



MONROE COUNTY STORMWATER MANAGEMENT BOARD

August 12th, 2020 AT 3:00 PM

(Please remember the Board meetings have been shifted to the second Wednesday for the year)

[The meeting will be held remotely](#)

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES FOR – July 8th, 2020***
- III. NEW BUSINESS**
 - a. Stormwater Expenditure Report - July
- IV. OLD BUSINESS**
 - a. Report on fee rate study
 - b. Report status of drainage ordinance review
- V. ADJOURNMENT**

* Action required to approve/deny

+ Attachment included

Date of next meeting: September 9, 2020

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact Monroe County Title VI Coordinator Angie Purdie, (812)349-2550, apurdie@co.monroe.in.us, as soon as possible but no later than forty-eight (48) hours before the scheduled event.

Individuals requiring special language services should, if possible, contact the Monroe County Government Title VI Coordinator at least seventy-two (72) hours prior to the date on which the services will be needed.

The meeting is open to the public.

MONROE COUNTY STORMWATER MANAGEMENT BOARD

JULY 8, 2020, AT 3:00 P.M.

(Meeting held remotely via Zoom app)

Members Present: Lee Jones (Chair), Penny Githens, Trohn Enright-Randolph, Julie Thomas

Members Absent: None

Staff: Donna Barbrick (Secretary), Terry Quillman (MS4 Coordinator), Connie Griffin (MS4 Assistant Coordinator), David Schilling (Legal), Brady Egan (Tech Services)

Others: James Faber, CATS, Jonathan Stewart

Call to order: Lee Jones called the meeting to order at 3:28 p.m.

APPROVAL OF MINUTES FOR JUNE 11, 2020 AND JUNE 24, 2020

Jones asked if there was a motion to approve the June 11, 2020, meeting minutes. Trohn Enright-Randolph motioned for approval. Julie Thomas seconded. Terry Quillman called the roll: **AYES** from Trohn Enright-Randolph, Julie Thomas, Penny Githens; **ABSTAINING**, Lee Jones. Motion carried by three votes with one abstention.

Jones asked if there was a motion to approve the June 24 meeting minutes. Githens motioned to approve. Thomas seconded. Quillman called the roll: **AYES**, Trohn Enright-Randolph, Julie Thomas, Penny Githens, and Lee Jones. Motion carried **unanimously**. Githens noted she sent corrections to Connie Griffin. Trohn thanked Donna Barbrick for her work on the minutes.

NEW BUSINESS

Election of Officers for 2020

Quillman said he'd like to thank Barbrick for looking through the past meeting minutes to find a record of election of officers for 2020 and said apparently we did not vote for officers for 2020, so that is the first thing on my agenda.

Jones asked would anyone like to make a nomination. Thomas said if we need to do that, I move to make it official for Lee Jones as chair and Penny Githens as vice chair. Trohn seconded the motion. Quillman called the roll. Vote: **AYES**, Jones, Thomas, Trohn, Githens. Motion accepted **unanimously**

Meeting Schedule

Thomas motioned to hold the November meeting on the tenth at 3 p.m. Githens seconded the motion. Quillman called the roll. Vote: **AYES**, Jones, Thomas, Trohn, Githens. Motion accepted **unanimously**.

Expenditure Report for June 2020

Terry Quillman gave a summary of expenditures for the month of June. He noted that the Cherry Lane drainage improvements project would be back on the bottom of the report starting next month because he will be trying to get the crews out to replace culverts.

James Faber had a comment and asked about year-to-date being 67% already. Quillman said I think I am in good shape. He said I'd have to look into it; I have been watching it pretty closely.

Application and Inspection Fee Schedules provided for discussion.

Quillman went over exhibits provided in the meeting packet with fee schedules from four other counties. He said I chose Boone County, Hendricks County, Hancock County and Johnson County. He said all four of the counties that I pulled start with a base fee and then additional fees per lot or per acre and not breaking it down in too much detail. He said I think there is something to learn there. He said as we redo the ordinance we need to be thinking about permit fees that are in the ordinance now and then later on, we could draft an ordinance that would define the permit fees. Schilling said that is correct.

Thomas said I get looking at other counties. She said it seems to me that for single lot permits that that it would be simple just to have a flat fee. She said but for the larger developments, I would say that it would be preferable given our staffing to require them to use an outside consultant but that consultant would have has to be approved in advance by the MS4 Coordinator maybe. She said then if a company falls into disrepute because they have made some specious recommendations on stormwater, then the MS4 Coordinator could remove them from the list. She said my question is related to the comparatives. She said in this case, I get why the comparisons were pulled but if you look at Johnson County, it's very flat and they are not going to have the same issues with stormwater as we do. She said we could look at some hilly parts of the state or even other states. She said thank you. Quillman said that's no problem. He said I was just trying to get local communities that are comparable in size. He said my goal was just to show you how other communities are formatting.

He said I like the idea of the flat fee and then an hourly rate charged for the review. He said the downside is the administration of it. He said if it's done out of house through a consultant then they would be doing that and giving us the invoice so they could be paid prior to the permit and the administration would not be nearly as bad. Trohn said I like that idea; I am curious if there is a hybrid approach.

Quillman said my major concern is to keep the permitting straightforward; otherwise, it could turn into a nightmare.

Continued discussion for Board questions from previous June meetings.

Quillman said I was concerned that maybe the Board may have wanted to discuss some of these items a little more so I put this on the agenda to provide that opportunity.

Schilling said to Quillman, I did want to say something about your communication with Gregg. He said the rate study is supposed to be more like here is what we want to do, what kind of rate would we have to charge each year to accomplish a five-year plan. He said the study is supposed to justify the rate that you want.

