Utility District totaling \$57,755.76. **Motion Carried.**

7. Project Updates

a. Construction Contract Status

The current contract statuses were shared with the Commissioners.

b. Riverbend Lift Station Safety Site

Working on Facilities Plan. To be completed by July 2021 and submitted to the DNR by September 2021. Preliminary design to be ready by June 2021. Proposed to be bid in January 2022 with Construction February 2022 – September 2022.

c. Riverbend Lift Station & Forcemain Upgrade

Working on Facilities Plan. To be completed by July 2021 and submitted to the DNR by September 2021.

d. Lighthouse Drive Lift Station Upgrade Site

Project completed. Awaiting Final Pay Request. Retainage remains on the contract.

e. South Lane Sanitary Sewer

Project completed. Will be processing the Final Pay Request at the March Meeting.

f. Rio Vista Shorewood & Stonebridge Utility Improvements

Sanitary Sewer lining portion is under way.

g. DeBack Industrial Park Phase 3 Improvements

Village Board voted to hold Final Payment pending litigation with property owner. Special Assessment information will need to be updated for dates. Prior information has been sent to the owners and the Special Assessment meeting will be held when the Village Hall can host larger public meetings.

h. Annual Televising Program – Sanitary Sewer

Will be reviewing results when received. Preparing 2021 program.

i. Water Impact Fee / Sewer Connection Fee Update

Met with Foth to discuss proposed Fees. Changes are being made prior to circulation. There were issues with areas not being included. Awaiting revisions.

j. EPA Risk & Resilience Assessment and Emergency Response Plan

Received information on facilities and started performing review of them for Assessment.

k. Hoods Creek Attenuation Basin Expansion

Preliminary Design to be ready by the end of January 2021. Submitted to DNR by June 2021. Proposed to be bid in August 2021 with Construction September 2021 – August 2022.

l. Central Lift Station Safety Site

Working on facilities plan. To be completed by February 2021 and submitted to the DNR by April 2021. Preliminary Design to be ready by February 2021. Proposed to be bid in September 2021 with Construction October 2021 – May 2022.

m. Central Attenuation Basin

Preliminary Design to be ready by September 2022. Submitted to DNR by March 2023. Proposed to be bid in April 2023 with Construction May 2023 – July 2024.

n. Hoods Creek – Aldebaran Brushing Project

Awaiting frozen ground and weather. Will re-assess the needs of the Hoods Creek along the Aldebaran Subdivision.

o. Tanglewood Avenue Storm Sewer Replacement Project

Project completed. Awaiting Final Pay Request. Retainage remains on contract.

p. Wind Point West Subdivision Project

Project completed. Awaiting Final Pay Request. Retainage remains on contract.

q. GIS Updates

Hyperlinking of Easement documents ongoing. Provided Foth with Storm Sewer Project pdfs for Hyperlinking. Will be gathering Subdivision Plats and Subdivision Plans as time allows.

r. Alcyn Drive – Drainage Complaint

Waiting for contractor pricing. Then will respond to owners.

s. Douglas Avenue – OMG Ditch Project

Letter sent to additional property owners to the North for buy in on project for DNR Application. One Property owner responded they are not interested. Waiting for response from one other owner to see if North tributary will be included in project.

t. Turtle Creek Restoration

Will be obtaining files from Root Pike WIN for creating Easement documents for a Relocation Order.

8. Action Items

a. 5357 Hunt Club Road Sanitary Sewer Connection

Director Bunkelman explained the situation and the documentation that was in the packet for review by the Commission. The home is located within 500' of a Right of Way with sanitary sewer in it.

Upon a motion by Brigman and seconded by Ruffalo, the Commission moved to recommend that the home located at 5357 Hunt Club Road be connected to the Sanitary Sewer system according to Ordinance 9-4-6(b)(1) and Ordinance 9-4-6(c). **Motion carried.**

b. Consultant Fees Review with possible position creation

Director Bunkelman explained that he has been tracking consultant fees on all of the capital projects and that it has been discussed on several occasions to potentially hire additional staff to offset and save on some consultant fees.

An analysis was provided to the commission of the consultant fees for the Storm Water District and the Sanitary Sewer District for years 2019 and 2020. Based on what was tracked, there is a potential to save cost on consultant fees and hire additional staff to perform construction inspection.

The Commission discussed the analysis and some of the commissioners will be looking at the analysis closer. Some Commissioners were also concerned about the work that a new staff person would be doing if there were no construction projects going on. A concern was also that this potential new hire would be working in the Engineering Department on Engineering Department work and the Utility District would be paying the wages.

Upon a motion by Wishau and seconded by Pirk, the Commission moved to lay over this item until next month. **Motion carried.**

9. Adjournment

Upon a motion by Brigman and seconded by Minto, the Commission moved to adjourn the regular meeting at 7:17pm. **Motion Carried.**

Respectively submitted,
Anthony A. Bunkelman P.E. Utility Director