



DRAFT

PUBLIC WORKS & UTILITY COMMITTEE MINUTES

The regular meeting of the Lisbon Public Works & Utility Committee was held on Wednesday, April 26, 2023, at the Richard Jung Memorial Fire Station, N54 W26455 Lisbon Road, Lisbon, WI.

Committee Chairman Marc Moonen called the meeting to order at 5:05 p.m.

Roll Call: Present: Trustee Marc Moonen; Committee members Jane Mueller, and Joe Eberle; Sanitary District Administrator Mike Sargent; Village Engineer Don Neitzel; DPW Director Joe DeStefano; Administrator Kathy Nickolaus; and Clerk Elisa Cappozzo Katch to record the minutes. Trustee Linda Beal and Committee member Dan Plese were absent and excused.

The Committee and members of the public recited the Pledge of Allegiance.

Citizen Comment

None.

2022 Sanitary District Audit Report

Wendi Unger of Baker Tilly gave a short presentation of financial highlights resulting from the audit of Sanitary District's 2022 accounts. Ms. Unger reviewed their clean, unmodified opinion and noted that the segregation of duties comment was something not unusual and expected to be eliminated in the future by spreading out financial duties to multiple staff.

Department Reports

A. Public Works

DPW Director Joe DeStefano reported that the old salt shed has been removed and they met with contractor that will be installing/erecting new shed; halfway done with annual brush pickup; tree training would take place this week and staff helped install new desks in Village Hall offices. Director DeStefano noted that a substantial issue arose earlier today when a crack was identified in a grinder pump tank. He asked if the Committee would prefer repairs be made immediately or put it on next agenda for approval. Committee directed Engineer Neitzel to check with VisuSewer on temporary repair options and bring back for consideration at next meeting if necessary. No formal action was taken.

B. Utility District

Utility Administrator Mike Sargent advised that there are two things that are looked at when reconciling: the flows as reported by Sussex at the various lift stations, and the power usage at those lift stations. In March, there was a significant increase in the flow at Willow Springs that was not matched with parallel flows at the other lift stations. There was also no correlation to rainfall, so it appears to be related to snow-melt. Willow Springs historically has a lot of infiltration and there is generally more shade, so the stretch of 80° days caused snow to melt quickly and we saw the abnormal flow. The power usage at the pumps were consistent with the flow. No action was taken.

New Business

A. Discussion and necessary action re: manhole leaks and related repair bills

Don Neitzel explained that annual televising is done for the district. There was the original area that was bid on by the contractor, and then there was an area where WE Energies did work last year. They



drilled through the main, so the District decided to televise the whole area that WE Energies entered. The televising showed there are a number of manholes that are leaking, there are chimney seals that need to be replaced, and there is one section of sewer main or the joint that's either pulling apart or the gaskets rolled because they can see the gasket when they televise. Committee directed staff to obtain quotes and post a bid notice per state statutes. No formal action was taken.

B. Discussion and review of Utility District

i. Richmond School & Willow Springs utility history

Committee discussed issues at Richmond School and Willow Springs including: infiltration issues, average usage, utilization vs capacity, billing practices, lift station repairs, and maintenance of the system. Mr. Eberle suggested committee draft guidance for users to come up with a maintenance program to be approved by the committee. No action was taken.

ii. District and pump map

Mr. Neitzel briefly reviewed maps of the district and pumps that he distributed to the Committee members.

iii. Grinder Pump history

Mr. Sargent and Mr. Neitzel explained that all of the grinder pumps in the district are owned by the district, and the district is responsible for maintenance unless there is abuse by the property owner. There was an attempt to change the sewer service code a few years ago with vocal objections, so the effort to change the code was dropped. The code was ultimately amended to indicate that any future grinder pump or pressure pump systems that are installed going forward would be the homeowner's responsibility. Pumps typically last 9 to 12 years, with some failing at 6 or 7 and some lasting 15. There have occasionally been discussions about going to a more robust pump than currently used, but we have been limited in the size of the pumps that we use. Pumps are located between the home and the main. Homeowner is responsible for service from the wall to the crock, and the crock to the road, while district is responsible for the crock and where the service joins the main in the road.

Due to time constraints, Administrator Nickolaus asked that this discussion be continued at the next meeting; no objections.

Motion by Mueller to table the remainder of the agenda to the next meeting, second by Eberle, carried unanimously.

Items for next Public Works & Utility agenda

Clerk Katch noted that Approval of Meeting Minutes will be added to future agendas. Chair Moonen indicated that any requests for items to be placed on the next agenda can be emailed to him or Administrator Nickolaus.

Adjournment

There being no further business, Eberle moved to adjourn. The motion was seconded by Moonen, was voted on, and carried unanimously. The meeting was adjourned at 6:14p.m.

Respectfully submitted,

Elisa Cappozzo Katch, WCMC
Lisbon Village Clerk