

VILLAGE OF EPHRAIM

FOUNDED 1853



Wastewater Committee Agenda

Monday, August 7, 2023, 9:00 AM

Village Hall 9996 Water Street

NOTE: This Meeting of the Village Wastewater Committee will also be held via teleconferencing. It will be available to the public to attend in person or by computer, phone, tablet, or dial-in. Connection information is included below in this notice.

1. Call to order
2. Changes in Agenda
3. Previous minutes June 26, 2023.
4. Visitors' comments.
5. Ephraim Wastewater Operator in Charge Report.
6. Discussion and recommendation of Ephraim Village Cottages/ Water Street Real Estate LLC REU assignments (Ephraim Village Cottages Condo boundary parcel #121320000).
7. Visitors' comments.
8. New business for next meeting.
9. Adjournment.

WW Committee Meeting

Aug 7, 2023, 9:00 – 11:00 AM (America/Chicago)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/623946653>

You can also dial in using your phone.

Access Code: 623-946-653

United States: [+1 \(646\) 749-3122](tel:+16467493122)

**It is possible that a quorum of the Village Board or other Village Committees may be present at the meeting. However, no action will be taken by any other Board or Committee unless specifically noticed.*

Date 8/2/2023

Andrea Collak, Clerk

Village Administrative Office

Visitors' Center

Post Office

Website www.ephraim-wisconsin.com

Emailed to WDOR/Peninsula Pulse

Kim Roberts, Deputy Clerk

VILLAGE OF EPHRAIM

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Wastewater Committee Minutes Monday, June 26, 2023, 9:00 AM

Present: Karen McMurtry- Chair, Dennis Jewell, Michael McCutcheon, Bruce Nelson, Jim Peterman

Staff: Brad Rasmusson – Wastewater Manager/Operator in Charge, Andrea Collak – Clerk/Treasurer

1. **Call to order:** The meeting was called to order by Chair - McMurtry and a quorum is present for this meeting.
2. **Changes in Agenda:** None
3. **Previous minutes – Minutes from June 5, 2023**

Nelson moved, McMurtry seconded to approve June 5, 2023, meeting minutes as presented, all ayes, and the motion carried.
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4. **Visitors' comments:** None
5. **Ephraim Wastewater Operator in Charge Report:** Rasmusson reviewed the WW, WWT, and SS OIC reports as included in the agenda packet. Wastewater duties were completed according to schedule.

May 30th, EIC “emergency call in” was called for a common alarm; the operator on call missed the call due to lawnmowing. I responded from Sturgeon Bay to find the lift station was having communication issues again. We disabled the alarm and relied on the backup communication system; the problem cleared the next day.

On June 1st, 3,016 gallons of aluminum sulfate were delivered to the plant for phosphorus removal.

On June 14th, Rasmusson showed Dan Oakley how to do a proper shock waste of solids due to bulking in the aeration basin.

Rasmusson spent several days gathering information and entering data on the WI DNR Compliance Maintenance Annual Report.

During FyrBal week, the Wastewater Department helped set up the event itself and the takedown of the event.

The month of June 2023:

There were 64 in-house bacteria tests completed, 70 water tests, and 6 clean water tests. 4 holding tank pump-outs and 2 septic pump-outs/problems. There was 1 emergency call-in.

6. **Discussion and consideration of the 2022 WI DNR eCMAR report and resolution:** Compliance Maintenance Annual Report (CMAR) is a self-evaluation tool that promotes the owner’s awareness and responsibility for wastewater collection and treatment needs, measures the performance of wastewater treatment works during a calendar year, and assesses its level of compliance with permit requirements. The governing body of a publicly owned treatment works shall pass a resolution that verifies its review of the CMAR, summarizes recommended or corrective actions if necessary, and authorizes the submittal of the eCMAR form.

