

**MINUTES
UTILITY COMMISSION MEETING
JULY 9, 2020**

The meeting was called to order at 6:02 p.m.

Present: Bernstein, DeLoach, Fredericks, Groschen, Hesse; Advisor: Christopherson; Commissioner: McCune; Town Finance Officer: Kelly

Absent: Pehrson and Public Works Director: Reed with notice.

The meeting was held at the Town Offices Conference Room. Present there was the Town Clerk; Groschen; Town Finance Officer; and Commissioner. The others were present via telephone conference. The motions, seconds, and votes were stated by roll call as directed.

APPROVAL OF AGENDA (Additions/Deletions): Hesse moved to approve the agenda as submitted with the additions for 4B) Water Efficiency Rebate Verbal Report and 4C) Township Audit; the deletion of 7) Water Gremlin Groundwater – Discussion; and changing 10) from Public Works Director Report to Highway 96 Dump Site Meter Read. Bernstein seconded. Ayes all.

There was some discussion over the striking of the groundwater discussion, it was noted that the group will meet in 10 days and there will be more to report at the August Utility meeting. Town staff will also work on a draft of the Town's position on the matter. There was some discussion on private and public wells, as well as the ditch 11 project.

APPROVAL OF MINUTES OF JUNE 11, 2020: Bernstein moved the approval of the June 11, 2020 minutes. Groschen seconded. Ayes all.

CONSENT AGENDA: Hesse moved to receive consent agenda item 4A) Republic Monthly Service Report, and table consent agenda items 4B) Water Efficiency Rebate Verbal Report and 4C) Township Audit for approval and receipt at the August meeting. Bernstein seconded. Ayes all.

Water Efficiency Rebate Verbal Report: A water efficiency rebate sheet was provided to the commission members via email. The Township has been given an allotment of 200 rebates and have completed about 90 between the first and second quarters. The

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grant dollar amount so far in 2020 is \$15,346.57, with a Township contribution of \$5,115.53. The Township will save its residents \$28,737.91 over the course of the year.

Township Audit: The Town Finance Officer explained to the Commission that the 2019 audit was presented to the Town Board at the Executive Town Board meeting in June. He went over the each page of the handout, which presented Enterprise Funds Overview, Water, Sewer, and Storm Sewer Funds Overviews. He noted that in total the Town's financial position dropped nearly \$1.5 Million due to expensed items instead of asset items (water tower and water meter replacement). The Enterprise Funds dropped \$964,383 from 2018 to 2019, for a total balance of \$19,499,208. The Water Fund's operating expenses were \$1,678,188 due to the water meter replacements and the water tower repainting (118.1% higher than in 2018). The Sewer Fund's operating expenses for 2019 were \$69,897. And the Storm Water Fund's operating expenses were \$15,388. The Sewer and Storm Water Fund's expenses were pretty standard.

COMMISSIONER'S REPORT: Supervisor McCune was present to report on the projects the Town Board is considering. **Peterson Road** street improvements have been considered over the last couple months due to the favorable climate—bids coming in low and interest rates being low. At the public hearing on Monday, July 6th, the residents were not as in favor for the project as at the neighborhood meeting. The Board has been discussing **nuisance properties** and how best to address them. Staff and the Board are talking through options the Town has with the Town Attorney's counsel. At the Town Board meeting on Monday, July 6th, the Board spoke with and heard from residents to learn from each other during this matter. The Town is installing more permanent **restrooms** at Polar Lakes Park. Staff are working to streamline office functions by purchasing **paperless software**. The Board is considering some concepts regarding the Lakes Links Trail.

UTILITY RATE – DISCUSSION: The Town Finance Officer summarized how he has come up with the figures on page 11 of the packet. Page 12 has the rates proposals. The biggest change is proposed to be the water base rate, nearly \$6 per quarter. He also recommended a \$0.12 increase on volume rates. There was some discussion on the funds and how the sewer fund is holding its own, but perhaps storm should be increased a dollar more per hour. Page 13 shows the Excel sheet. There was some discussion of creating another tier in pricing, because the majority of the residents are in the first tier. Perhaps the Town could have 0-10,000 gallons, 10,001-20,000 gallons, 20,001-30,000 gallons, and 30,001 + gallons.

There was discussion on the shift in numbers between the years. It was noted that the numbers change from staff pulling the utility rate report during a billing cycle or once it has been completed because dates and exact usage are important. The key in this scenario is that with more accurate reads, residents are consuming less water, but the Town gains funds for infrastructure from these rates so staff is determining how best to adjust the rates so the Town's infrastructure is maintained. The Finance Officer will bring back this quarter's readings as well as the change in tiers information back to the

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Commission at the August meeting. There will be more discussion, and a final decision will need to be reached by September's meeting.

WEEKLY RECYCLING REQUEST: The Town Clerk reported that a resident has requested for weekly recycling pick up. This is the first request since December 2018. In the past the Commission has discussed requests like this and given a negative on the request. There was some discussion of what would change if the Town got weekly pick up, versus the every other weekly pick up. The contract rate would be raised more than the benefits. Republic's representative would suggest getting a larger receptacle. The Commissioners discussed this and Groschen mentioned that he had inquired of whether cardboard could be outside of the receptacle. Bundles of cardboard, properly sized (2 feet by 3 feet) can be stacked outside of the container. It was decided that staff will be in contact with the resident and suggest either getting a 95 gallon receptacle or stacking cardboard.

TOWNSHIP CLEAN-UP DAY – DISCUSSION: The Town Clerk reported on the event. Over 3,249 pounds of paper had been hauled off to shred, 57.7 tons of trash collected, and 6 roll off boxes of construction materials. Residents were lined down H2 and Otter Lake Road. Fredericks arrived at 6:45 am and still spent nearly 3.75 hours in line.

The deputies were helpful and Town staff were directing people and telling them of their need for ID and utility bills. Staff noted that many cars simply had 3 or so items in their cars, while others had gigantic trucks of construction equipment. It was decided that if this event continues the lines will be divided between cars and less items on up to large trucks.

The event ended at 3 p.m. and Republic had taken up a total of 2 hours cumulative time switching out bins (15 minutes each switch, 8 switches). There was some discussion on charging residents or just ending the event. It was decided that staff will total up the cost and report back to outweigh whether or not the event is worth it.

HIGHWAY 96 DUMP SITE METER READ: The Town Clerk reported that the Public Works Director had sent a memo that he had followed-up with the Highway 96 Dump Site meter read. This is regarding the discrepancy with GHD/Whirlpool/Reynolds. The total estimated water pumped each year is 60 minutes X 24 hours X 365 days X 10 gallons X 2 = 10,512,000 gallons. He noted in his memo that as of June 29, 2020, there were 2,691,860 gallons for meter EW 1B2 and 709,860 for meter EW 2. He recommends that the Town continue to read the meters at the end of every quarter to determine if there are any continued discrepancies between the two meters in the volume pumped.

Water Meters: The Town Finance Officer noted that the contractor had left 67 water meters that had needed to be replaced, and since the Town staff have completed 20. That week staff were notified that 683 radios need to be swapped out due to a software update that has caused those meters' radio's batteries to never turn off. It was noted

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that Hydrocorp will do the work, but it is just another hassle with this water meter project.

NEXT MEETING DATE / ADDED AGENDA ITEMS: The next meeting date will be Thursday, August 13, 2020.

Hesse moved to adjourn the meeting at 8:04 p.m. Bernstein seconded. Ayes all.

Respectfully Submitted,

Megan R. Cavanaugh
Recording Secretary