Stormwater Board and FSG agreement

Thomas asked do we need to vote on the contract. Schilling said yes, if you want to get it going but there needs to be instructions for Gregg on what he needs to analyze. Thomas can we do a motion on this with a note that the project scope will have to be explained or clarified. Schilling said that is fine. Quillman said what I would like to do is write another email to explain the parameters and I will run that by you first. Githens said I would like to get this moving forward. Trohn said yes, if we are able to add the additional content. He asked if there was a not-to-exceed amount. He said you could take that up at the Commissioners meeting but is that anything we want to have in place. Thomas said I don't mind the range for this group because it would have to have a not-to-exceed for the Board of Commissioners to approve it.

Thomas motioned to approve the contract with FSG Group with some revision and clarification on the scope based on the discussion in today's meeting. Githens seconded. Jones asked if there was public comment. There was none. Quillman asked for the vote by roll call: AYES, Githens, Jones, Trohn, Thomas (unanimous). Motion approved.

Quillman said he would run it up to your office for signatures. Schilling said that can be signed by the Commissioners.

Civilcon Quote

Quillman said that the Cherry Lane project is complete. He said upstream from that there are about eight driveways where the undersized culverts that are there could be removed and replaced with 6-foot by 3-foot concrete boxes. He said we have a quote from Civil Con for \$117,000 to cover the 180 feet of boxes. He said we are under contract with Civil Con to provide this product for the year and they have offered to go ahead and build the structures and hold them on site and then as we schedule the culvert replacement for a particular drive, they would invoice us for it. He said I put this on the agenda at the eleventh hour because we weren't sure if Lisa (Ridge) could sign it or if it had to get commissioners' signatures. He asked if there were any questions.

Thomas asked about the money being appropriated in the correct line. Quillman said we have money in that line to cover it. Schilling said this is not a service, it's a supply, and we have a contract with these people to supply us this product and if SWMB wants to approve it and authorize Lisa to sign it or if SWMB wants to sign it I think that's okay. Quillman said we will be putting in thirty foot sections for each driveway and my plan is to have the crew put one in and then catch back up with calls for support and then maybe we can get in three or four this summer. He said they would not all be done at once.

Jones asked if a motion was needed. Trohn said we need to approve; anything above \$25,000 the SWMB needs to be approved. He said this board approves it and then it does not necessarily need to go to the commissioners since it is not a service agreement.

Jones asked if there was a motion. Githens said I move that we allow Lisa Ridge to sign off on the contract that would allow us to purchase the culverts. Thomas seconded. Quillman asked for the vote by roll call: AYES from Githens, Jones, Trohn, Thomas (unanimous). Motion approved.

Jones asked if there was anything else before adjournment.

Trohn said I might reach out in the next week to cover a couple more things. Thomas said I finally sent out the notes on the ordinance to Terry and to Dave.

Faber said I have some comments on undersized culverts. He talked about flooding in northern Wisconsin and asked about areas in the county that might need larger culverts. Quillman said I am sure there are; we are doing what we can. He said the homes along Cherry Lane are built so low that it goes back to the red flag I am trying to raise about allowing homes to be built in areas that flood. He said the best thing I can do is get changes in the ordinance and then monitor the situation more closely because rainfall amounts are increasing.

Meeting adjourned at 4:11 pm.

Minutes approved: _____

Signed:

Secretary:

Chair

Donna Barbrick

STORMWATER EXPENDITURE REPORT - JULY

Acct No.	Account Description	Individual Invoices	Account Total \$	Monthly % used	YTD % used
10's					
	Labor	46127.25			
	Fringe (Health, Clothing, FICA, Perf)	38239.64			
			\$0.00	0.00%	44.48%

20's					
20001	Office Supplies		76.06		
21170	Field Crew Supplies		499.25		
23411	Fleet Maintenance		907.13		
23940	Seed/Mulch/Compost/Plantings		115.49		
23950	Pipes		7,655.12		
23960	Backfill Material/Pavement Repair		3,056.27		
			\$12,309.32	8.82%	46.07%

30's					
30061	On Call Contracting Services (flaggers)		125,885.44		
	- Van Buren Inlet Repair	125,636.41			
	- Interns (Work Study Program)	249.03			
30219	Disposal Fees (Street Sweepings)		40.00		
30321	Professional Fees		840.00		
	-Grant Assistance	840.00			
30330	Public Education & Participation		1,250.00		
	- Calendars 2021	1,250.00			
30700	Gas, Oil, Lube		1,517.90		
36003	Utilities (Hydrant Meters)		202.84		
38230	Rental of Equipment		1,929.50		
	- Rent Bobcat/Bucket (Gifford Rd)	354.00			
	- Rent Mini Excavator/Bucket (Cooper Rd, Sunday Dr, Mt Carmel Rd)	1,162.50			
	- Rent Bobcat/Bucket (Mill Run Ct)	413.00			
39288	Stipp Rd/Moores Creek #16 & #4		1,200.00		
	- Task Order 4	1,200.00			
			\$132,865.68	15.49%	91.60%

40's					
			\$0.00	0.00%	309.91%

Acct No.	Contract Items	Contract Amount	Previous Billings	Current Billing	Total Billed	Percent Complete
39222	Baby Creek #3 SW	337,000.00	219,984.97		219,984.97	65.28%
39288	Stipp/Moores	444,418.60	378,081.20	1,200.00	379,281.20	85.34%
30061	M.C. Garage - Construction	218,800.00	0.00		0.00	0.00%

			0		
			Monthly % used	YTD % used	
JULY Total			\$145,175.00	8.35%	75.48%