

Water and Sewer Utility Commission Meeting Minutes
Monday, January 18, 2010

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:00 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Roger Kaas
Jim Rath
Dick Stewart*

Others Present

*Gary Rosenbeck, Engineer
Chad Olsen, Engineer
Sam Pociask, McMahon, GIS
Bruce Genskow, MCO
Kathy Mader, Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Rath second. Motion carried.***
- 4) Approval of Minutes – Nov. 16, 2009 – ***Benz moved to approve the November 16, 2009 minutes. Rath second. Motion carried.***
- 5) Citizen Comments on Agenda Items –
- *Jason Wiese, High Cliff State Park, item 10)a*
- Deprez moved to amend the agenda to allow discussion of item 10) a. Benz second. Motion carried.***
- 6) Finance Clerk
- a) Disbursement of Financial Reports – ***Kaas moved to accept the Disbursement of Financial Reports as presented. Rath second. Motion carried.***
 - b) *Shenanigans*: Update on request by owners to have PSC review billing – *nothing to report.*
- 7) Village Engineer
- a) Water Pipeline Project: Update – *Rosenbeck reviewed January 4, 2010 Construction Report.*
 - b) Aerator: Consider proposal for funding aerator reconfiguration – *Commissioners request the Village Administrator to present financing options for funding the reconfiguration at the February meeting. Benz moved to TABLE. Kaas second. Motion carried.*
 - c) Cover for aeration basin: Consider possible cover(s) and funding solution(s) – *Rosenbeck committed to researching a cover option that would be funded for under \$25,000. Benz moved to TABLE. Kaas second. Motion carried.*

- 8) Utility Operator
a) *Incident Reports – 12/23/2009; 01/07/2010 – reviewed.*
- 9) Old Business
a) Proposed GIS equipment & data upgrade: Consider approval of GIS database creation and maintenance – *Commissioners request to readdress the proposal at such time the budget has adequate cash to fund the purchase and/or at such time the equipment will be beneficial to the growth of the Village. Commissioners requested Genskow to inquire of his MCO supervisor whether or not the addition of the proposed equipment would lower the annual contract for services. Benz moved to TABLE. Deprez second. Motion carried.*
- 10) New Business:
a) High Cliff State Park: Request to replace water line serving High Cliff State Park Marina and concession areas – *Wiese stated the current water line would be abandoned. Genskow strongly suggests, if a second meter is purchased by the state park and placed after the existing meter (on the pole), the meter shall be to plumbing code, be the size proposed by the project engineer, and have a back-flow preventer at the marina which is registered with the state and shall be inspected annually. Commissioners request the Village Administrator provide the state park with permitting and inspection requirements for the proposed project. Rath moved to TABLE until the February meeting. Kaas second. Motion carried.*

b) Consider update to On-Site System Condition Assessment (Fire Lane 12 & 13) – Oct. 2001 (McMahon) – *Benz supports further discussion and believes current septic systems in this area are inadequate. Commissioners request the Village Administrator to provide an update from the November 2009 Plan Commission meeting at which the Sewer Service Area Plan was discussed with a representative from the East Central Wisconsin Regional Planning Commission. Rath moved to TABLE. Benz second. Motion carried.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences
a) Relocation of trailer dumping station – Request for information (WisDNR; Nov. 18) – *Commissioners request the Administrator require a permit for the project.*

b) Application for ARRA (American Recovery & Reinvestment Act) funds to support placement of aerator(s) & aeration basin cover costs (McMahon; Dec. 19) – *Rosenbeck stated the permit has been submitted.*

c) WWTF exceeds of 10,000 kWh of power usage (We Energies; Jan. 8, 2010) – *Genskow will address.*
- 13) Adjournment – ***Benz moved to adjourn at 9:19 p.m. Deprez second. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Water and Sewer Utility Commission Meeting Minutes
Monday, February 15, 2010

- 1) Call Meeting to Order/Roll Call – *Temporary Chair Benz called the meeting to order at 7:03 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Roger Kaas
Jim Rath*

Absent

Dick Stewart, excused

Others Present

*Jennifer Schaff, Engineer
Chad Olsen, Engineer
Randy Much, MCO
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – ***Benz moved to discuss agenda item 9)d prior to discussion of agenda item 9)a. Kaas second. Motion carried.***

Kaas moved to approve the agenda as amended. Deprez seconded. Motion carried.