Rasmusson reported that categories such as Influent Flow and Loading, Effluent Quality and Plant Performance (BOD/CBOD, Total Suspended Solids, Ammonia – NH₃, Phosphorus), Biosolids Quality and Management, Staffing and Preventive Maintenance, Operator Certification and Education, Financial Management, Sanitary Sewer Collection Systems received a 4.0 overall Grade Point Average (GPA) Grade A with no corrections or deficiencies at the time of the regular meeting of the Wastewater Committee.

After a short discussion, Chair-McMurtry signed the Village of Ephraim, Resolution 02-2023 Wisconsin Department of Natural Resources, NR 208 – Compliance Maintenance Resolution.

Rasmusson will submit 2022 WI DNR eCMAR this week.

7. **Visitors' comments:** None
8. **New business for next meeting:** Sewer/Hauler Rates Discussion. The next meeting is Monday, August 7th, 2023, at 9:00 AM.
9. **Adjournment**

McMurtry moved, McCutcheon seconded to adjourn the meeting, all ayes, and the motion carried.
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Recorded by,
Andrea Collak- Clerk/Treasurer

August 7, 2023
Ephraim WW, WWT, SS
Manager OIC Report
As of 7/31/2023



Po4 lab setup-complete with lab cleanup: 7-6 & 7-20

EFF samples sent to Pace Analytical LLC for EFF arsenic/ammonia testing:7-12

Ph testing: Five times per week as required.

TSS, BOD labs with lab cleanup: Twice per week as required.

I had some repair work done on the pumper truck “Betty” welded some patches in the hose beds, mounted toolbox, and touch-up paint.

Repaired grit dumpster drain.

WW Emergency call in for Justin, grinder station failure on N. Shore Rd. needed to be pumped out for repairs. 7-2

Maint. Emergency call in for Brad tree fell in the intersection of Anderson and Moravia leaving debris that needed to be cleaned up. 7-5

Maintenance completed on blower room exhaust fan, belt adjustment, and greased. 7-6

EDMR submitted 7-17

Shock waste solids 7-26

Dewatered and hauled out 5 loads of sludge. 7-27

Ephraim Well Water Testing, July 2023:

Number of Water Tests: 104 618 for the year so far

In House Bacteria: 104

Clean Water Testing: 0

Ephraim Septage Service:

Holding Tank Pump Outs: 16

Septic Pump Outs / Problem 1

Emergency Call Ins: 2

Weather:

Precip: 2.75 inches rain/snow

Snow: 0 inches

Max Temp: 85

Min Temp: 47

Respectfully submitted,

Brad Rasmusson

Village of Ephraim

Wastewater Manager

**Village of Ephraim
REU Status Review**

Date: 7/31/2023

Property Address: 3082 Larson Lane - main office address.

Parcel(s) #: The condo boundary parcel # is: 121320000/EPHRAIM VILLAGE COTTAGES CONDO and consists of 13 parcels total. Please note that some buildings are split into two parcels.

- EVC: 11 parcels: 121320003, 121320004, 121320005, 121320006, 121320007, 121320008, 121320009, 121320010, 121320011, 121320012, & 121320013.
- WRE: 2 Parcels: As of 4/11/2023 - 121320001 & 121320002 (9890 Water Street Unit 1 and Unit 2) were sold to Water Street Real Estate LLC - LaLonde).

Owner: Larson Properties of Door County dba Ephraim Village Cottages "EVC" (11 parcels) - Water Street Real Estate LLC "WRE" (2 parcels)

Current REU: 6.5

Sewer Account Number: 354



Notes:

Daryl and Ruann Larson, owners of Ephraim Village Cottages, have requested that 9890 Water Street, Units 1 and Unit 2 (2 separate parcels/entrances - duplex) be removed from their sewer account due to a recent real estate sale.

The two parcels that sold in April 2023, 9890 Water Street Units 1 & 2, need their own sewer account number and REU assignments.



