



PUBLIC WORKS & UTILITY COMMITTEE MINUTES

The regular meeting of the Lisbon Public Works & Utility Committee was held on Wednesday, August 16, 2023, at the Lisbon Village Hall, W234 N8676 Woodside 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; Utility District Accountant Mike Sargent; Village Engineer Don Neitzel (via Zoom); DPW Director Joe DeStefano; Administrator Kathy Nickolaus; and Clerk Elisa Cappozzo Katch to record the minutes. Committee member Jane Mueller was absent and excused.

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

Citizen Comment

None.

Minutes – 7/19/2023 Public Works & Utility Committee

Motion by Eberle, second by Beal, to approve the minutes of the July 19, 2023 Public Works & Utility Committee meeting as presented. 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 July flows for the Utility District (see attached).

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

Unfinished Business

A. Engineer's recommendation for work at Richmond School

Motion by Moonen, second by Eberle, directing staff to send correspondence to Richmond School regarding scope of work, as well as rationale for requirements. The motion was voted on and carried unanimously.

B. Preliminary cost breakdowns for future water and sewer service within Circle Crest Park subdivision

Committee directed Administrator Nickolaus to review preliminary numbers with Lannon Stone and send historical documents to committee members for review. No formal action taken.

C. Engineer's recommendation for creation of Sewer Permit and related connection process

Engineer Neitzel was directed to incorporate draft process into code form for review by the committee and to take a deeper look at Pewaukee and Sussex procedures. No formal action taken.



D. Request for approval of Grinder Pump lock purchase

Motion by Eberle to approve the purchase of 85 locks from BonaFide for a cost not to exceed \$899.65, and recommendation to Village Board of the same. The motion was seconded by Beal, was voted on, and carried unanimously.

Adjournment

There being no further business, Beal moved to adjourn. The motion was seconded by Eberle, was voted on, and carried unanimously. The meeting was adjourned at 6:20p.m.

Respectfully submitted,

Elisa Cappozzo Katch, WCMC
Lisbon Village Clerk

JULY 2023

DPW MONTHLY REPORT



HIGHWAY DIVISION

- Staff continued to shoulder misc. areas as needed.
- Staff removed and blocked up the door that use to be access for Lisbon Police to their office. We did this prior to the building being painted.
- Staff ditched along Indiangrass Drive to clear out a heavily silted area and regain proper flow.
- Staff poured a sidewalk at Fire Station #1. The sidewalk needed to be removed for the holding tank installation.
- A mastic wagon was rented for a week and staff went around the Village to correct dips and heavily cracked areas, from a list we created over the last few months.
- Staff continued to maintain and pushup the Compost Site twice a week.
- Staff performed repairs and preventive maintenance on HWY and FD trucks and equipment as needed.

PARKS DIVISION

- Staff cleaned bathrooms and took care of garbage as needed at all Parks.
- Staff maintained and prepared all the baseball fields and soccer field for games.
- Staff have been able to skip weekly mowing to bi-weekly due to the dry weather.
- Staff have spent a considerable amount of time on weed maintenance.
- Staff have been cleaning shelters as needed after rentals were completed.
- Staff spread playground chips at LCP, Lisbon Oaks and Jane Stadler Parks.
- Staff cleaned down trees from the late July storms.
- Staff performed repairs and preventive maintenance on Parks trucks and equipment as needed.

DPW DIRECTOR

- I attended the Public Works and Utility Committee Meeting on July 19th.
- I have been spending a little more time with the Parks Division attending to concerns that have been brought to our attention.
- I continued to work with the contractors for the salt shed, building maintenance and the 2023 road paving.
- I have been working to get all the Parks and Hwy 2024 Capital Budget items submitted.
- I continued my Weed Commissioner duties by checking on complaints and sending letters as needed.
- I continued to take care of invoices, r/w permits, capital projects, all clerical tasks needed and helped around the shop or in the field as needed.

**REGARDS,
JOE DESTEFANO JR.
DPW DIRECTOR**

Lisbon Sewer Utility
Lisbon Town Hall
Sanitary District Accountant
PO Box 278
Menomonee Falls, WI 53052
Phone: 262-923-8100 EXT 1
Fax: 262-361-5558

The flows reported by Sussex for July are attached. Willow Springs, Jeanine, and Plainview flows are all consistent with historical averages for July.

The flow at the Silver Spring School is unexpectedly high for the second month in a row, The Hamilton School District has been alerted to this abnormality.

Later fees were added to accounts as of July 21, 2023. 80 accounts were past due.

We are getting more calls than usual from realtors asking about septic and well information.

Work continues the residents that need to connect to the sewer and those that had connected and were unbilled for a time.

Digger Hotline calls were greater than normal in July.