- 4) Approval of Minutes – Jan. 18, 2010 – ***Rath moved to approve the January 18, 2010 minutes as presented. Deprez seconded. Motion carried.***

- 5) Citizen Comments on Agenda Items – *None*

- 6) Finance Clerk

- a) Disbursement of Financial Reports – ***Kaas moved to approve the Disbursement of Financial Reports. Rath seconded. Motion carried.***

- b) *Shenanigan's*: Update on request by owners to have PSC review billing – *Commission instructed Mader to request clarification from PSC in regard to the 1/20/2010 email response (Mary Zegers).*

- 7) Village Engineer

- a) Water Pipeline Project: Update – *Reviewed report.*

- 8) Utility Operator

- a) Consider/Approve new chlorine contact points at WWTF: Installation of chlorine contact points (est. \$2671.52; MCO) – ***Benz moved to TABLE until 2011 Budget discussion. Rath second. Motion carried.***

- b) Cross-Connections to water system: Consider request to increase MCO Annual Contract compensation to perform residential cross-connection inspections, per NR810.15 – *Much explained the new requirements are imminent and will increase*

the operator work load and thus increase the annual contract compensation. Potential costs will be presented at the March meeting.

- c) Truck: Possible 'small claims' action against vendor (informational) – Genskow stated the Vendor, Fox Valley Truck, had been instructed to inform him (Genskow) if the estimated repair charges would exceed \$150. Vendor did not inform Genskow the cost would exceed \$150. A bill in the amount \$789.44 was received from the Vendor. Friday has requested the Village attorney to contact the Vendor.
- 9) Old Business
- a) Proposed GIS equipment & data upgrade: Consider approval of GIS database creation and maintenance – **Rath moved to approve the MCO proposal, not to exceed \$9,000, for data collection and the McMahon proposal, not to exceed \$15,750, for scope and services. Kaas seconded. Motion carried.**
 - b) Aerator: Consider proposal for funding aerator reconfiguration – *No action taken. Commission discussed possible funding option of using \$80,000 from Sewer Impact Fees, up \$50,000 from the Equipment Replacement Fund, and CWF/SDW loan for the remainder as recommended by the Administrator.*
 - c) Cover for aeration basin: Consider possible cover(s) and funding options – **Rath moved to TABLE discussion until the March meeting. Benz second. Motion carried.**
 - d) Consider update to *On-Site System Condition Assessment* (Fire Lane 12 & 13) – Oct. 2001 (McMahon) – **Kaas moved to approve the investigation of adding this area to the Sherwood 2030 Sewer Service Area and to authorize McMahon to prepare a proposal to update the 2001 study, not to exceed \$2,400, with the cost split between water and sewer funds. Rath second. Motion carried.**
- 10) New Business:
- a) Water Main Replacement Project(s): Consider/Approve *Land Surveying & Engineering Services Contract* to replace water main portion(s) of up to three (3) segments (Lump Sum per project: 1 = \$11,700; 2 = \$10,000 3 = \$19,900; McMahon) – **Kaas moved to approve Land Surveying & Engineering Services Contract to replace water main portion(s) at STH 114/55 (\$11,700) and Clifton Road (\$10,000), not to exceed \$21,700. Rath second. Motion carried.**
 - b) Request for temporary water service: High Cliff Harbor Commission request for water service from hydrant due to leaking water system in H.C. State Park – **Rath moved to approve the request for water service from High Cliff Harbor Commission. Kaas second. Motion carried.**
 - c) Consider/Approve *Collective Bargaining Agreement* (3-years) with Bargaining Unit (AFSCME; Local 1362) – **Kaas recommended approval of the Collective Bargaining Agreement (3-years) with Bargaining Unit (AFSCME; Local 1362). Rath second. Motion carried.**
- 11) Complaints & Compliments: *None*

12) Correspondences

- a) Request for temporary water service to High Cliff Harbor (Brian Mahony; Feb. 8)

13) Adjournment – ***Kaas moved to adjourn at 9:01 p.m. Deprez second. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Water and Sewer Utility Commission Meeting Minutes Monday, March 15, 2010

