

**Village of Caledonia Utility District Meeting
July 7, 2021**

- 1. Meeting Called to Order** – The Regular Meeting of the Village of Caledonia Utility District was held on Wednesday, July 7, 2021. The meeting was called to order by President Howard Stacey at 6:00 pm.
- 2. Roll Call** – Those present were President Howard Stacey, Commissioners Tony Minto, Dave Ruffalo, John Strack, and Trustee Lee Wishau. Commissioner Michael Pirk arrived at 6:25pm. Commissioner Nick Sullivan was excused. Also, present were Human Resources Manager Michelle Tucker, Utility Manager Robert Lui, and Utility Director Anthony Bunkelman.
- 3. Approval of Minutes**
 - a.** Upon a motion by Minto and seconded by Wishau, the Commission approved the minutes from the Utility District’s previous regular meeting held June 2, 2021. A copy of the minutes has been furnished to each Commissioner. **Motion carried.**
- 4. Citizen Comments – None.**
- 5. Communications and Announcements**
 - a. Racine Water Utility Agenda & Minutes**

The Commission looked over the May 18th Minutes for the Racine Water Utility.
 - b. Racine Wastewater Utility Agenda & Minutes**

The Commission looked over the May 18th and June 1st Minutes, and the June 1st Agenda for the Racine Wastewater Utility.
 - c. Operator, Operator Apprentice & Utility Technician Position Discussion – Michelle Tucker**

Human Resources Manager Michelle Tucker was present and discussed the Utility Hiring Updates Memo provided in the Utility District Packet. Trustee Wishau had concerns with salary issues being addressed outside of budget review, Commissioner Minto stated that the Utility Technician position needs to get posted. Commissioner Ruffalo discussed a shortage of trades people. Commissioner Strack suggested reaching out to Academy of Racine for operations training. The Commission was supportive of taking the Operator’s wage increase to the Personnel Committee.
 - d. Thank You from North Shore Animal Hospital**

The Village Administrator and Utility Director received the email in the Utility District Packet about Blaise Michna providing quick service and great advice on a sewer backup at the North Shore Animal Hospital. This information was shared with Mr. Michna.

6. Approval of O&M Bills

- a. Upon a motion by Wishau and seconded by Minto, the Commission approved payment of O&M Bills, related to the Sewer Utility District totaling \$302,194.82. **Motion carried.**
- b. Upon a motion by Wishau and seconded by Minto, the Commission approved payment of O&M Bills, related to the Water Utility District totaling \$84,441.96. **Motion carried.**
- c. Upon a motion by Wishau and seconded by Minto, the Commission approved payment of O&M Bills related to the Storm Water Utility District totaling \$23,852.36. **Motion carried.**

7. Project Updates

a. Construction Contract Status

The current contract statuses were shared with the Commissioners.

b. Riverbend Lift Station Safety Site

Meeting with Foth on Project (7/7/2021). Finalizing Facilities Plan. To be completed by July 2021 and submitted to the DNR by September 2021. Preliminary Design to be ready by July 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. DeBack Industrial Park Phase 3 Improvements

Provided Village Board with alternatives for their approval. Meeting scheduled for July 19th.

e. Annual Televising Program – Sanitary Sewer

Continuing to perform repairs that staff can perform.

f. Water Impact Fee / Sewer Connection Fee Update

Working on various alternatives for discussion with the District.

g. EPA Risk & Resilience Assessment and Emergency Response Plan

Water Utility RRA has been submitted EPA. Began work on Sewer plan.

h. Hoods Creek Attenuation Basin Expansion

Ray Leffler working on locations for excavated material. Proposed to be bid in August 2021 with Construction September 2021 – August 2022. This construction timeframe may be adjusted slightly to have a longer timeframe.

i. Central Lift Station Safety Site & Attenuation Basin

Met with Foth to discuss Facilities Plan. Preparing to send to the DNR soon. Preliminary Design being worked on. Proposed to be bid in April 2023 with Construction May 2023 – July 2024.

j. North Kremer Watermain Project

Plans reviewed and sent out to bid. Bid Opening set for July 1.

k. Dominican Lift Station Rehab Project

Meeting with Foth on Project (7/7/2021). Working with Pinnacle on issues with TID #5 development and retaining wall. Working on preparing information for direct purchase for Finance Committee. Proposed to be bid in July/August 2021 with construction August 2021 – February 2022.

l. Concord Apartments Meter Vault

Relocation Order approved by the Village Board and recorded at the Register of Deeds. Southern Wisconsin Appraisal working on appraisal and obtaining easement form Concord Apartments. If easement obtained prior to North Kremer Project being completed it will be included as an alternate.

m. Hoods Creek – Aldebaran Brushing Project

Working with contractor to have log jams removed.

n. Tanglewood Avenue Storm Sewer Replacement Project

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

o. Wind Point West Subdivision Project

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

p. GIS Updates

Hyperlinking of Easement documents and Storm Sewer Projects ongoing. Will be gathering Subdivision Plats and Subdivision Plans as time allows.

q. Alcyn Drive – Drainage Complaint

Waiting for contractor pricing. Then will respond to owners.

r. Douglas Avenue – OMG Ditch Project

Foth proceeding with plans to get out for bidding and construction in 2021. Looking to bid in August/September 2021 to avoid crop damage.

s. Turtle Creek Restoration

Draft of Easement information has been reviewed and proceeding to Legal Descriptions and Exhibits. Relocation Order should be ready for District and Village Board in August.