LUSRON SANITARY DISTRICT #1
SUMMARY OF FLOW BY METER

DESCRIPTION	01/01/2020	02/01/2020	03/01/2020	04/01/2020	05/01/2020	06/01/2020	07/01/2020	08/01/2020	09/01/2020	10/01/2020	11/01/2020	12/01/2020
20 BICHMOND SCHOOL	76,500	63,000	41,700	12,700	18,500	20,300	17,100	40,400	40,500	41,500	44,500	38,700
20 LUSION FIRE HOUSE	11,600	12,100	8,700	10,400	8,300	7,700	8,700	10,600	10,000	10,500	10,300	6,700
20 WILLOW SPRING	174,000	137,000	219,000	331,000	302,000	179,000	112,000	107,000	100,000	105,000	103,000	101,000
20 JEANNE FLOW	327,000	1,107,000	1,135,000	302,000	115,000	598,000	837,000	1,115,000	1,115,000	1,115,000	1,115,000	919,000
20 PLAINVIEW FLOW	154,000	390,000	204,000	210,000	221,000	1,483,000	1,225,000	1,092,000	1,058,000	1,116,000	1,107,000	1,208,000
20 HAMILTON FLOW	205,000	217,300	130,600	17,300	18,900	65,200	55,000	96,000	100,000	105,000	105,900	224,000
20 HAMILTON FINE ARTS FLOW	1,400	1,000	1,300	0,700	1,900	65,000	18,000	96,000	110,000	110,000	12,000	0,000
20 TEMPLETON FLOW	188,667	186,867	186,867	186,867	186,867	186,867	186,867	186,867	186,867	186,867	186,867	186,867
20 HAMILTON SILVER SPRING	93,200	69,200	42,800	7,200	10,000	389,000	188,700	248,200	193,000	203,000	244,000	41,900
20 CASEY'S MARKET	81,200	20,975	16,225	8,751	10,300	15,900	18,300	21,400	21,600	21,600	30,300	14,300
TOTAL RELIABLE FLOW	3,276,483	1,867,296	2,600,240	3,555,006	3,518,377	2,777,277	1,898,647	1,713,447	1,733,337	1,878,577	1,516,333	1,522,077
TOTAL FLOW	7,129,483	4,803,936	7,651,440	6,670,906	7,210,377	4,808,227	3,719,447	3,672,447	3,695,557	3,531,677	3,496,333	3,709,077
RESIDENTIAL FLOW	4,838,240	2,498,000	3,255,000	3,714,000	3,714,000	2,136,000	1,473,000	1,900,000	2,139,000	1,952,000	1,980,000	2,187,000
DESCRIPTION	01/01/2021	02/01/2021	03/01/2021	04/01/2021	05/01/2021	06/01/2021	07/01/2021	08/01/2021	09/01/2021	10/01/2021	11/01/2021	12/01/2021
21 RICHMOND SCHOOL	30,500	47,800	43,300	38,300	45,700	28,700	23,900	50,400	52,000	59,600	55,100	58,900
21 LUSION FIRE HOUSE	10,300	8,800	6,000	8,600	11,600	5,600	5,000	5,800	7,800	9,200	4,300	4,900
21 WILLOW SPRING	103,000	104,000	108,900	103,000	107,000	103,000	98,000	98,000	92,000	95,000	95,000	82,000
21 JEANNE FLOW	304,000	994,000	1,046,000	1,046,000	1,046,000	1,046,000	1,046,000	1,046,000	1,046,000	1,046,000	1,046,000	850,000
21 PLAINVIEW FLOW	123,000	210,000	150,000	141,500	184,000	1,060,000	980,000	1,010,000	912,000	987,000	991,000	1,077,000
21 HAMILTON FLOW	180,000	246,600	204,500	213,000	221,700	177,800	82,200	68,900	192,300	210,100	198,750	340,800
21 HAMILTON FINE ARTS FLOW	1,500	5,400	1,700	1,700	1,900	198,900	109,900	312,000	312,000	9,600	9,500	7,600
21 TEMPLETON FLOW	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667
21 HAMILTON SILVER SPRING	89,100	58,900	54,000	39,200	9,400	310,100	247,200	214,700	219,100	219,100	248,400	52,400
21 CASEY'S MARKET	13,800	15,400	15,400	16,700	17,100	18,300	18,300	17,000	19,480	17,200	16,900	17,800
21 WICKOFF	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	2,100	5,300	0,900
TOTAL RELIABLE FLOW	1,473,427	1,631,027	1,938,727	1,655,640	1,616,220	1,865,640	1,522,900	1,552,800	1,610,938	1,517,900	1,425,025	1,586,100
TOTAL FLOW	3,684,427	3,526,027	4,362,427	3,906,640	3,872,220	3,721,440	3,407,500	3,378,800	3,428,538	3,313,500	3,104,025	3,683,100
RESIDENTIAL FLOW	2,151,000	1,854,000	2,768,000	2,651,000	2,618,000	2,725,000	1,725,000	1,822,000	1,859,000	1,794,000	1,779,000	1,907,000
DESCRIPTION	01/01/2022	02/01/2022	03/01/2022	04/01/2022	05/01/2022	06/01/2022	07/01/2022	08/01/2022	09/01/2022	10/01/2022	11/01/2022	12/01/2022
22 RICHMOND SCHOOL	48,400	59,100	49,900	57,400	48,300	29,400	23,900	52,400	52,000	55,900	48,300	48,000
22 LUSION FIRE HOUSE	5,700	4,500	3,600	3,600	4,000	4,600	5,000	3,900	5,200	4,900	5,800	4,500
22 WILLOW SPRING	104,000	98,000	106,200	102,000	103,000	103,000	98,000	98,000	92,000	95,000	95,000	82,000
22 JEANNE FLOW	693,000	802,000	892,000	1,508,000	1,079,000	795,000	795,000	795,000	1,071,000	1,050,000	1,130,000	1,178,000