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:01 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Roger Kaas
Jim Rath
Dick Stewart*

Others Present

*Gary Rosenbeck, Engineer
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Rath moved to approve the agenda. Benz second. Motion carried.***
- 4) Approval of Minutes – Feb. 15, 2010 – ***Rath moved to approve the February 15, 2010 minutes, as presented. Benz second. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Disbursement of Financial Reports – ***Rath moved to accept the Disbursements of Financial Reports. Kaas second. Motion carried.***
- b) *Shenanigan's*: Update on request by owners to have PSC review billing – *Mader reported she had emailed Mary Ziegler, PSC, as directed at the February meeting. Ms. Ziegler responded that she would consult with the PSC water department and reply in the future.*
- 7) Village Engineer
- a) Water Pipeline Project: Update – *Reviewed report.*
- b) Well #5/Pumphouse: Discuss possible system change, to include amending *Pipeline Project* plans – *a special meeting was set for Monday, March 22, 2010 to discuss possible system alternatives and related costs.*
- c) *On-Site System Condition Assessment Report of Fire Lane 12 & 13; Oct. 2001; McMahon*): Consider/Approve *Contract for Services Agreement* – ***Benz moved to approve Contract for Services Agreement with McMahon in the amount \$2,400. Rath second. Motion carried. Per Rosenbeck, he will write a letter and Sherwood will send it regarding the design, layout and capacity of the existing Waverly sewer collection system and the connected City of Menasha sewer transportation system. Rosenbeck, also, stated East Central Regional Planning will provide information regarding number of existing residences in the study area and condition assessment of each on-site system and, as well as, information regarding non-developable areas or environmentally sensitive areas in study area.***

- 8) Utility Operator
- a) Hydrant Rod Replacement contract: Consider MCO request to perform service contract (\$40 p/hydrant) to replace fire hydrant rods – ***Kaas moved to decline MCO request and instructed the Administrator to contact Davies Water Services to perform the service at no cost to the Village, per correspondence received 11/3/2008. Benz second. Motion carried.***
- 9) Old Business
- a) Aerator: Consider proposal for funding aerator reconfiguration – ***Benz moved to approve financing proposal per March 10, 2010 memo from Village Administrator. Rath second. Motion carried. Commission requested the March 11, 2010 email message from Amy Manthey, Baker Tilly, in regard to Use of Replacement Fund, be included in the packet information. Rosenbeck noted SWDF grant and borrowing information will be available in June. Commissioners stated they are only interested in grant monies not borrowing.***
 - b) Cover for aeration basin: Update – *reviewed more options.*
 - c) Cross-Connections to water system: Consider request to increase MCO Annual Contract compensation to perform residential cross-connection inspections, per NR810.15 – ***Stewart moved to TABLE. Rath second. Motion carried.***
- 10) New Business: *None*
- 11) Complaints & Compliments: *None*
- 12) Correspondences
- a) Sherwood 2030 Sewer Service Area Update(East Central Regional Planning; Mar. 9)
- 13) Adjournment – ***Benz moved to adjourn at 9:10 p.m. Kaas second. Motion carried.***

Respectfully submitted for review and action by Kathy Mader, Finance/Utility Clerk

**Water and Sewer Utility Commission Special Meeting Minutes
Monday, March 22, 2010**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 4:30 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

*Roger Kaas, excused
Others Present
Gary Rosenbeck, Engineer
Bruce Genskow, MCO
Jennifer Schaff, Engineer
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Deprez seconded. Motion carried.***
- 4) Approval of Minutes: *None*
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk – *NTR*
- 7) Village Engineer
- a) Well #5/Pumphouse: Consider/Approve possible system change, to include amending *Pipeline Project* plans, and recommend changes (as needed) to Village Board regarding project financing, including *Tax Increment Financing* component of project – *Rosenbeck distributed information packets regarding options for Well #5 and Booster Pump. Rosenbeck discussed the three Well # 5 options and the two Booster Pump options.*
- 1) ***Benz moved to recommend the Village Board approve Booster Pump Retrofit not to exceed \$12,028. Deprez seconded.***
- Discussion: *Rath expressed his desire to have the Motor Replacement, approximately \$2,400, be included in the motion.*
- Benz – Aye, Deprez – Aye, Stewart – Aye, Rath – Nay. Motion Carried.***
- 2) ***Benz moved to TABLE discussion of Well #5 options. Rath seconded. Motion carried.***
- 8) Utility Operator – *NTR*
- 9) Old Business – *NTR*

