

CITY OF MEQUON  
WISCONSIN  
\*\*\*\*\*

**Sewer Utility District Commission**

Tuesday, March 24, 2015 – Christine Nuernberg Hall  
MINUTES

PRESENT: Mayor Abendroth, Aldermen Strzelczyk, Pukaite, Leszczynski, Hawkins, Nerbun, Adams.

Aldermen Mayr and Gierl were excused.

STAFF

PRESENT: City Administrator Jones, Finance Director Watson, Director of Public Works/City Engineer Lundeen, Deputy Director of Public Works/Assistant City Engineer Jahncke, and Administrative Secretary Kress.

Mayor Abendroth called the meeting to order at 6:14 p.m.

- 1) The minutes of the meeting held January 20, 2015 were moved for approval by Ald. Strzelczyk, seconded by Ald. Pukaite, and unanimously approved by the Commission as written.
- 2) Director of Public Works/City Engineer Lundeen and Deputy Director of Public Works/Assistant City Engineer Jahncke provided the Commission with three Public Information Brochures which will be available and distributed to residents. Every sewer customer will receive an Illegal Sanitary Connections Brochure in their 2015 spring utility bill, and it will be distributed to residents by the sewer department and building inspection department as needed. The Sanitary Sewer Backup Brochure will be distributed by the sewer department as needed, and the Storm Water in Your Basement Brochure will be distributed by both the sewer department and the engineering department as needed. All three brochures will also be available at City Hall. Director of Public Works/City Engineer Lundeen noted that brochure information will be on the City's website.  
  
Staff and the Commission discussed the layout and content of the brochures. Ald. Hawkins, Ald. Adams, and Ald. Pukaite agreed that the headings should be bigger and more prominent, and Ald. Strzelczyk suggested different colors for each brochure and better direction to the website information. The Commission unanimously agreed that the content of the brochures is good.
- 3) Deputy Director of Public Works/Assistant City Engineer Jahncke presented the Private Property Inflow and Infiltration (PPI/I) Pilot Project Policy for the Commission's review. Staff and the Commission discussed ways to reach out to residents to educate them about the benefits of participation in the program. In addition to the public information meetings the City will hold, Ald. Hawkins suggested working with Homeowners Associations to help spread information, and Mayor Abendroth and Ald. Pukaite suggested casual, informal gatherings and discussions with neighbors to advocate participation.
- 4) Deputy Director of Public Works/Assistant City Engineer Jahncke gave a summary of the revisions made to the Sewer Metering Policy for Commercial Billing of Sanitary Sewer Accounts. The replacement of old or otherwise inaccurate sewer meters throughout the City will improve the measurement and

billing of water usage, and the revised policy will establish defined testing frequency as set by the MMSD Cost Recovery Manual.

Following discussion, it was moved by Ald. Adams, seconded by Ald. Nerbun, and unanimously approved by the Sewer Utility District Commission to recommend Resolution 3287, Sewer Metering Policy for Commercial Billing of Sanitary Sewer Accounts, to the Common Council for approval.

- 5) Deputy Director of Public Works/Assistant City Engineer Jahncke listed and explained the 2015 Sanitary Sewer Capital Improvement Projects. He noted that most of the proposed projects are a continuation of prior years' improvements and upgrades to sanitary sewer lift stations as components age and deteriorate.

Following discussion, it was moved by Ald. Pukaite, seconded by Ald. Strzelczyk, and unanimously approved by the Sewer Utility District Commission to recommend Resolution 3294, 2015 Sanitary Sewer Capital Projects, to the Common Council for approval.

- 6) There being no further business to conduct, the meeting was unanimously adjourned at 6:47 p.m.