22 PLAINVIEW FLOW	107,000	990,000	1,236,000	1,437,000	1,257,000	1,033,000	980,000	894,000	1,154,000	944,000	1,068,000	1,086,000
22 HAMILTON FLOW	187,000	188,300	293,000	197,400	214,500	137,700	88,200	76,900	181,300	195,900	192,000	184,300
22 HAMILTON FINE ARTS FLOW	1,300	4,500	2,900	2,900	3,500	350,000	182,000	298,700	298,700	116,800	116,800	48,600
22 TEMPLETON FLOW	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667
22 HAMILTON SILVER SPRING	49,400	30,900	28,000	18,400	13,600	71,500	247,200	214,700	219,100	219,100	248,400	52,400
22 CASEY'S MARKET	91,400	150,800	120,800	132,800	142,800	152,800	148,300	148,300	171,772	171,772	291,508	20,110
22 WICKOFF	4,500	9,300	11,300	8,200	8,400	8,400	0,000	17,400	27,000	14,000	14,000	10,500
22 HAMILTON CONCESSION												
22 POLYAK TRUCKING												
TOTAL RELIABLE FLOW	1,473,427	1,631,027	1,938,727	1,655,640	1,616,220	1,865,640	1,522,900	1,552,800	1,610,938	1,517,900	1,425,025	1,586,100
TOTAL FLOW	3,684,427	3,526,027	4,362,427	3,906,640	3,872,220	3,721,440	3,407,500	3,378,800	3,428,538	3,313,500	3,104,025	3,683,100
RESIDENTIAL FLOW	2,151,000	1,854,000	2,768,000	2,651,000	2,618,000	2,725,000	1,725,000	1,822,000	1,859,000	1,794,000	1,779,000	1,907,000
DESCRIPTION	01/01/2023	02/01/2023	03/01/2023	04/01/2023	05/01/2023	06/01/2023	07/01/2023	08/01/2023	09/01/2023	10/01/2023	11/01/2023	12/01/2023
23 RICHMOND SCHOOL	48,400	59,100	49,900	57,400	48,300	29,400	23,900	52,400	52,000	55,900	48,300	48,000
23 LUSION FIRE HOUSE	5,700	4,500	3,600	3,600	4,000	4,600	5,000	3,900	5,200	4,900	5,800	4,500
23 WILLOW SPRING	104,000	98,000	106,200	102,000	103,000	103,000	98,000	98,000	92,000	95,000	95,000	82,000
23 JEANNE FLOW	693,000	802,000	892,000	1,508,000	1,079,000	795,000	795,000	795,000	1,071,000	1,050,000	1,130,000	1,178,000
23 PLAINVIEW FLOW	107,000	990,000	1,236,000	1,437,000	1,257,000	1,033,000	980,000	894,000	1,154,000	944,000	1,068,000	1,086,000
23 HAMILTON FLOW	187,000	188,300	293,000	197,400	214,500	137,700	88,200	76,900	181,300	195,900	192,000	184,300
23 HAMILTON FINE ARTS FLOW	1,300	4,500	2,900	2,900	3,500	350,000	182,000	298,700	298,700	116,800	116,800	48,600
23 TEMPLETON FLOW	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667	184,667
23 HAMILTON SILVER SPRING	49,400	30,900	28,000	18,400	13,600	71,500	247,200	214,700	219,100	219,100	248,400	52,400
23 CASEY'S MARKET	91,400	150,800	120,800	132,800	142,800	152,800	148,300	148,300	171,772	171,772	291,508	20,110
23 WICKOFF	4,500	9,300	11,300	8,200	8,400	8,400	0,000	17,400	27,000	14,000	14,000	10,500
23 HAMILTON CONCESSION												
23 POLYAK TRUCKING												
TOTAL RELIABLE FLOW	1,473,427	1,631,027	1,938,727	1,655,640	1,616,220	1,865,640	1,522,900	1,552,800	1,610,938	1,517,900	1,425,025	1,586,100
TOTAL FLOW	3,684,427	3,526,027	4,362,427	3,906,640	3,872,220	3,721,440	3,407,500	3,378,800	3,428,538	3,313,500	3,104,025	3,683,100
RESIDENTIAL FLOW	2,151,000	1,854,000	2,768,000	2,651,000	2,618,000	2,725,000	1,725,000	1,822,000	1,859,000	1,794,000	1,779,000	1,907,000
DESCRIPTION	01/01/2024	02/01/2024	03/01/2024	04/01/2024	05/01/2024	06/01/2024	07/01/2024	08/01/2024	09/01/2024	10/01/2024	11/01/2024	12/01/2024
24 RICHMOND SCHOOL	48,400	59,100	49,900	57,400	48,300	29,400	23,900	52,400	52,000	55,900	48,300	48,000
24 LUSION FIRE HOUSE	5,700	4,500	3,600	3,600	4,000	4,600	5,000	3,900	5,200	4,900	5,800	4,500
24 WILLOW SPRING	104,000	98,000	106,200	102,000	103,000	103,000	98,000	98,000	92,000	95,000	95,000	82,000
24 JEANNE FLOW	693,000	802,000	892,000	1,508,000	1,079,000	795,000	795,000	795,000	1,071,000	1,050,000	1,130,000	1,178,000
24 PLAINVIEW FLOW	107,000	990,000	1,236,000	1,437,000	1,257,000	1,033,000	980,000	894,000	1,154,000	944,000	1,068,000	1,086,000
24 HAMILTON FLOW	187,000	188,300	293,000	197,400	214,500	137,700	88,200	76,900	181,300	195,900	192,000	184,300
24 HAMILTON FINE ARTS FLOW	1,300	4,500	2,900	2,900	3,500	350,000	182,000	298,700	298,700	116,800	116,800	48,600

