



PUBLIC WORKS & UTILITY COMMITTEE MINUTES

The regular meeting of the Lisbon Public Works & Utility Committee was held on Wednesday, June 28, 2023, at the Richard Jung Memorial Fire Station, N54 W26455 Lisbon Road, Lisbon, WI.

Committee Chairman Marc Moonen called the meeting to order at 5:02 p.m.

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

Pledge of Allegiance

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

Citizen Comment

None.

Minutes – May 17, 2023 Public Works & Utility Committee

Clerk Katch noted that there was a typo on page 2 where "President Osterman" should be replaced by "Trustee Moonen." Motion by Eberle, second by Beal, to approve the minutes of the May 17, 2023 Public Works & Utility Committee meeting as corrected. Motion carried.

Department Reports

A. Dept. of Public Works

DPW Director Joe DeStefano gave a brief update on current DPW projects and accomplishments (see attached). No action was taken.

B. Utility District

Utility Administrator Mike Sargent reported on June flows for the Utility District.

Engineer Don Neitzel gave a brief update of current Utility District projects and accomplishments (see attached). No action was taken.

C. Sheriff Department

WCSO Captain Lisa Panas presented findings of a limited speed study that was recently conducted. No action was taken.

Unfinished Business

A. Discussion & necessary action re: customers using sewer who weren't invoiced prior to Oct 2022

Motion by Moonen, second by Beal, to table the item to a future meeting. Motion carried.

B. Discussion & necessary action re: properties that should be connected to sewer who haven't responded to 2022 Sanitary District correspondence

Motion by Moonen, second by Beal, to table the item to a future meeting. Motion carried.

C. Discussion & review of Utility District related to the following:



- i. District makeup and mapped areas, including locations of sewer mains & process to connect
Engineer Neitzel reviewed a utility map that is currently being updated to show existing sewer customers and properties with available hookups. There is a concern that if customers hook up and don't notify the US, then it will create a problem. Staff is working on creating a permitting procedure for review at an upcoming meeting. No action was taken.
 - ii. Procedure to add water and/or sewer service areas to District
Engineer Neitzel detailed a reply he'd received from the Public Service Commission in response to process used to develop Business Park East, which described the various ways to serve a property with water. Additional review on ways to provide sewer service and expanding service area.
 - iii. Historical information on late fees
Mike Sargent indicated that current late fees are \$10 for bills not paid within 20 days of due date. If they haven't paid all year, \$40 per year in late fees. The committee requested additional information be gathered from nearby utilities to bring back for discussion and a possible increase at a future meeting. No formal action taken.
- D. Discussion & necessary action re: quotes for installation of air relief valve at Richmond Force Main
There was lengthy discussion regarding whether this was the appropriate location and whether the project itself was a "band-aid" fix. Motion by Eberle, second by Moonen, to table the item for the foreseeable future. Motion carried.
- E. Discussion & necessary action re: quotes for manhole repairs
Motion by Moonen to approve the Visu-Sewer bid for manhole repairs for a cost not to exceed \$15,000, and recommendation to Village Board of the same. The motion was seconded by Eberle, was voted on, and carried unanimously.

New Business

- A. Discussion & necessary action re: crosswalk at Lake Five Rd and Wrens Way
DPW Director DeStefano indicated that quotes were returned at a higher rate than the initial estimate. More quotes would be forthcoming for consideration at the next meeting. Project would be split 50/50 with Merton. Motion by Moonen to table to next meeting. Motion seconded by Beal, was voted on, and carried unanimously.
- B. Discussion & necessary action re: definition of Grinder Pump and Appurtenances on DeBelak invoice
Motion by Beal, second by Moonen, to table to next meeting. Motion carried.
- C. Discussion & necessary action re: possible change to monthly meeting dates
Motion by Beal, second by Moonen, to change monthly meeting dates to third Wednesday of each month at 5:00p.m. at the Village Hall. Motion carried.

Items for next Public Works & Utility agenda

Trustee Moonen asked any committee members with additional items for the next agenda to contact Village Hall with their requests.

Adjournment

There being no further business, Beal moved to adjourn. The motion was seconded by Moonen, was voted on, and carried unanimously. The meeting was adjourned at 6:21p.m.

Respectfully submitted,
Village Clerk Elisa Cappozzo Katch