

## MINUTES

VILLAGE OF YORKVILLE  
SEWER UTILITY DISTRICT COMMISSION  
VILLAGE BOARD ROOM  
UNION GROVE MUNICIPAL CENTER  
TUESDAY, APRIL 17, 2018

### Call to Order

Sewer Utility District Commission President Peter Hansen called the meeting to order at 6:30 p.m.

### Roll Call

The following Sewer Utility District Commission members were present: Peter Hansen, Sherry Gruhn, Terrence McMahon and Leo DeBrabander. Also present were Arthur Harrington representing Godfrey & Kahn, Randy Sanford representing Short Elliott Hendrickson, Yorkville Stormwater Utility District Commission Chair Stephen Nelson, Sewer Utility District Manager Gary Hanson, Engineer Mark Madsen, Attorney Tim Pruitt and Clerk-Treasurer Michael McKinney.

### Approval of Minutes

***Motion (Gruhn, DeBrabander) to approve the March 20, 2018 Sewer Utility District Commission meeting minutes as presented, Motion Carried (MC).***

### Approval of Sewer Utility District Financial Reports

***Motion (Gruhn, McMahon) to approve the March Sewer Utility District financial reports as presented, MC.***

### Approval of Sewer Utility District Invoices

McKinney stated that payment of the Deere & Company invoice should be withheld temporarily, as the equipment included in that invoice has not been delivered.

***Motion (Hansen, McMahon) to approve Sewer Utility District invoices as presented in the amount of \$44,921.20, with payment of the Deere & Company invoice to be withheld until such time as the equipment included in said invoice is delivered, MC.***

### New and Unfinished Business – Discussion and possible action on all of the following:

**Retention of Godfrey & Kahn, S.C. to assist with potential limited expansion of and improvements to the Yorkville Sewer Utility District No. 1 and issues related thereto**

Arthur Harrington stated that his services for the utility would include assistance in resolving the utility's outstanding notice of violation, representation in matters related to the potential expansion of the utility district and the annual wastewater permitting process. He estimated

that the overall cost of representation in these matters would fall between \$15,600.00 and \$27,040.00.

***Motion (Hansen, McMahon) to authorize the retention of Godfrey & Kahn, S.C. to assist with potential limited expansion of and improvements to the Yorkville Sewer Utility District No. 1 and issues related thereto, MC.***

### **Short Elliott Hendrickson (SEH) 2018 Wastewater Treatment Plant Facility Plan Agreement**

Randy Sanford outlined the scope of services for this agreement, noting that it is subject to a not-to-exceed amount of \$39,000.00. He stated that this agreement includes investigation of the following: expansion of the existing utility district, amendment of the Village's comprehensive plan within the expanded district and wastewater facility planning to accommodate new development within the expanded district. He added that the goal of utility upgrades would be to add an additional 75,000 to 100,000 gallons per day to the utility plant's existing capacity.

Pruitt stated for the record that Hanson is an employee of SEH. He added that Hanson can offer input on SEH reports but must recuse himself from any recommendations related to this agreement. He noted that SEH authorized Hanson to have employment outside of SEH at the time they hired him. He stated that Hanson will not benefit directly from this contract, adding that all SEH employees are involved in the same profit-sharing arrangement with SEH. He noted that Hanson's relationship with the Village and with SEH does not constitute a statutory violation. He stated the SEH will provide Madsen with all reports for engineering review purposes.

***Motion (McMahon, Gruhn) to approve the Short Elliott Hendrickson (SEH) 2018 Wastewater Treatment Plant Facility Plan Agreement as presented, MC.***

### **Manhole sampling policy and possible contacting of commercial sewer customers**

Hanson stated that some of the commercial properties in the utility district do not have sampling manholes, as they were developed prior to such manholes being required by the utility district. He added that he plans to solicit a quote for the cost of installing sampling manholes for these customers. He noted that most of the customers without sampling manholes are either smaller-scale customers or only have restroom facilities within their buildings.

***No formal action was taken by the Commission on this agenda item.***

### **Quote for purchase of phosphorus removal chemical R-100**

Hanson requested authorization to purchase 13 containers of the phosphorus removal chemical SorbX (R-100).

***Motion (Gruhn, DeBrabander) to authorize the purchase of 13 containers of the phosphorus removal chemical SorbX (R-100), MC.***

## Reports

**Sewer Utility District Manager's Report** - Hanson reported to the Commission on the following:

- That he is currently working on the Wisconsin Department of Natural Resources' chloride reduction report
- That he is currently working on the utility's new sewer discharge permit
- That the Wisconsin Department of Natural Resources' area engineer recommended that commercial sewer sampling be done two to four times per year rather than once
- That The Expeditors completed this year's sewer main televising and cleaning

**Engineer's Report** - Madsen stated that this year's commercial sewer sampling program is underway. He noted that he is currently working with Hanson on the Wisconsin Department of Natural Resources' chloride reduction report.

**Clerk's Report** - McKinney noted that he had no information to report to the Commission.

## Other – Comments, questions and suggestions

No comments, questions or suggestions were provided.

## Adjournment

***Motion (Gruhn, McMahon) to adjourn, MC.*** The meeting was adjourned at 7:09 p.m. The next scheduled Sewer Utility District Commission meeting is on Tuesday, May 15, 2018, at 6:30 p.m.

Michael McKinney  
*Clerk-Treasurer*