ACTION ITEMS:

- 1) The Wastewater Committee needs to review and assign a new REU status for the remaining 11 parcels for Larson Properties of Door County/ Ephraim Village Cottages to be recommended to the Village Board.
- 2) The Wastewater Committee needs to establish REUs for the 2 parcels at 9890 Water Street to create the 2 separate accounts for the 2 parcels (121320001 & 121320002) for Water Street Real Estate LLC - LaLonde for recommendation to the Village Board.

ADDITIONAL INFORMATION:

Before 2020, Ephraim Village Cottages was one parcel. In 2020, it was condominiumized thereby separating the property into 13 separate parcels and became Larson Properties of Door County dba Ephraim Village Cottages. In April of 2023, 2 parcels were sold (9890 Water Street Units 1 & 2) however, they are still part of the rental pool for Ephraim Village Cottages per the property website.

Ephraim Village Cottages -Lodging property composition:

3095 Birch Street #3 is a duplex - 2 separate units with 2 separate entrances- "Cozy Brook North and South" (occupancy 2 people for each unit) (total 4)

3093 Birch Street #5 is a duplex - 2 separate units with 2 separate entrances- "Shady Rest North and South" (occupancy 4 people for each unit) (total 8)

3085 Birch Street #7 is a single unit - "Wee One" (occupancy 3 people)

9849 Hidden Spring #8- is a single unit- "Cedars" (occupancy 4 people)

9847 Hidden Spring #9 is a single unit - "Sunnyview" (occupancy 2 people)

3082 Hidden Spring #13 - Host Home and Office

3084 Larson Lane #12 is a single unit- "Meadowview III" (occupancy 6 people)

3088 Larson Lane #11 is a single unit- "Meadowview II" (occupancy 6 people)

3095 Larson Lane #10 is a single unit- "Meadowview I" (occupancy 4 people)

9890 Water Street #1 and #2 is a duplex -"Bayview I and II"- * these units are the requested parcels to be removed from the account (occupancy 6 people for each unit) (12 total for both units)

*** ALL OF THE UNITS ABOVE WITH THE OUTLINED OCCUPANCY FOR ACCOUNT 354 WERE ASSIGNED 6.5 REU ***

Estimated prior REU calculation: all units assigned .5 = 6.5 REU (duplex would = 1.0)

Based on that calculation the committee could reduce the REU status with the removal of a duplex (1.0 REU): 5.5 REU

Recommendation of WW OIC:

The recommendation is to lower sewer account number 354 (Ephraim Village Cottages) from 6.5 to 5.5 REU until such time a full REU review of sewer properties within the Village can be conducted.

The recommendation is to establish 1.0 REU for parcel # 121320001-9890 Water Street #1 and 1.0 REU for parcel #121320002 - 9890 Water Street Unit 2 (both units are under the same roof) until such time a full REU review of sewer properties within the Village can be conducted.

Determination by the WW Committee:

Date of Determination by WW Committee

Approved by the Village Board on:

Letter sent to owner(s):

Applicable Chapter 13 Ordinance provisions:

Sewer Service Charges.

