

EAGLE LAKE SEWER UTILITY DISTRICT

Of the Town of Dover

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EAGLE LAKE SEWER UTILITY DISTRICT COMMISSION

PUBLIC MEETING MINUTES

MONDAY, APRIL 10, 2023 @ 6:00 PM

4110 SOUTH BEAUMONT AVE (TOWN HALL)

KANSASVILLE, WI RACINE COUNTY

1. **Call to order:** Chairman Sam Stratton called the meeting to order at 6:00pm.
2. **Roll Call:** Sam Stratton Chairman, Mike Shenkenberg Supervisor #1, Jared Guillen Supervisor #2, Marie Frederick ELSUD Commissioner Jeff Bratz ELSUD Superintendent. Absence with prior notification: Jim Kieliszewski ELSUD Commissioner.
3. **Approval of Previous Meeting Minutes March 13, 2023:** Jared Guillen made a motion to approve the March 13, 2023 minutes as presented, seconded by Mike Shenkenberg. VOTE: 4/0 Motion carried.
4. **Approval of Eagle Lake Sewer Utility District (ELSUD) Payables for April 2023:** Superintendent Jeff Bratz provided an overview of the expenditures and financial reports. Jared Guillen made the motion to pay April's expenses of \$102,284.47, seconded by Mike Shenkenberg. VOTE: 4/0 Motion carried.
5. **Public Comments:** A) Chairman Stratton has not received information from the Wisconsin Town's Association regarding transferring ARPA (American Rescue Plan Act) grant funds back to the town. B) Marie Frederick noted that Eagle Lake Improvement Association has new board members and requested another tour of the sewer plant. Jeff Bratz stated that they could work on potential tour dates via email. C) A formal quote from Countyline Contractors has not been received to date for the manhole cover to be lowered at 3001 Oakcrest Drive which was discussed in November of 2022. The owner is asking for an update. Jeff Bratz will request that the work is completed promptly. D) Discussion occurred that sump pumps are not allowed to be hooked to the sewer and downspouts should be directed to the lake rather than the road.
6. **Conserv FS 4302 S. Beaumont Avenue Refund:** The house at 4302 Beaumont was razed and the account became inactive on March 4, 2019. Jeff Bratz witnessed the sewer being capped. Unfortunately, 4300 Beaumont which was in the same structure was not made inactive in the computer billing system until March 6, 2023 when Tom from Kansasville Conserv FS noted that a bill was still being received. Discussion was held that it is the responsibility of the owner to notify the utility immediately anytime ownership, razes, or billing discrepancies occur. Costs such as processing the bills, postage, and research when there are billing concerns are incurred by the sewer department. As a result of the discussion, a twenty-dollar administration fee per quarter was discussed and agreed upon. The initial billed amount for the time period 4300 Beaumont was collected was \$1838.00 minus the \$20.00 per quarter administration fee or \$320.00 resulting in a refund in the amount of \$1518.00 to Conserv FS. Marie Frederick made the motion to refund \$1518.00 to Conserv FS, seconded by Mike Shenkenberg. VOTE: 4/0 Motion carried. (Marie yes, Jared yes, Mike yes, Sam yes) The clerk was instructed to contact the town attorney to have a Statute of Limitation Ordinance created to include the twenty-dollar per quarter administration fee.
7. **Approval of Payment Request Number Three in the Amount of \$622,002.04 from the Financial Disbursement Assistance Program for the DNR:** Jared Guillen made the motion to approve the

payment request of \$622,002.04, seconded by Marie Frederick. VOTE: 4/0 Motion carried. (Marie yes, Jared yes, Mike yes, Sam yes)

8. **Approval of Pay Requests Three and Four from PTS Contractors, Inc.:** Marie Frederick made the motion to approve pay request number three in the amount of \$173,422.50, seconded by Jared Guillen. VOTE: 4/0 Motion carried. (Marie yes, Jared yes, Mike yes, Sam yes) Marie Frederick made the motion to approve pay request number four in the amount of \$488,559.54, seconded by Jared Guillen. VOTE: 4/0 Motion carried. (Marie yes, Jared yes, Mike yes, Sam yes) Discussion took place regarding the construction contract stating that this project should be complete in three days. There currently is no anticipated scheduled construction completion date. However, there is a meeting scheduled with the contractor. Liquidated damages could potentially be assessed at \$250 per day after 4.13.2023. Subject tabled.
9. **Lift Station/Force Main Project Update:** Jeff noted that there is a meeting scheduled at lift station number four to discuss the project which is lagging behind.
10. **Sump Pump Inspector Update:** Sump pump inspections will continue. Jeff explained that he needed a hand installing the antenna at lift station number one. Lucas Shenkenberg, Sump Pump Inspector, assisted Jeff.
11. **Plant Operations Update:** Jeff Bratz explained that the phosphorus numbers look good. Rain flows have increased significantly.
12. **Adjournment:** Jared Guillen made the motion to adjourn at 6:52pm., seconded by Mike Shenkenberg. All were in favor. Motion carried.

Submitted the 3rd day of May, 2023
Camille Gerou, Clerk/Treasurer