8. Action Items

a. 5605 Eagle Point Drive – Water billing concern/complaint

Mr. Frank James II of 5605 Eagle Point Drive was present and gave a small presentation/explanation of his situation. Mr. James would like to see some relief or understanding. He would also like to see allowances for outliers.

Director Bunkelman provided the Commissioners with the letter from Mr. James, the homes water usage history and email correspondence from the Public Service Commission. Bunkelman explained that when we see a reading higher than normal, we contact the owner. The owner admitted to having a leaky toilet and has since repaired it. The Utility has also tested the meter and the meter is not defective. Mr. James claims to have received relief from the City of Racine for a similar issue. The Public Service Commission was contacted, and the Utility has been directed that the water that flows through the meter must be billed. The Utility can give relief on the sewer bill but the Utility bills single family homes as a fixed rate for sanitary sewer service.

Upon a motion by Minto and seconded by Wishau, the Commission moved to deny the request from Mr. James and follow the PSC Determination of requiring the customer to pay for the water that has passed through the meter and do not provide relief on the sewer side because the Utility has a fixed charge for sanitary sewer service. **Motion carried.**

b. North Kremer Water Main Improvements – Contract Award

Upon a motion by Minto and seconded by Wishau, the Commission moved to authorize the Caledonia Utility District to issue the Notice of Award to PTS Contractors Inc. for the Kremer Water Main Improvement Project in the amount of \$2,681,000. **Motion carried.**

Upon a motion by Minto and seconded by Pirk, the Commission moved to authorize the Utility District President and Secretary to execute any contract documents as necessary. **Motion carried.**

c. 2021 Pavement Replacement Project – Contract Award

Upon a motion by Wishau and seconded by Minto, the Commission moved to authorize the Caledonia Utility District to issue the Notice of Award to Asphalt Contractors Inc. for the 2021 Pavement Replacement Project in the amount of \$19,400. **Motion carried.**

Upon a motion by Minto and seconded by Strack, the Commission moved to authorize the Utility District President and Secretary to execute any contract documents as necessary. **Motion carried.**

d. T-Mobile/Sprint Lease on Crestview Water Tower

Director Bunkelman explained that T-Mobile has reached out to the Caledonia Utility District to upgrade equipment on the Crestview Water Tower. It was also discovered that the current lease on the Crestview Water Tower had expired on June 6, 2021. Past discussion by the District has indicated that the Crestview Water Tower would be removed when the tower was in need of structural or aesthetical repair/work and/or when the lease for the cellular equipment expired. Staff feels that at this time there may not be a need for aesthetical work for up to 5 years. T-Mobile has requested a 10-year lease at this time. The staff does not recommend a 10-year lease for this location. Staff has recommended that a new lease is pursued at the 7 Mile Road Water Tower. In the interim, a year-to-year lease, up to 3 years could be recommended to keep the equipment in place until new equipment can be designed, permitted, and installed at the new tower.

Upon a motion by Minto and seconded by Pirk, the Commission moved to have the Utility pursue a new, not to exceed 10-year lease for cellular equipment at the 7 Mile Road Water Tower and allow a year-to-year lease for up to 3 years to allow time to install new equipment. **Motion carried.**

e. Lighthouse Drive Lift Station Upgrade – Final Acceptance

Upon a motion by Ruffalo and seconded by Minto, the Commission moved to recommend Final Acceptance of the Lighthouse Drive Lift Station Upgrade Project. **Motion carried.**

f. Rio Vista, Shorewood & Stonebridge Utility Improvements – Change Order #1

Upon a motion by Minto and seconded by Strack, the Commission moved to approve Change Order #1 in the amount of -\$57,239.08 for the Rio Vista, Shorewood & Stonebridge Utility Improvement Project. **Motion carried.**

g. Rio Vista, Shorewood & Stonebridge Utility Improvements – Final Acceptance

Upon a motion by Minto seconded by Wishau, the Commission moved to recommend Final Acceptance of the Rio Vista, Shorewood & Stonebridge Utility Improvement Project. **Motion carried.**

h. Briarwood 1st Amendment to Development Agreement – Authorization of Signatures

Director Bunkelman explained that the Village has worked with the Developer on changes regarding the timing on the release of Building Permits and that there were some unit number changes in the exhibits. There were no changes specific to the Utility District.

Upon a motion by Wishau and seconded by Ruffalo, the Commission moved to authorize the President and Secretary of the Caledonia Utility District to

execute the 1st Amendment to Development Agreement for Briarwood of Caledonia. **Motion carried.**

i. Smoke Testing Discussion

Trustee Wishau had provided a presentation on Smoke Testing that the Commission reviewed at the meeting. The Commission has indicated that they would like to have Director Bunkelman review and update the presentation for the Commission and bring back to the August meeting. The intent at this time is to propose to the Village Board a smoke testing program to locate issues of Infiltration and Inflow on mains and private laterals.

9. Adjournment

Upon a motion by Wishau and seconded by Minto, the Commission moved to adjourn the regular meeting at 8:22pm. **Motion carried.**

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