

## **BOARD OF SANITARY DISTRICT COMMISSIONERS REGULAR MEETING**

**WEDNESDAY, FEBRUARY 22, 2023, 4:00 P.M. 1100 E. EIGHTH STREET**

The meeting was called to order at 4:00 P.M. by President Tim Smith. Commissioners present were Tim Smith, Tim Werner, Holt L. Edinger and Chris Yagelski.

Staff present for the meeting were:

Milorad Milatovic, General Manager

Steven M. Stanford, Operations Manager

Scott Kistler, Financial Manager

Rachel McCline Human Resources Assistant

Karen Zeiger, Staff Accountant

James B. Meyer, Legal Counsel

Also present for the meeting were:

Mayor Duane Parry

Dan McCoy, Daniel McCoy & Associates, LLC

### **Minutes**

Mr. Edinger made a motion to approve the January 25, 2023, Regular Meeting Minutes – seconded by Mr. Werner. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

### **Public Comment**

None

### **Safety Report**

Mr. McCoy reported that there was one recordable injury in the Refuse Department and one recordable injury in the Water Reclamation Department.

### **Financial Report**

As of January 31, 2023

Operating Fund: \$596,584.96

Horizon Municipal Fund: \$3,688.70

Improvement Fund: \$1,070,696.47

Vehicle Replacement fund: \$204,464.04

Equipment Replacement Fund: \$725,754.00

Operating Grant Fund: \$0.00

Indian Springs Project Fund: \$4,763.01

Whippoorwill Project Fund: \$296.52

SRF Debt Reserve Fund: \$507,421.11

SRF Bond & Interest Fund: \$252,049.13

Storm Water Fund: \$603,739.48

Refuse Municipal Fund: \$1,493.40

Refuse Fund: \$1,363,329.38  
Special Revenue Fund: \$4,728.90  
Levy Excess Fund: \$8,522.14  
Tax Levy Grant Fund: \$4,324.78  
Rainy Day Fund: \$0.00  
Karwick Remediation Fund: \$217,525.33

Mr. Kistler provided the Board with the January 2023 Budget Performance Reports for the Operating, Refuse and Storm Water Funds.

Mr. Kistler advised that he plans to present a **Revised 2023 Salary Ordinance** for approval at the next regular meeting.

#### **Update of Projects**

Regarding the **3.2-Acre Parcel located near Central Maintenance**, Attorney Meyer recommended that Sanitary District officials offer the owners the average of the two lowest appraisals.

Regarding the **6-Acre Land Donation near Hitchcock Facility**, Mr. Stanford reported that BCA Environmental conducted a sampling and analysis plan for the Brownfields Grant Phase II environmental assessment. Mr. Stanford noted that the plan has been submitted to the Environmental Protection Agency (EPA) for their review.

Regarding the **White Ditch Maintenance Project**, Mr. Stanford advised that the skimming portion of the project is complete.

Mr. Stanford reported no updates regarding the **Filter Building Control System**.

Mr. Stanford noted that the **Striebel Pond Gazebo repairs** are near completion.

#### **300 N and U.S. Highway 421 Sewer Project**

Mr. Stanford advised that District Engineer, John Gorczyca attended a progress meeting on February 9, 2023. Mr. Stanford mentioned that the Sanitary District will need to set up two (2) accounts. Mr. Stanford noted that one account will be for the Lift Station and the second account will be for a facility on the north side of I-94. Attorney Meyer recommended that the Sanitary District receive a full transfer of the sewer system in addition to the system being tested before any accounts are established.

#### **Repair of the Sanitary Sewer – 1100 Block of Earl Road**

No updates

**Laboratory Building Structural Evaluation**

Mr. Stanford reported structural concerns regarding the Sanitary District's Laboratory. Mr. Stanford added that DLZ was hired to perform an emergency evaluation of the building.

It was determined that in 1984, the existing building was an addition to the existing Laboratory and Administrative building, which was constructed at an earlier unknown date. It was also noted that the concrete masonry unit had spalled and fallen atop the lay-in ceiling at the southeast corner of the office.

Mr. Stanford advised that he prepared a request for bids for qualified contractors to perform an emergency repair of the building. Mr. Smith asked if the Sanitary District received a full report from DLZ. Mr. Stanford stated no. Mr. Smith recommended that the Sanitary District obtain a full report of the building assessments before a request for bids is issued.