10) New Business: *None*

11) Complaints & Compliments: *None*

12) Correspondences: *None*

13) Adjournment – ***Benz moved to adjourn at 5:21 p.m. Rath seconded. Motion Carried.***

Respectfully submitted for review/approval by Kathy Mader, Finance/Utility Clerk

Water and Sewer Utility Commission Meeting Minutes
Monday, April 19, 2010

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:01 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

Roger Kaas, excused

Others Present

*Gary Rosenbeck, engineer
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Rath moved to amend the agenda, moving forward discussion of item 9) a. Deprez second. Motion carried.***
- 4) Approval of Minutes
- a) March 15, 2010 – Regular Meeting – ***Rath moved to approve the March 15, 2010 minutes as presented. Deprez second. Motion carried.***
- b) March 22, 2010 – Special Meeting – ***Rath moved to approve the March 22, 2010 minutes as presented. Benz second. Motion carried.***
- 5) Citizen Comments on Agenda Items
- *Larry Trucco High Cliff Restaurant re. Item 9)a*
- 6) Finance Clerk
- a) Disbursement of Financial Reports – ***Rath moved to accept the disbursement of financial reports with the addition of the \$144.48 invoice for Public Service Commission. Stewart second. Motion carried.***
- b) *Shenanigan's: Update on request by owners to have PSC review billing – Mader reported no settlement amounts have been received from the PSC. Mader received a telephone response on April 15, 2010 from David Prochaska in regard to the February inquiry. Prochaska stated, since the BASE meter was not tested within two years, the back-bill will be for 24 months worth of the monthly average.*
- 7) Village Engineer
- a) Water Pipeline Project: Update – *report reviewed. Rosenbeck presented April 14, 2010 meeting notes of the coordination meeting for the Appleton to Sherwood Water Transmission Line/Metering Station at which the size of the antenna tower for the metering station was discussed.*

As a part of the water pipeline project, Rosenbeck explained a temporary by-pass of one of the water treatment processes is scheduled for April 22-April 28, 2010 and residents may experience an unpleasant odor coming from the water during the by-

pass. Friday reported a notice has been scheduled to be posted in the Kaukauna Times and the Appleton Post Crescent on Thursday, April 22, as a courtesy to the customers, as well as on the Village website and a message on the office answering service.

- b) *On-Site System Condition Assessment Report of Fire Lane 12 & 13: Update – Friday distributed April 14, 2010 correspondence received from Waverly Sanitary District.*
 - c) *Well #5/Pumphouse: Consider/Approve system change, to Pipeline Project plan and recommend changes, as suggested by Village Board (new motor) – **Stewart moved to recommend the Village Board approve the purchase of the motor replacement in lieu of attempting to recondition the existing motor in the amount \$2,290 plus 5% contractor mark-up. Benz second. Motion carried.** The total project cost for the replacement of existing Booster Pump, approved at the March meeting, w/ 40-hp motor is \$14,570.*
 - d) *Consideration of replacement of Well #5 pump – Commission directed Rosenbeck to present three options with list of costs and pros and cons for the May meeting.*
 - e) *Consideration of engineering proposal for replacement of WWTP aerator – **Benz moved to approve McMahon Scope of Services for replacement of WWTP aerator in the amount \$32,500. Rath second. Motion carried.***
- 8) *Utility Operator*
- a) *Repairs to Utility Work Truck: Consider/Approve repair request (Dreher Collision Center; \$745.50) – **Benz moved to approve Dreher Collision Center estimate in the amount \$745.50 to repair the utility work truck. Deprez second. Motion carried.***
 - b) *FOG Policy and Users Update (Fats, Oils and Grease) – reports reviewed. Commission directed Mader to send a copy of the water by-pass public notice to all the commercial customers.*

Other Discussion Item – Genskow explained the chlorine scale at the well has started to fail and needs to be replaced at an approximate cost of \$2,500. Genskow will provide Friday with an estimate from Hawkins.

