

**TOWN OF GREENVILLE  
SANITARY DISTRICT #1  
REGULAR MEETING AGENDA**

DATE: Monday, January 8, 2018

TIME: Immediately Following Town Board Regular Meeting

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**Agenda**

**1. CALL TO ORDER**

**2. POSTING OF AGENDA/APPROVAL OF AGENDA**

**3. PUBLIC COMMENT FORUM**

*Members of the public are welcome to address the Sanitary District/Storm Water Utility. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Comment Forum segment of the meeting. This segment is placed early in the agenda so the public may make their comments prior to any discussion or action by the Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes.*

*The Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agenda Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.*

**4. CONSENT AGENDA**

*(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)*

- a. Approval of Regular Sanitary District #1 Meeting Minutes, December 11, 2017.
- b. Approval of January 2018 Sanitary District #1 Vouchers.
- c. Routine Reports.
  - i. Water Superintendent
  - ii. Fox West Regional Sewerage Commission Minutes.

**5. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)**

**6. NEW BUSINESS**

- a. Discussion and Possible Action: Reject the Low Bid of \$211,206.80 from Immel Excavating for the Highway 15 Project.
- b. Discussion and Possible Action: Sewer Rate Increase.

**7. ADJOURNMENT**

Wendy Helgeson, Town Clerk

Dated/Posted: January 4, 2018

**TOWN OF GREENVILLE  
SANITARY DISTRICT #1  
REGULAR MEETING MINUTES**

DATE: Monday, December 11, 2017

TIME: Immediately Following Town Board Regular Meeting

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

**Agenda**

**1. CALL TO ORDER**

The meeting was called to order at 6:55 p.m.

PRESENT: Jack Anderson, Dean Culbertson, Andy Peters, Mark Strobel, Mike Woods

**2. POSTING OF AGENDA/APPROVAL OF AGENDA**

Motion by Mark Strobel, second by Andy Peters to approve the agenda. Motion carried 5-0.

**3. PUBLIC COMMENT FORUM**

Motion by Jack Anderson, second by Mark Strobel to close public comment forum. Motion carried 5-0.

**4. CONSENT AGENDA**

*(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)*

- a. Approval of Regular Sanitary District #1 Meeting Minutes, November 13, 2017.
- b. Approval of December 2017 Sanitary District #1 Vouchers.
- c. Routine Reports.
  - i. Water Superintendent
  - ii. Fox West Regional Sewerage Commission Minutes.

Dan Klansky informed the commission that the Hwy. 15 project is suspended because funding was not approved in the state's budget; no future date has been set. Joel is hesitant to continue with the moving of the utilities (a project that was previously approved) because of the unknown details of when the project will proceed.

Motion by Dean Culbertson, second by Mark Strobel to approve the consent agenda. Motion carried 5-0.

**5. ITEMS REMOVED FROM CONSENT AGENDA(as necessary)**

**6. NEW BUSINESS**

- a. Discussion and Possible Action: Purchasing of a Replacement Fleet Truck. This purchase was previously budgeted for. It will take approximately 4-6 months to receive the truck and will be paid for in 2018. Motion by Jack Anderson, second by Mark Strobel to approve the purchase of a replacement fleet truck. Motion carried 5-0.
- b. Discussion and Possible Action: Repair of Sewer Vault Located on Hwy. 76 & School Road.

Motion by Mark Strobel, second by Andy Peters to approve the repair of the sewer vault located on Hwy.76 and School Road. Motion carried 5-0.

7. **ADJOURNMENT**

Motion by Mark Strobel, second by Jack Anderson to adjourn. Motion carried 5-0.  
Meeting adjourned at 7:05 p.m.

Wendy Helgeson, Town Clerk  
Approved:



Town of Greenville  
W6860 Parkview Drive  
Greenville WI 54942  
920-757-5151

**To: Town Board/Utilities Board**  
**From: Dan Klansky Sanitary District Superintendent**  
**Date: January 8th, 2018**  
**Re: Monthly Report – December 2017**

### **Water Plant and Distribution**

We completed our large industrial customers' cross connection inspections for the year. There were just a few minor deficiencies that the customers are in the process of correcting.

We will be bidding out the drilling of test well 5 at the end of the month. I will have the results of the bid for next month's meeting.

We worked with Public Works employees and cleared the water and sewer easement along Highway 15 up to McDonalds. This is a long stretch that had never been cleared of trees and brush. There were trees up to 5 inches in diameter next to sewer manholes and completely blocking hydrant access. Please see attached photos.

I wanted to determine what effect the pyrolusite media, which is now being used at well 2, has on radium removal. In an effort to optimize our use of HMO (Hydrous Manganese Oxide) which is our most expensive chemical, I lowered the HMO feed to a .3 parts per million and completed a radium investigative test. The radium test results were low, below the past five-year radium test results. This new media will require less chemical usage and give better results.

With the cold weather we have been performing preventive maintenance, cleaning well houses and painting interior floors.

## **Sewer**

Jim Kirk alerted me that the wastewater metering station had a frozen line in the building. The line had frozen right where it comes out of the sewer. We added some pipe insulation and hopefully this should be the last occurrence.

I have been reviewing all of our televised sewers and found a number of additional sewers that had cracks and leaks that we should address this spring.