Mr. Smith recommended that the Board have further discussion to determine the best steps for moving forward with the mentioned structural repairs. Due to the urgency on the matter, Mr. Smith recommended that Sanitary District officials move forward with issuing the request for bids, contingent on Mr. Werner's satisfaction of the bid.

Mr. Smith entertained a motion to allow Sanitary District officials to work with Mr. Werner to prepare and issue a request for bids for the Laboratory Building structural repairs. In addition, Mr. Smith entertained a motion to hire a contractor to move materials in the building, allowing DLZ to make a more accurate evaluation of the structure. Attorney Meyer recommended that Sanitary District officials request specifications rather than a full report from DLZ.

Mr. Yagelski made such a motion – seconded by Mr. Edinger. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

Mr. Smith and Mr. Edinger recommended that Sanitary District officials monitor the structure of the Laboratory daily until a contractor is hired to resolve the matter.

Mr. Smith advised that the safety of the staff is the Sanitary District's number one priority. Mr. Smith added that if the staff aren't safe in the building, then it would be ideal to relocate them until the necessary repairs are made.

**Carroll Avenue Sewer Extension**

Mr. Stanford reported that Haas & Associates are under contract to evaluate and prepare a Preliminary Engineering Report.

**Laboratory Accreditation**

Mr. Stanford advised that Microbac Laboratories performed an internal audit. Mr. Stanford noted that Microbac Laboratories is committed to issuing a complete report of the audit by the end of February 2023.

**RFB for WWTP Digester Maintenance and Holding Tank Mixing**

Mr. Stanford mentioned that this repair is estimated to be over \$150,000.00.

**RFQ/RFB for EV Utility Vehicles**

Mr. Stanford advised that he attempted to issue a request for proposals for two (2) EV Utility Vehicles. Mr. Stanford noted that he plans to follow up and make a recommendation at the next Regular Meeting.

**RFQ/RFB for Lincoln Avenue Sewer Replacement**

Mr. Stanford reported that the Sanitary District entered into a contract with Haas & Associates LLC to survey the sewer and issue a replacement plan and specifications.

**431 Washington Street Lateral/Tap Replacement**

Mr. Stanford recommended approval, allowing the Sanitary District to enter a contract with J&B Excavating for the mentioned project.

Mr. Werner made such a motion – seconded by Mr. Edinger. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**Michigan Boulevard Storm Water Green Infrastructure Maintenance – 2023**

Mr. Stanford submitted an agreement with ServiScope, LLC for the mentioned project and recommended approval of the same.

Mr. Yagelski made such a motion – seconded by Mr. Werner. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**Karwick Nature Park Habitat Restoration Monitoring**

Mr. Stanford submitted a Professional Services Agreement with Weaver Consultants Group LLC, for the corrective action habitat mitigation monitoring and reporting project.

Mr. Stanford added that this contract is not to exceed \$10,625.00 and recommended approval of the same.

Mr. Edinger made such a motion – seconded by Mr. Werner. There being no further question or comment on the matter, the motion carried 4 – 0 in favor.

**MCSAN Staff Monthly Reports**

Mr. Stanford submitted monthly staff reports for the Board's review.

**Mayor Parry Comments**

Mayor Parry mentioned a property on **South Ohio Street occupied by Calumet Pallet**. Mayor Parry explained that there is a lateral that was removed and not replaced from a previous project. Attorney Meyer noted that Structure Point was the contractor for the mentioned project.

Mayor Parry thanked Mr. Stanford for his efforts working with the Park Department to convert the water system for the splash pad in Washington Park.

**Attorney Meyer, Legal Counsel**

Attorney Meyer reported that a lawsuit has been filed regarding the Town of Long Beach reimbursement.

Mr. Edinger made a motion to approve and allow **Revenue and Tax Levy Claims for Payment** – seconded by Mr. Yagelski. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

**Old Business**

Mr. Edinger asked if the Sanitary District is on track with the issuance of its year-end reports. Mr. Milatovic stated yes.


Mr. Edinger thanked Mr. Stanford for including the final report of the 2017 Brownfields Grant.

**New Business**

None

Mr. Werner made a motion to adjourn the meeting – seconded by Mr. Yagelski. There being no question or comment on the matter, the motion carried 4 – 0 in favor.

Next Regular Board of Commissioners Meeting – **Wednesday, March 22, 2023 – 1100 E. Eighth Street at 4:00 P.M.**



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Holt L. Edinger, Secretary