

**Minutes**  
**Public Works Committee of the Village of Lena**  
**Thursday, March 15, 2018 at 2:45 p.m.**  
**117 E. Main Street, Lena, WI 54139**

Chairman Hinds called meeting to order at 2:45 p.m.

**Roll Call:** Steve Marquardt, Terry Hinds, Craig LeFebre

**Also present:** Doug Bergeson, Larry Shallow, Craig Schuh, Ayres and Associates and Karen Hornick

**Approval of Agenda:** Motion made by Steve Marquardt, second by Craig LeFebre to approve the agenda as presented. Aye:3, Nay:0 Motion carried.

**Approval of Minutes of Prior Meeting:** Motion made by Steve Marquardt , second by Craig LeFebre to approve the February 15 minutes as presented. Aye: 3, Nay: 0 Motion carried.

**Period of Public Comment:** None

**Public Comments Regarding Public Works:** None

**Utility Worker's Monthly Report:**

- A. Public Works: (1) Street Winter Snow & Ice Control Report; Salt Status, (2) Update on Equipment, (3) Other. Doug Bergenson and Larry Shallow provided the Utility Report for March 2018. Doug advised that one additional load of salt was recently purchased, making it four loads for the season and that all the winter equipment is in good order and they began working on the summer equipment.
- B. Sewer Plant: (1) Update on Operations & Equipment, (2) February Inflow Report & Comparison to Last Year, (3) Other. Flow comparisons for 2017-2018 were discussed. Discussion pursued regarding the manhole near Laundromat which needs to be repaired due to leakage. Craig Schuh stated that it should be repaired as soon as possible. Steve Marquardt questioned energy costs for treating water.
- C. Water Treatment: (1) Update on Operations and Equipment, (2) Other. Discussion pursued regarding bulk water sales and hydrant meter usage charges. Steve suggested that Doug work with the Village Clerk and Deputy Clerk in setting up a proposed payment schedule/permit in this regard.
- D. Upcoming Monthly Expenditures. Doug advised that the water plant air compressor is failing. It was asked that Doug get prices for replacement for oil less compressor, which he recommended for replacement.

**Cross Connection Control Program Update and Handout:** Doug Bergeson provided hand-outs regarding the procedure he would like to implement immediately. He advised that when a

property goes up for sale, a Cross-Connection Inspection needs to be performed as well as meter service performed. This is governed by Wisconsin Administrative Code SPS 381.01(65) and Code NR 810.15. Doug advised that the water will be turned off until inspection and repairs and re-inspection, if required, to make it safe. Doug also provided a question/answer sheet regarding Cross Connection Control Program that can be handed out to property owners. Doug has developed an Excel Spreadsheet to track inspections and suggested also seeing if they can be entered into Workhorse for easier office tracking.

**Budget Expenditure Report for February 2018 and YTD:** Public Works/Water & Sewer Utility. Chairman Hinds presented a multi-page budget comparison sheets for discussion. Steve asked what account the compressor would come under Water Pumping Operations Maintenance Account.

**Proposed Contract and Revised Scope for the WWTP O & M Project:** (Ayres) Craig Schuh explained DNR requirements and State Statute Requirements in detail regarding the proposed contract. After discussion, motion was made by Steve Marquardt to make recommendation to the Village Board to approve \$44,720 to accept the Proposed Contract with Ayres and Associates. Second by Craig LeFebre. Ayes: 3, Nays: 0.

**Update on Sewer Main Relining Project:** (Ayres) Craig Schuh left the folder with the televising information with the Clerk's Office. Steve asked about condition of manholes, Larry Shallow provided status on various conditions. Craig Schuh advised approximate cost is \$5,000 if taking five feet off for replacement. Further discussion was combined with next item...

**USDA-RD Funding For Proposed Projects:** (Ayres) Craig Schuh presented. Discussion pursued on time frame and possible projects to include. Steve Marquardt suggested rating criteria on street resurfacing and how to move forward with needs by listing on village map for sewer/water projects by priority. Craig Schuh also presented copies of emails with questions that need to be replied to, from Jennifer Engel, Community Program Specialist, Shawano, WI ([Jennifer.Engel@wi.usda.gov](mailto:Jennifer.Engel@wi.usda.gov)). Craig Schuh suggested holding a Special Meeting possibly in April with Jennifer Engel, after the committee comes up with a proposal/plan for sewer improvements and repair/repaving streets after.

Craig Schuh provided copies of the "City of Brillion Sanitary Sewer Lateral Remediation and Mini-Storm Sewer Later Projects Information Sheet" and information from other communities for information on how other municipalities are handling the projects. Discussion pursued including costs and necessary publications and approvals that are required.

It was suggested that the Clerk-Treasurer work with members to come up with an assessment schedule for the Sanitary Sewer Projects which can then be taken to Finance.

**WQBELs for Total Phosphorus: Compliance Alternatives, Source Reduction, Improvements and Modification Status Report Due DNR 6/30/18.** Craig Schuh advised that Ayres did this

report last year. Steve Marquardt asked him to get a price quote on the cost of having Ayres prepare the 2018 report to present to the Village Board on March 26.

**GIS Program Installation Test & Schedule:** (Ayres) Craig Schuh has GIS on a jump drive and is providing to Terry Hinds to test. He advised they can make more if needed.

**Correspondence/general information:** None

**Next Meeting Date:** N/A

**Adjournment:** Steve Marquardt made the motion to adjourn. Craig LeFebre second the motion. Motion carried at 4:30 p.m.

Respectfully submitted,

Karen M. Hornick, Deputy Clerk