

Board Members Present: Dreger, Enburg, Geller, Duerst, Maxwell (2:50 PM)
Staff Present: Wright

1. **Call to Order/Approval of Agenda**

Mark Geller called the meeting to order at 2:30 PM. Motion by Duerst to approve the agenda; 2nd by Dreger. Motion carried.

2. **Approval of meeting minutes from November 17, 2015**

Dreger moved to approve the budget minutes of the 2015 Utility Commission; 2nd by Duerst. Motion carried.

3. **Budget Amendment to 2016 Operating Budget to Authorize the Transfer of Funds from Utility District Reserves to Cover Emergency Repairs to Manhole 10**

Clerk/Treasurer Wright reviewed the details revealed by recent televising of the 10" diameter sewer line leading to and away from manhole #10. This structure is located to the west of Goose Lake in an undeveloped area within an easement of land owned by Dane County. The precast concrete structure was installed by Strand Engineering in 1969. Since its installation, it has settled five to six inches below its original elevation. Wright stated that the vitrified clay pipe leading to and away from the structure has been diverted downward approximately fifteen feet in each direction from the manhole. Wright has consulted with Todd Gebert, an Engineer at Madison Metropolitan Sewerage District and Brent Conwell from Capitol Underground as to possible options for remediation and/or replacement. Both resources that were consulted have experience replacing manholes and both were familiar with this area. The water table is at about six feet below the surface which will require dewatering the location in order to excavate. Brent of Capitol estimated the flow rate to be less than 70 gallons per minute; this is a threshold significant in terms of DNR permitting. This estimated dewatering rate would require the contractor to submit a High Capacity Dewatering Well Application to the Wisconsin DNR at a cost of \$500 and estimated delay of four to six weeks for review and approval. Gebert estimated the project cost to be in the \$30,000 neighborhood whereas Capitol Underground thought \$40,000 would be more realistic unless the Town Utility Commission would consider working under a contract governed by time and materials.

Wright presented a Year-to-Date Budget to Actual report that indicated that \$15,269 remains in the repair and maintenance line of the 2016 Utility District Budget. A transfer of \$9,774 was approved at the November 17, 2015 annual Utility District budget meeting; the current cash and equivalents balance of the Money Market reserve account is \$35,966. The fixed portion of the Utility District reserve fund account held as a Certificate of Deposit is \$40,000. Duerst moved to amend the 2016 Utility District Operating Budget to authorize the transfer up to an additional \$30,000 from the liquid portion of the Utility District Money Market reserve account; 2nd by Dreger. Enburg expressed his concern regarding whether dewatering could destabilize sewer structures currently unaffected. He is interested in establishing elevations so that any changes can be tracked over time. He noted that the settling can now be stabilized which would change the level of urgency needed for seeking a solution. He further noted that the Wisconsin DNR may have a different standard considering that this structure has land categorized as wetlands to the east and west. Enburg wondered if a non-trenching option such as microtunneling and possible elimination of this manhole is an option. There followed a brief conversation regarding the best method for securing quotes and methodologies. Member Maxwell arrived after the motion and discussion had taken place. Duerst, Dreger, Enburg, and Geller voted in favor of the motion and Maxwell abstained; motion carried. Clerk/Treasurer Wright was instructed to identify firms qualified to do the work and investigate the process needed to secure quotes for a project likely to exceed \$25,000.

4. **Discussion with Possible Action to Amend Ordinance 1991-01 to Eliminate an Annual Standby Fee for Lots without Residences and to Require the Connection Inspection Fee be Payable to the Town of Verona Utility District for Lots within the Utility District Whose Owner Request a Service Connection as Recommended by the Ordinance Committee**

Clerk/Treasurer Wright presented the members with the changes to the existing 1991-01 Ordinance as recommended by the Ordinance Committee. Members reviewed the parcels within Utility District #1 that are keyed according to their current use. Wright noted he sought guidance from the Utility Commission at the November 17, 2015 meeting regarding standby fees. The current Ordinance prescribes a fee for parcels

containing buildings meant for human habitation within a reasonable distance from the public sewer service. Of five parcels within the Madison Metropolitan Sewerage District and Town of Verona Utility District #1, only one has a building that was meant for human habitation that is not currently occupied; it is assumed that it was once served by private well and septic. It had been misclassified on the Assessment Roll in the past as a shed, so a standby fee has been applied to the tax bill for only three years. By contrast, a parcel adjacent to the main on Fitchrona Road has a detached garage with the primary residence on a separate abutting parcel. The parcel with the residence is connected to the system and pays the annual fee appropriate for a single family residence. Although the parcel with the garage is not a building meant for human habitation, a standby fee has been collected for many years. Wright was able to substantiate that this property owner has paid \$483 in standby fees since 2002; it is likely that they paid for multiple years before that as well, but those records are not available.

Enburg moved to accept the recommendation of the Ordinance Committee to amend Ordinance 1991-01 to remove the standby fee and delete the definition for reasonable distance as well as to amend the Fee Schedule within the Ordinance to increase the connection fee from \$5 to \$600, to increase the fee for relaying an existing sewer from \$5 to \$100, to increase the fee for the first rough waste opening from \$2 to \$5, and to increase the fee for each additional waste opening from \$2 to \$5 ; 2nd Dreger. Motion carried.

5. **Possible Action to Recommend the Town Board Adopt by Resolution the Amendment to Ordinance 91-1 to Eliminate the Definition of “Reasonable Distance” from Article II (13) of Ordinance 1991-01 and Standby Charges from Article VIII (11)**

Dreger moved to recommend that the Town Board approve the amendment to Ordinance 1991-01 acted upon in item 4; 2nd by Duerst. Motion carried.

6. **Adjourn the Commission Meeting**

Duerst moved to adjourn at 3:18 PM; 2nd by Dreger. Motion carried.

*The Town Board of Supervisors serves at the Utility District Board

Approved: 7/12/2016

John Wright
Clerk/Treasurer, Town of Verona