1. In General. Sewer service charges shall be charged to each user based on the methods in this section.
 2. Sewer Service Charge Rates and Adjustments. Sewer service charge rates shall be established by recommendation of the Wastewater Committee and resolution of the Village Board based on a residential equivalent user (REU) system. The Wastewater Committee and Village Board shall review and adjust sewer service rates on a biennial basis, as necessary to meet the sewerage system's operation, maintenance, and replacement costs.
 3. General Method for Determining Service Charge.
 - a. Components of Charge. Charges for sewer service use shall consist of a charge for the collection, treatment, and disposal of normal domestic wastewater, and surcharges for the treatment and disposal of waste components discharged to the sewerage system in excess of those appearing in normal domestic wastewater. The sewer service charge includes the annual operation and maintenance costs and replacement fund costs.
 - b. Calculation of Charge. The total sewer service cost shall be allocated to each user on the basis of a residential equivalent user (REU) system. REUs are assigned to each user based on the best information reasonably available to the Village regarding the quality of wastewater (domestic vs. high strength) and volume contributed by individual or class of users.
- (c) Individual Monitoring.
1. The Wastewater Committee may specify methods of measuring or estimating flows from users of the sewerage system. The Committee may direct the installation of meters in as many locations within the sewerage system, on private sewers, or within private plumbing as may be deemed necessary by the Village to get reasonably accurate indications of contributed sewage. Owners may install shunts to allow water usage for lawn watering or similar purposes where the water does not enter the Village sewerage system. In the event the Wastewater Committee determines the subsequent need for installation of a water meter as previously described, the owner will be responsible for any additional costs associated with removing or relocating said unit. See §13.11 EMC for penalties for tampering or bypassing.
 2. The Wastewater Committee may determine the composition of contributing sewage and thereafter impose additional charges to that user if treatment of that sewage requires additional processing. The Committee may also impose special charges for such matters as inspections, meter replacement or upgrades, monitoring of samples, and the like.
- (d) Capital Costs Charge. A Village-wide tax levy shall be included within the general tax levy of the Village for Village governmental purposes starting with the tax levy adopted in December of 1987. The amount of such levy for each year will be that portion of the year's principal and interest (P&I) due for debt retirement that relates to the sewerage system, divided into a mil rate based on the current property valuation. The levy on sewered properties includes the P&I for both the Wastewater Treatment Plant and the collection system; the levy on non-sewered properties includes P&I only for that portion attributed to the Wastewater Treatment Plant and outfall line.
- (e) Hauled Waste Charge. Any party that discharges or contracts to have discharged, wastes from holding tanks, septic tanks, or similar sources to the sewerage system shall pay a hauled waste charge. These charges will be based on the actual cost to treat holding tank or septage gallonage, calculated by the same methods used for sewer service charges in §13.07(4)(b) EMC.

Current practices as demonstrated by previous REU assignments as recommended by the Wastewater Committee to the Village Board for approval:

✓ **8-2-21:**

Discussion and recommendation regarding REU status charge for the following properties:

10431 Water St, Parcel ID 121270005, Peninsula Music Festival Inc.

10435 Water St, Parcel ID 121270001, Abby von Heimburg

10439 Water St, Parcel ID 121270002, Corey Geiger

10441 Water St, Parcel ID 121270004, Hondo Properties LLC

Salfi noted that this particular group of structures right up at the intersection of Stock Ln, Town Line Dr, and Water St, across from the lavender shop that discharge into the VOE collection system was at one time owned by a single owner. The owner was assessed REU status of 1.43 for quarterly sewer billing. Since that time there are 4 different properties, 4 different parcels, and 4 different owners. Salfi suggested each of these properties is assigned REU status of 1.0 which is following a single structure dwelling on the property. Committee members had no issue with the proposal.

Motion per Peterman to approve REU status of 1.0 for each of the above-mentioned properties and pass it onto the Village Board, seconded by McCutcheon, all ayes and the motion carried.

✓ **11-1-21:**

Discussion and recommendation regarding the change in REU status for properties:

Parcel#: 121240043A / 3038 Spruce Street / Punkaj Gupta / REU 1.0 to 1.5

Parcel#: 121210001C / 9916 Water Street / Cassidys Cottages / REU 1.0 to 1.5

Parcel#: 121270002, 121270003 / 10437, 10439 Water St Units 2 & 3/ Corey Geiger/REU 2.0 to 1.5

Salfi noted that he is working with the new deputy/utility clerk Kim Roberts on REU status assessments throughout the Village. Salfi explained that the first two parcels have rental units and assigning higher REU status was pretty straightforward. Kim Roberts can check if there is a rental income coming into a parcel.

