

1                   **SPECIAL SEWER AND WATER UTILITIES COMMITTEE MEETING MINUTES**  
2                                   **TUESDAY, FEBRUARY 11, 2025**  
3                                   **VIA VIDEO CONFERENCE**  
4                                   **(APPROVED VERSION)**  
5

6   The February 11, 2025 meeting of the Sewer and Water Utilities Committee was called to order by  
7   Committee Chairperson Denise Bhirdo at 7:46 A.M.

8  
9   **Present:** Chairperson Denise Bhirdo and members Kurt Harff and Alison Werner

10  
11   **Staff Members:** Village Administrator Julie Schmelzer, Utilities Director Megan Barnes and Utilities Clerk  
12   Kara Kroll

13  
14   **Others:** Laurel Harff

15  
16   **Approval of the Agenda:**

17   *A motion was made by Werner, seconded by Harff that the Agenda for the February 11, 2025 meeting of*  
18   *the Sewer and Water Utilities Committee be approved as presented. Motion carried – all ayes.*

19  
20   **Approval of the minutes:**

21   *A motion was made by Harff, seconded by Werner that the minutes for the January 14, 2025 Sewer and*  
22   *Water Utilities Committee be approved as amended per Werner's requests. Motion carried – all ayes.*

23  
24   **Public Comments and Correspondence**

25  
26   No correspondence was received for this meeting.

27  
28   **Discussion Items:**

29   **a) Wastewater Treatment Plant Operations Report**

30   A copy of the Sewer and Water Utility operations report prepared by Barnes was included in the meeting  
31   packet for the members to review. Barnes gave an update on sludge hauling and said three of the area  
32   operators met and discussed sludge issues that northern Door County is facing. All the area plants are  
33   transferring sludge to NEW Water in 2025. Some of the area plants are looking into using FSO  
34   Management to dewater their sludge and then land apply it in Kewaunee County, but no one has signed  
35   a contract with them yet. The operators would like to meet again, but next time they would like Sturgeon  
36   Bay Utilities to be present to discuss the ongoing sludge issues.

37  
38   Bhirdo questioned the hauler overflow item. Barnes said the hauler left the overflow and the staff had to  
39   clean it up. Barnes contacted the DNR Septage Coordinator and was told that it is the haulers responsibility  
40   to notify the DNR of any spills and it is the haulers responsibility to complete all the forms related to spills.  
41   Barnes notified all the haulers and posted notices at the plant on what needs to be done if there is a spill  
42   in the future. Barnes said there are now cameras installed at the plant, so the utilities can now go back  
43   and look at prior footage if needed.

44  
45   **b) Discuss Marina Billing**

46   Schmelzer reached out to Randy Nesbitt, the Village Attorney, on the Marina billing questions from the  
47   January Sewer and Water Utilities meeting. Nesbitt sent a response letter that was included in the meeting

packet. Lienau asked Nesbitt another question and he is waiting for a response. Further discussion took place at the February meeting, and it was decided that the Marina will be treated like every other customer, and they will have to pay the sewer and water charges going forward. The Marina will have to adjust their budget appropriately. There is no way of accurately calculating the amount of water that is placed in the sanitary sewer system from J dock.

*A motion was made by Bhirdo, seconded by Harff that the Marina will be treated like every other customer and will have to pay the sewer charge and adjust their budget appropriately. Motion carried – all ayes.*

#### **c) Amendments to Ch. 62; Utilities Code**

Barnes reported that she made a few changes to the code since the last meeting and the table of contents still needs to be updated. Barnes asked the committee members if they saw anything that needed updating. Werner questioned the service line sizes on page 58 and noted that an apostrophe needed to be added on page 66. Schmelzer and Barnes are going to see if a public hearing is required or if the Board can approve the changes to the code.

*A motion was made by Bhirdo, seconded by Harff to schedule a public hearing if needed, if a public hearing isn't needed the amendments should go to the Village Board for their approval. Motion carried – all ayes.*

#### **d) Discuss Selling Utilities Parcels in Liberty Grove**

Schmelzer said she was contacted by an individual that was interested in purchasing land the Village owns in Liberty Grove. The Village owns a total of sixty acres in Liberty Grove. The land was purchased for the utilities to apply sludge. Currently the utilities do not land apply sludge, but Barnes would like the utilities to keep the land. The utilities might need the land in the future for land spreading. It was determined that the land will not be sold at this time.

#### **e) WWTP Facilities Study/Review Facilities Study RFP Responses**

The Village received six proposals for the facility assessment, feasibility study, and long-term facilities planning of the wastewater treatment facility. The members reviewed and rated the proposals before the meeting. All three members agreed that McMahon, Strand and Donohue are the top three proposals. McMahon would need to shorten their timeline to September. Strand would need to work with our neighbors and stay within the budget amount of \$30,000.00. Donohue & Associates would need to help explore funding.

*A motion was made by Bhirdo, seconded by Werner that the recommendation is made to the Village Board that McMahon be awarded the contract for the Facility Assessment, Feasibility Study, and Long-Term Facilities Planning of the Wastewater Treatment Facility if they can meet the September first deadline. If they cannot meet that deadline then Strand would be the second choice, but they would have to work with our neighbors and stay within the \$30,000.00 budget. Donohue is the third choice, and they need to agree to explore funding. Motion carried – all ayes.*

Barnes discussed the sports complex RFP briefly. The RFP is for the sewer lateral that will provide service to the new parks maintenance facility. The proposals are due March 4, 2025, and there will not be a March Utilities Committee meeting, so Barnes wanted to make sure that the Committee agreed to award the bid to the lowest bidder. The Engineer sets the specifications, and all companies must go off the specifications. State law states that you must award the contract to the lowest bidder. The bid would go straight to the Board for approval.

**Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or Employee.**

- Conversation on PFA information supplied by McMahon
- Discuss Marina Billing

The next meeting of the Sewer and Water Utilities Committee will be conducted at 7:45 A.M. on Tuesday, April 8, 2025 via Video Conference.

**Adjournment**

*At 8:39 A.M. a motion was made by Bhirdo, seconded by Harff to adjourn the February 11, 2025 meeting of the Sewer and Water Utilities Committee. Motion carried – all ayes.*

Respectfully submitted,



Kara Kroll

Utilities Clerk