We had the sewer air release valve pit repaired. It is now dry and functioning properly.

The Greenville Sanitary District would like to increase the sewer rate by 3%. There are a number of factors requiring a rate increase for the sewer cost. Every year we have more manhole and sewer repairs. There was a small increase in chemical costs. For 2018 the Phosphorus costs are projected to increase from \$4/lb to \$9/lb, which is a significant increase. Small rate increases are necessary every couple of years in order to keep up with the cost of maintaining the infrastructure.

Town Hall maintenance: we rented a concrete grinder to lower the concrete so it is no longer a tripping hazard. I will seal the concrete this spring when the temperature is about 50°. We also patched a hole in the sidewalk with some gray mastic patch. See attached photos.



Before



After



Before



After

**MEETING:** Town Board  
**DATE:** January 8, 2018

**AGENDA ITEM #:** SD1 - 6a  
**ACTION TYPE:** Approval/Denial



*"Town of Greenville"*

## AGENDA MEMORANDUM

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Dan Klansky  
**Date:** January 8, 2018  
**RE:** **State Highway 15 Sanitary Sewer & Water Main Reconstruction**

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**ACTION TYPE:** This item is for possible Town Board Approval/Denial.

**BACKGROUND & SUMMARY:** The State has cancelled the Highway 15 Project and have given me no information as to a possible future start date. It would be in the utilities best interest to reject the bid given by Immel Excavating due to the cancellation of the project.

**STAFF RECOMMENDATION:** Staff recommends the Board reject the use of Immel Excavating as the low bidder with \$211,206.80 as proposed. If the Board is in agreement, the following motion may be made:  
***"Motion to reject the bid of \$211,206.80 for Immel Excavating for utility relocation along State Highway 15."***

**POLICY/PLAN REFERENCE(S):**

1. Town Purchasing Policy - Adopted August 2017

**FISCAL IMPACT:**

Is there a fiscal impact? Y  
Is it currently budgeted or planned? Y  
Amount budgeted: \$220,000  
Account #: n/a

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**Attachments:**

1. none



**MEETING:** Town Board  
**DATE:** January 8, 2018

**AGENDA ITEM #:** SD1 - 6b  
**ACTION TYPE:** Approval/Denial



*"Town of Greenville"*

## AGENDA MEMORANDUM

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Dan Klansky  
**Date:** January 8, 2018  
**RE:** **3% Rate Increase**

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**ACTION TYPE:** This item is for possible Town Board Approval/Denial.

**BACKGROUND & SUMMARY:** The Greenville Sanitary District would like to increase the sewer rate by 3%. There are a number of factors requiring a rate increase for the sewer cost. Every year we have more manhole and sewer repairs. There was a small increase in chemical costs. For 2018 the Phosphorus costs are projected to increase from \$4/lb to \$9/lb, which is a significant increase. Small rate increases are necessary every couple of years in order to keep up with the cost of maintaining the infrastructure.

**STAFF RECOMMENDATION:** Staff recommends the Board approve as proposed. If the Board is in agreement, the following motion may be made: ***"Motion to approve the rate increase in Sewer User Charges by 3%."***

**POLICY/PLAN REFERENCE(S):**

1. Town of Greenville Municipal Code Ch 340-62 - Establishment of Sewer User Charge Rates.

**FISCAL IMPACT:**

Is there a fiscal impact? \$42,000  
Is it currently budgeted or planned? N/A  
Amount budgeted: N/A  
Account #: **620-62\_\_-000 Charges for Services**

###

**Attachments:**

1. See Attached Rate Increase Template

	<u>wtr</u>	<u>swr</u>	<u>notes</u>
2000	1.49 / thous	2.87 / thous	
2001	1.49 / thous	2.98 / thous	swr-4% incr
2002	1.49 / thous	3.07 / thous	swr - 3% incr
2003	1.49 / thous	3.16 / thous	swr - 3% incr
2004	1.49 / thous	3.25 / thous	swr - 3% incr
2005	1.49 / thous	3.41 / thous	swr - 5% incr
2006	1.49 / thous	3.58 / thous	swr - 5% incr
2007	1.49 / thous	3.69 / thous	swr - 3% incr
2008	1.49 / thous	3.80 / thous	swr - 3% incr
			wtr - 3.8% incr as of July 1st
2009	1.55 / thous	3.95 / thous	swr - 4% incr
2010	1.55 / thous	4.07 / thous	swr - 3% incr
2011	1.55 / thous	4.07 / thous	no increases
2012	1.55 / thous	4.19 / thous	swr - 3% incr
2013	1.55 / thous	4.19 / thous	no increases
2014	1.55 / thous	4.19 / thous	no increases
2015	1.60 / thous	4.19 / thous	wtr - 3% incr as of Mar 1st
2016	1.65/thous	4.31 / thous	swr - 3% incr
2017	1.65/thous	4.44 / thous	swr - 3% incr
2018	1.65/thous	4.57 / thous	swr - 3% incr

The fixed rate for the sewer usage is currently \$8.49 and with a 3% increase it would go up to \$8.74, which would be a \$.25 raise in cost. The current rate per thousand gallons is \$4.44 and with the 3% increase it would be \$4.57, which is a \$.13 raise in cost.