The third property with double parcels and double address; 10437 & 10439 Water Street; had been assigned the REU status of 2.0 because there are two different parcels, two different fire numbers, and two different entrances. Each of them got 1.0 REU status assigned. The owner of the property requested a change in the REU status stating that the building only has one kitchen and is going to be rented as a single unit. Speaking with Brent Bristol, they came up with the idea of 1.5 REU status which would be a single property with multiple dwellings (on one parcel). Dwelling does not require a kitchen, only a restroom facility, and running water.

Motion per McMurtry to approve REU changes for Parcel#: 121240043A / 3038 Spruce Street / Punkaj Gupta / REU 1.0 to 1.5; Parcel#: 121210001C / 9916 Water Street / Cassidys Cottages / REU 1.0 to 1.5; Parcel#: 121270002, 121270003 / 10437, 10439 Water St Units 2 & 3/ Corey Geiger/REU 2.0 to 1.5, seconded by Nelson, all ayes and motion carried.

✓ **12-6-21**

Discussion and recommendation regarding the change in REU status for properties:

Parcel#: 121110002 / 10102 Water Street Unit 2/ Moorhead Family Trust/ REU 0.6 to 1.0

Parcel#: 121110001 / 10090 Water Street Unit 1 / Main Cottage LLC / REU 0.6 to 1.0

Salfi noted that the property used to be a condo association. Since then, the property got broken up into two different parcels with two different owners. Salfi cannot explain why the properties were assigned 0.6 REU in the past. Currently, both properties discharge into our collection system. Salfi recommended changing the REU status for these parcels with dwellings from 0.6 to 1.0.

Motion per McMurtry to recommend REU changes for Parcel#: 121110002 / 10102 Water Street Unit 2 / Moorhead Family Trust / REU 0.6 to 1.0; Parcel#: 121110001 / 10090 Water Street Unit 1 / Main Cottage LLC / REU 0.6 to 1.0, seconded by McCutcheon, all ayes and motion carried.

✓ **1-3-22**

Discussion and recommendation regarding review of REU status for properties: 10431, 10437, 10439, & 10441 Water Street:

Salfi stated that there was a request from the owner of 10435 Water Street to review the REU status. He added that the owner felt that they should be assessed a different fee as part of a condo association. There is nothing in the ordinance, Salfi said, that outlines that condo associations should be charged a different REU. Salfi asked Roberts to review similar examples within the Village in which the same REU status has been applied to condo associations.

Roberts stated that Ephraim Condos on Larson Lane, Ephraim Yacht Harbor on Water Street, Knudson House on Water Street, 10451 & 10453 Townline, Anderson House Condo on Moravia Street and Shorewood Village on Water Street all have REU's assigned to each parcel in the condo association.

Salfi recommended in accordance with current practices that the four (4) parcels remain at 1.0 REU status as was decided by the Committee and the Village board at meetings last month.

All agreed.

Abby Von Heimburg, the owner of 10435 Water Street, stated that her sewer goes across that lot and it joins with 10439 and 10431 then it goes to the Village sewer. The sewer line does not go in front of each of our little cottages. I have been paying forty seven (\$47.00) dollars a year and now I will be paying over four hundred forty dollars (\$440) a year. That is ten (10) times more with no Village services that have changed. We get our sewer from Water Street, if that is the case, she said, there should be a sewer line in front of each our cottages. But to just pay for the upkeep of the sewer line, she said, is not fair.

Salfi stated that one (1) thing that is not looked at when REU status is assigned is the number of stubs. The lateral is a private lateral that connects to the three (3) structures. It goes to a single stub which is not the Village's. He stressed REU status is not assessed by stubs.

Von Heimburg stated that we are going to be each charged individually even though we only have one (1) line going into the Water Street sewer system.

Salfi stated the REU status is not assessed by the number of stubs.

Corey Geiger, owner of 10437 & 10439 Water Street asked what caused the Village to review the situation. He went on to say that the cottages were seasonal and can't be used in the

winter. They are quite a bit different than 10441. 10431 is a business which is used year-round. These questions pertain to what Von Heimborg is discussing.