- 9) *Old Business*
- a) *High Cliff Golf Course test well: Consider/Approve request for outside vendor to (closing well) – from Sept / Oct, 2009 meeting; 3 Quotes from Larry Trucco) – **Rath moved to approve \$2,722.50 estimate from C & C Water to abandon the High Cliff Restaurant well. Deprez second. Motion carried.** After the motion, Friday stated the Village will issue a check on 4/20/10, payable to High Cliff Restaurant.*
- 10) *New Business: None*
- 11) *Complaints & Compliments: None*

12) Correspondences

- a) *Meter Availability for water users (Badger Meters; March 16) – reviewed. No consideration at this time.*

- b) *US 10 & WIS 114 Corridor Studies regarding future roadway improvements (WisDOT; April 7) – reviewed.*

- c) *Fire Lane 12 & 13 Study Update regarding Village of Sherwood Sewer Service Area (Town of Harrison; April 12) – Commission requests continued updates.*

13) Adjournment – ***Benz moved to adjourn at 8:35 p.m. Rath second. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Water and Sewer Utility Commission Meeting Minutes
May 17, 2010**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:01 pm with roll call:*

Present

*Bob Benz
Milan Deprez
Jim Rath
Roger Kaas
Dick Stewart*

Absent

*None
Others Present
Gary Rosenbeck, Engineer
Jennifer Schaff, Engineer
Bruce Genskow, MCO
Randy Friday, Administrator
Susan Williams, Village Clerk*

- 2) Pledge of Allegiance– *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Rath 2nd. Motion carried.***
- 4) Approval of Minutes – April 19, 2010 - ***Benz moved to approve the Minutes of April 19, 2010 as presented. Rath 2nd. Motion carried.***
- 5) Citizen Comments on Agenda Items - None
- 6) Finance Clerk
- a) Disbursement of Financial Reports - ***Rath moved to accept the disbursement of financial reports and invoices as presented. Kaas 2nd. Motion carried.***

Clerk Williams informed the Commission that the Impact Fees in the amount of \$128,750 have been transferred from the water utility checking and special funds – impact fees account to repay TIF for the Tower project per PSC and Auditors.

- b) *Shenanigan's*: Update on request by owners to have PSC review billing

Williams reported that the PSC will be providing the calculation to resolve this situation prior to the next Commission meeting.

- 7) Village Engineer
- a) Water Pipeline Project: Update – Engineer Schaff reviewed 5/5/2010 Construction report.
- b) *On-Site System Condition Assessment Report of Fire Lane 12 & 13*: Update – Engineer Rosenbeck reviewed the 4/27/2010 East Central Wisconsin Regional Planning Commission letter. Rosenbeck stated Schaff will go to Waverly Sanitary District to acquire information to report back to the Commission.
- c) Consideration of replacement of Well #5 pump (Back-up Water Supply) – Rosenbeck reviewed Well #5 Pump Replacement Report from April 20, 2010.

Stewart inquired the cost of abandoning both wells, Rosenbeck responded approximately \$20,000.

Benz stated his concern that the cost to abandon the well is \$10,000 and the value of that well is \$50,000, even though there are cost savings, once it is abandoned it is gone.

Kaas inquired as to the non-operational costs of the wells that should be considered.

Rath stated the 2 wells were paid for by previous rate payers and inquired if the wells could be used by the golf course. Rosenbeck responded possibly and individuals to pose the question to are not present.

Rath moved to accept option #1 of the Well #5 Pump Replacement Report from April 20, 2010, which states Well #5 & Well #6 In Service; cost \$15,322 for new 30-HP submersible pump for Well #5. Benz 2nd. Stewart – nay, motion carried.

Schaff stated that there is an additional \$2,000 to \$2,500 cost for a moisture sensor for the pump.

Rath moved to reconsider the motion. Benz 2nd. Motion carried.

Rath moved to accept option #1 of the Well #5 Pump Replacement Report from April 20, 2010, which states Well #5 & Well #6 In Service; cost \$15,322 for new 30-HP submersible pump for Well #5 and \$2,000-\$2,500 for moisture sensor for the pump (total cost of \$17,322 to \$17,822). Benz 2nd. Stewart – nay, Deprez – nay, motion carried.

