

Village of Lena

Utility Committee Minutes

July 7, 2014

Meeting was called to order by Vice President Terry Hinds at 6:37 p.m.

Present: Chad Misco, Terry Hinds, Larry Belongia, Linda Hinds, Judy Patenaude, Steve Marquardt (arrived at 6:45 p.m.)

Absent: Craig LeFebre

Also present: Douglas Bergeson, Sarah Nunn-Ayres Associates, Mark Tollakson-Saputo Cheese and Charlene Meier

Agenda: Judy P. made a motion to approve the agenda. Linda Hinds seconds the motion. Motion carried.

Minutes: Motion to approve the minutes dated June 2, 2014 was made by Chad Misco. Judy P. seconds the motion. Motion carried.

Utility Workers Report – Douglas Bergeson gave a monthly report on the work done for the Public Works, Wastewater and Waterworks Departments. He discussed areas that need attention such as warning signs on equipment, strobe lights. Organization of the shop, record keeping are a few of the items that need to be done. Also quarterly water samples were sent in. Meter testing was completed by an outside vendor. After hours call numbers were updated. ID's for utility workers was discussed. Terry H. stated it can be done by the County IT Dept. Cross training will continue between the Utility workers. Water Main flushing schedule was discussed. Cross connection documentation will be required by the DNR and it will need to be reported annually. The written monthly report was very well received. Purchasing locally was reviewed.

Open Forum – none

Old Business:

Water Treatment Project update – Sarah Nunn-Ayres Associates gave review of the current status. Construction should be starting next week. Sarah stated she would be taking pictures of the area before any work is done for liability purposes. Data computer was a possible item that needs to be reviewed with Doug B. Public meeting/mailer to keep the residents informed will need to be done.

Saputo User Agreement – Terry H. reported on the areas in the agreement that were problems. Mark Tollakson-Saputo Cheese stated there were questions regarding flowage/gallons.

Saputo Waste Water Treatment – Mark Tollakson-Saputo Cheese was checking on the status of the Commercial Building permit. Miron Construction requested a building permit from the Village for pump and blower building for Saputo Cheese as soon as possible. The permit is ready for signatures.

USDA Farm Service Agency – Easement issues were reviewed-Attorney Schmid will be contacted regarding status. The designated area for the building site was discussed. Concerns: the wetland area; manhole at St. Anne's property needs to be checked.

Safe Drinking Water Loan – Application has been submitted. November/December should be the closing.

Summer Help – Two applications have been received. Public Works committee will meet on July 15th at 2:45 p.m. to review.

Meter Testing – Covered under utility workers report.

New Business:

Water Treatment – Chlorine Change – Proposals were discussed regarding a change in chemicals for the water treatment building design and costs. Motion made by Terry H. give Ayres Associates authorization to draft a Proposal #3 change order document for the chemical change in the new water treatment building. Judy P. seconds the motion. Motion carried.

Lawn Bids – Bids received as of today were one. Bids were for parcels within the Village that exceed the allowable length.

Village Fire Protection & Emergency Plan - Standard operation procedures need to be developed.

Utility Workers Report Metrics – discussed previously under Utility Workers Report.

Utility workers final payroll – Explanation were given. No action taken.

Correspondence – A bill was received from Tara Sellen regarding sewer backup. No action taken.

Announcement/General Information/Items for next agenda - Information was given regarding Conrad's sewer backup and insurance company. Items for next agenda: Water Treatment Building, Saputo User Agreement; USDA Farm Service Agency; Safe Drinking Water Loan.

Adjournment: Chad M. made the motion to adjourn. Judy P. seconds. Motion carried at 9:02 p.m.

Respectfully submitted,

Charlene J. Meier
Clerk/Treasurer