Salfi replied that seasonal usage is not taken into consideration when assigning REU status. What is taken into consideration is number of dwellings on a property. Usage is not part of the calculation of the REU status, he stressed. He went on to say there was an extensive review of properties in the Village, not just this property, in which some REU statuses were changed and some were not.

✓ **2-28-22:**

Discussion and recommendation regarding the change in REU status for the following properties:

Parcel#: 121-24-0038E / 3060, 3062, 3056, 3058 Church Street / Lars Topelmann

Parcel#: 121-38-0004 / 9842 Water Street / Doman LLC

Parcel#: 121-38-0005 / 9820 Brookside Lane / Doman LLC

Parcel#: 121-01-12312743F / 10329, 10331 Water Street / Cliffhanger LLC

Salfi presented overhead displays of the properties in question.

Salfi noted that Kim Roberts, deputy-clerk/utility clerk, has been going through different properties and checked their REUs. One of the properties was parcel# 121-24-0038E with four fire numbers listed currently at 1.0 REU. There is Pearl Wine Cottage restaurant, art gallery, residence, and a small cottage. Salfi recommended changing the REU status for this parcel from 1.0 REU to 2.0 REU for Pearl Wine Cottage and residential dwelling. Peterman believes that the art gallery also has a bathroom. Nelson would be more comfortable knowing what the facilities are rather than making some assumptions. Salfi noted that the suggestion of 2.0 REU is under the assumption, what Salfi considers to be knowledge of the property and that there are at least two buildings that contribute to the sanitary sewer. Bristol agreed that for now, we know that two out of four buildings have facilities. The possibility is to approve two and stay tuned on the other building (art gallery). McCutcheon agreed. If they are granted their wishes and the art gallery becomes another business, they will be acknowledged to get another REU, added McCutcheon.

Motion per Nelson to recommend REU changes for Parcel#: 121-24-0038E/ 3060, 3062, 3056, 3058 Church Street/ Lars Topelmann from 1.0 REU to 2.0 REU, seconded by McCutcheon, all ayes and motion carried.

✓ **8-1-22:**

Review of REU status for the following properties:

2854 Shannon Square, Parcel # 121300004, owner Inn the Door LLC – Scott and Julie Barnes

2849 Shannon Square, Parcel # 1210112312741M, owner Scott, and Julie Barnes

10352 S Bella Vista Ln, Parcel # 1210112312743N, owner Colin Welford

9846 Water Street, Parcel # 1210123312711N, owner Marilee Hickey – Alfon Jensen Cottages

9939 Water Street, Parcel # 1210124312723A1, owner Evergreen Beach Real Estate LLC

Salfi presented overhead displays of the properties in question and explained the changes.

Nelson moved, McCutcheon seconded to recommend REU changes for Parcel#: 121-3000-04/2854 Shannon Square/ Inn the Door LLC/Scott and Julie Barnes from 1.0 REU to 1.5 REU, seconded by McCutcheon, all ayes and motion carried.

Nelson moved, McMurtry seconded to recommend REU changes for Parcel#: 121-01-12312741M/2849 Shannon Square/Scott and Julie Barnes from 1.0 REU to 1.5 REU, all ayes and motion carried.

Nelson moved, McMurtry seconded to recommend REU changes for Parcel#: 121-01-12312743N/10352 S Bella Vista Lane/ Colin Welford from 1.0 REU to 1.5 REU, all ayes and motion carried.

McMurtry moved, McCutcheon seconded to recommend REU changes for Parcel#: 121-01-23312711N/9846 Water Street/Marilee Hickey-Alfon Jensen Cottages from 1.11 REU to 1.5 REU, all ayes and motion carried.

Nelson moved, McCutcheon seconded to recommend REU changes for Parcel#: 121-01-24312723A1/9939 Water Street/ Evergreen Beach Real Estate LLC from 1.3 REU to 1.5 REU, all ayes and motion carried.