8) Utility Operator

- a) Water Main Break (Sunset Lake Court) – Genskow reviewed incident report 5/7/2010.

McMahon will update the water main break map with additional breaks and provide Administrator Friday an updated pdf.

- b) Chlorine Scale purchase: Genskow reviewed Hawkins Chemical Inc quote for Chlorine Scale.

Genskow stated the permanent booster will be installed May 25 – 28, 2010 and residents will be notified as to the possible change in the aesthetic quality of the water during that time.

Genskow further stated that the hydrants are completely painted.

Lastly, Genskow informed the Commission that there was an accident with the Utility truck from backing up into a skid steer at Well #5.

Benz inquired of Genskow the cost to remove the phosphorus at the wastewater treatment plant. Genskow will research and report back to the Commission.

9) Old Business: None

10) New Business:

- a) New Meter Station & Well #5 Pumphouse: Consider/Approve *Change Order #1* for retrofitting & replacing Booster Pump Motor (\$14,569.70; Miron Construction)

Benz moved to approve change order #1 for retrofitting & replacement Booster Pump Motor (\$14,569.70 Miron Construction), increasing project contract price to \$259,507.70. Kaas 2nd. Motion carried.

- b) *Red Flags Rule* (Identity Theft Prevention Program): Williams presented the policy.

Rath moved to approve the Red Flags Rule policy as changed. Benz 2nd. Motion carried.

11) Complaints & Compliments: None

12) Correspondences

- a) Water Transmission Main Replacements(s): Intent to Apply and Project Priority Score relative to Safe Drinking Water Loan Program (Wis. DNR; April 27) – Rosenbeck reviewed letter.

- b) *Fire Lane 12 & 13 Study Update* regarding Village of Sherwood Sewer Service Area (East Central Wisconsin Regional Planning Commission; April 28) – Commission requests continued updates.

13) Adjournment - ***Benz moved to adjourn at 8:14 p.m... Deprez 2nd. Motion carried.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

**Water and Sewer Utility Commission Meeting Minutes
Monday, June 21, 2010**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:01 p.m. with roll call -*

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

Roger Kaas, excused

Others Present

*Jennifer Schaff, Engineer
Jeff Kellner, Engineer
Anthony Kappell, Engineer
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Deprez moved to approve the agenda. Benz second. Motion carried.*
- 4) Approval of Minutes – May 17, 2010 – *Benz moved to approve the May 17, 2010 minutes. Rath second. Motion carried.*
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Disbursement of Financial Reports – *Benz moved to accept the Disbursement of Financial Reports as presented with the addition of the \$887.48 invoice to Public Service Commission of Wisconsin. Deprez second. Motion carried.*
- b) *Shenanigan's*: Update on request by owners to have PSC review billing – *Mader explained the back-billing documentation received from Peter Wong, PSC. Commission was in agreement to offer Shenanigans an extended deferred payment agreement of eight equal payments, if requested, for the \$1,743.59 amount due after difference adjusted, per PSC back-bill.*
- 7) Village Engineer
- a) New Water Supply: Project update – *Schaff reported on the progress. Kellner handed-out and discussed updated report (June 21, 2010).*
- b) Re-consider replacing Well #5 pump (for use as future back-up water supply source) – *Deprez recommends approval of additional cost to replace Well #5 pump in the amount \$16,600 to keep well in operation. Benz Second. Motion carried. Stewart nay.*

