

CITY OF MAYVILLE  
WATER/WASTEWATER UTILITIES COMMISSION MEETING  
NOVEMBER 1, 2016  
WWTP  
**MINUTES**

The meeting was called to order by President Bushke and roll call was taken at 6:00 p.m.

PRESENT: Bushke, Toellner, Smith, Pasbrig, Steinbach, Guse  
ABSENT: Detuncq  
TARDY: None  
ALSO PRESENT: Nathan Kempke (Utilities Director), Trakel, Mayor Boelk

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENTS

1. Mayor Boelk went to a Mayoral Conference and Randy from MSA gave him a sewer rate comparison of different cities. The Mayor told the Commission that Mayville fell in the middle with our sewer rates of average amount \$339.00 per year per customer.
2. Mayor Boelk also wanted to let the Commission know that he has been talking with Mayville's attorney and Kekoskee/Leroy will not be able to complete the contract by December 31, 2016 as per contract, but rather more like March 1st. There would be a loss of a \$293,000 connection fee for 2016 and loss of sewage revenues therefore the attorney thought we might be able to collect compensation for loss of revenues. This will be brought to the Council for guidance if we should pursue for loss of sewage cost in revenues from January to March 1st and connection fees.

III. CONSENT AGENDA/DISCUSSION/APPROVAL

Motion by Toellner, seconded by Pasbrig, to approve the following Consent Agenda.

- A. Minutes of October 4, 2016 Meeting
- B. Water Utility bills November 1, 2016 - \$57,072.92
- C. Wastewater Utility bills November 1, 2016 - \$40,064.27

Motion carried unanimously 6-0

IV. CONSTRUCTION PROJECTS

- A. Kekoskee/Leroy Project Report/Discussion
  1. Construction on the Liftstation has begun.
  2. The building will include 3 meters according to the contract.
  3. Project to be finished by March 1.
  4. There have been discussions between the Mayville attorney (James Hammas) and Kekoskee/Leroy attorney regarding compensation due to Mayville for delay of connection. The Commission as a group was in consensus with the Mayor and Mayville Attorney.
  5. Discussed the connection fees and in contract it says we are to review the REU's prior to connection.

V. WATER REPORTS

- A. Well & System Report/Discussion

1. Clark St water tower was drained for inspection, the expansion joint repaired, the tower has passed two safe water sample and has been put back on line.
2. Well #2 rehab has started.
3. Starting to create a job description for Mike's position, also working on training Water/Wastewater employees as well.

## VI. WASTEWATER REPORTS

### A. WWTP & Liftstations Report/Discussion

1. Inflow has been around 700,000 gallons/day.
2. On Oct 26th heavy rains raised flows to around 1,500,000 gallons/day the plant is designed to handle that much flow.
3. We had issues with our Final Effluent Pumps in fall, they keep getting clogged with leaves and burn out. The cost to repair one is \$1000, both pumps are in for repair.. We are looking to buy a trash pump that can handle solids to use in fall.
4. The garage heater parts have been ordered and will be repaired this month.
5. A load of sorbx will be needed this year, run out date is around January 1st.

### B. Repairs to Existing Sanitary Sewer System/Discussion/Possible Action

1. Cost Estimates Received for Repairs/Discussion/Possible Action
  - a Barwig and Burchard sanitary sewer replacement will start with Town & Country placing a manhole with in the next one-two weeks, a contractor has been selected to do the lining after that. No action taken.

### C. Sanitary Sewer Lateral Replacement Update/Discussion

1. 26 laterals have been done 1 left to do. Customer claims he is having trouble getting a contractor. Nathan would like to go forward with the \$50.00 penalty incorporated into our ordinance, he will create a draft for next meeting. Nathan is to send a letter to the non-compliant customer warning him of the ordinance change being created and would be retroactive to August. Nathan is planning to send a volunteer survey to customers to see what the average costs is for future reference.

## VII. 2017 OPERATING BUDGETS

### A. 5-Year Capital Improvement Plan/Discussion/Recommendation

1. After discussion of the 5-year purchases motion by Smith, seconded by Pasbrig, to recommend to Council the purchases for 2017 that conform with the 2017 Capitalization Policy (Item#9). Therefore some of the items will be considered maintenance purchases. Motion carried 6-0.

### B. Industrial Strength Charges/Possible Action

1. After discussion motion by Smith, seconded by Toellner to approve a 4% increase for the the industrial strength lab testing charges starting January 1, 2016. Motion carried 6-0. A notification will be sent to industries prior to January 1st billing.

### C. Wastewater Connection Fee Discussion/Possible Action

1. After discussion motion by Smith, seconded by Pasbrig, to leave the wastewater connection fee structure as is for 2017 with possible study done in 2018. Motion carried 6-0.

## VIII. SANITARY SEWER LATERAL LOCATION AND INSPECITON BIDS

### A. Discussion/Recommend/Possible Action

1. After reviewing the bids motion by Toellner, seconded by Guse, to approve award of the 2016-2018 sanitary sewer lateral location and inspection contract from Great Lakes TV Seal, Inc, from Green Bay, WI in the amount of \$42,060.00 for 3 years. Motion carried 6-0.

IX. 2017 CAPITALIZATION POLICY FOR WATER/WASTEWATER UTILITY

A. Discussion/Recommend/Possible Action

1. After reviewing the Capitalization Policy motion by Smith, seconded by Toellner, to approve the water/wastewater 2017 Capitalization Policy, the purpose is to establish a uniform policy for capitalization of assets, the procedure to read as follows: any purchase of a plant asset equal to or greater than the amount of \$5,000.00, and a useful life greater than a year, will be added to our plant accounts and depreciated at the rate specified by the Public Service Commission. Any asset less than \$5000.00 will be treated as an expense in the year it was purchased. An exception to this is the purchase of water meters. Water meters will be capitalized and depreciated by the Public Service Commission. This policy will be effective January 1, 2017. Motion carried 6-0.

X. ADJOURNMENT

With no further business motion by Toellner, seconded by Guse, to adjourn at 6:56 P.M. Motion carried 6-0.

Nancy Trakel  
Administrative Assistant