MEMORANDUM

August 8, 2023

To: Village of Lisbon Utility Committee

From: Don Neitzel

Re: Monthly Report

The monthly engineer's report for the Village of Lisbon Utility Committee is as follows:

- **July 2023 Flows** – Flows remain normal/consistent for the month of July at each of the sites, with average flows for the month of 18 GPM for Jeanine Lift Station, 19 GPM for Plainview, and 22 GPM for Willow Springs.
- **Richmond School Lift Station** – Flows at Richmond School Lift Station were also within range for the month. The only item that stood out was on Thursday, July 13th, where each of the pumps ran for 4.1 hours each and each pump had 21 starts compared to the average for the month of 1.1 hours per day for each pump and 7 starts per day for each. As you will note, it was only for that day and then flows were right back down the next day. I spoke with Ed Blake, maintenance superintendent for the school, to see if there were any large events that day or maintenance work that would have generated this type of flow. Ed couldn't think of anything that would have caused this increase. I left a message with the Village of Sussex to see if there were any issue communication issues between the wastewater plant and the lift station on that day. I'm waiting to hear back from them.
- **Business Park East** – All work associated with this project has been completed, including the pavement marking on Town Line Road, and the mailbox replacement on Town Line Road. A final walk through of the project will be conducted to note any outstanding punchlist items that need to be addressed. Following the walk through a punchlist will be prepared and given to the contractor so those items can be taken care of right away.
- **Manhole and Sewer Repairs** – I spoke with Visu-Sewer and right now they are thinking that this work will be done in the fall. They have our project in there system and will contact me with a more firm date, following their next scheduling meeting.
- **Sewer System Maps (GIS)** – Sewer maps have been updated to include the boundary of the approved sewer service area, the drainage basins for the different sections of the sanitary sewer, the parcels that are currently served by sanitary sewer and those that are not, and the sewer infrastructure and laterals. I will be reviewing the maps yet this week and having any needed revisions done. An on-line map is available for viewing, but as requested at the last Utility Committee meeting I will deliver large copies of the maps to Village Hall for each Committee member.

- **Circlecrest Park Site Subdivision** – A draft preliminary assessment has been prepared for the parcels within this subdivision for the proposed installation of sanitary sewer, watermain, and associated laterals (water & sewer, public & private). The assessments as presented include 100% of the preliminary estimated construction cost, as well as the associate engineering, the sewer connection fee, and the sewer permitting fee. The assessments have been prepared two different ways, with one being per parcel and the other being per the assessable frontage for each parcel, so the difference in cost can be seen.