- 8) Utility Operator
- a) Vehicle Repair: Consider/Approve repair – **Stewart moved to authorize MCO to accept the Dreher Collision Center \$703.50 proposal to repair the utility truck and to be responsible for payment. Rath second. Motion carried.**
 - b) Automatic Meter Readers (AMR): Badger Meter discontinuing product line – *Commission instructed Genskow to inquire with Badger Meter the possibility of purchasing a bulk supply of the product and to get competitor options, if applicable.*
 - c) Well status report: Discuss operations prior to switching to Appleton water supply – *Kellner discussed installing a new back-up booster pump at well #5/6 and the possible complications of the main booster pump in the event it fails during installation of the new back-up pump. Genskow will follow-up with Friday regarding quotes for new lights and exhaust fan at the well.*
 - d) FOG Report status: Fats, Oils & Grease inspections at local businesses (update) – *Genskow reported all the inspections were completed for the quarter, including the seasonal ice cream stores, and found no changes.*
- 9) Old Business: *None*
- 10) New Business:
- a) New Water Supply: Consider/Approve Change Order #6 (\$756.45; Miron Constr.) for reimbursement of permit costs to Town of Harrison – **Rath recommends approval of Change Order #6 in the amount \$756.45 for reimbursement of permit costs to the Town of Harrison. Stewart second. Motion carried.**
 - b) New Water Supply: Consider Change Orders to project based on Miron Construction and McMahon Engineering input –
 - **Rath recommends approval of Change Order #7 in the amount \$1,091.25 for additional wiring for valve position and common alarm output which was not included in bidding documents. Stewart second. Motion carried.**
 - **Rath recommends approval of Change Order #8 in the amount \$3,074.39 to replace existing 5 KVA transformer and panel with a 10 KVA transformer and larger 24 circuit panel and receptacle in the pump room. Benz second. Motion carried.**
 - **Rath recommends approval of Change Order #9 in the amount \$549.34 to replace recently installed, corroded stainless steel pipe drop in reservoir at Well #5. Deprez second. Motion carried.**
 - c) Public Fire Protection (fire hydrant rental): Consider/Approve recommended annual PFP amount to be paid by water utility (bills) and/or tax levy (tax levy). Current annual rate of \$164,900 (100% tax levy) is anticipated to increase to \$204,000 – **Benz recommends the annual Public Fire Protection, fire hydrant rental, be paid 100% by the tax levy. Stewart second. Motion carried.**

- d) Aerator replacement: Consider/Approve direct purchase of wastewater treatment plant aerators by Village to avoid contractor up-charge cost – **Rath moved to approve direct purchase of wastewater treatment plant aerators by the Village to avoid contractor up-charge cost. Benz second. Motion carried.**
- e) Annual Consumer Confidence Report (CCR): Annual report – **Benz moved to accept the 2009 Consumer Confidence Report (CCR) as presented. Rath second. Motion carried.**
- f) Recommend approval of *Resolution #2010-10* approving the Village of Sherwood 2009 *Compliance Maintenance Annual Report (CMAR)* – **Benz recommends approval of Resolution #2010-10 approving the Village of Sherwood 2009 Compliance Maintenance Annual Report (CMAR). Rath second. Motion carried.**

11) Complaints & Compliments: *None*

12) Correspondences

- a) Reimbursement for plan modifications to water supply project (McMahon; June 4) – *reviewed.*
- b) Water conservation and construction rules (Public Service Commission; June 4) – *reviewed.*
- c) Clean Water Fund project ranking score: Aerator replacement (Wis. DNR; June 4) – *reviewed.*
- d) *On-Site System Condition Assessment Report of Fire Lane 12 & 13: Acknowledgement of financial commitment (Waverly Sanitary District; June 11) – reviewed.*
- e) *On-Site System Condition Assessment Report of Fire Lane 12 & 13: Sherwood information collection via McMahon (E-mail correspondences; June 15) – Schaff stated she will continue to work with Waverly Sanitary District.*

13) Adjournment – **Benz moved to adjourn at 8:59 p.m. Deprez second. Motion carried.**

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Water and Sewer Utility Commission Meeting Minutes
July 19, 2010

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:00 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

Roger Kaas, excused

Others Present

*Gary Rosenbeck, McMahan
Jennifer Schaff, McMahan
Chad Olsen, McMahan
Bruce Genskow, MCO
Randy Much, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Rath second. Motion carried.***
- 4) Approval of Minutes – June 21, 2010 – ***Benz moved to approve the June 21, 2010 minutes. Deprez second. Motion carried.***
- 5) Citizen Comments on Agenda Items
- David T. Van Elzen, Sherwood Lions, W5223 Schaefer Rd, Menasha re item 9)a

Benz moved to amend the agenda and discuss item 9)a immediately. Deprez second. Motion carried.

- 6) Finance Clerk
- a) Disbursement of Financial Reports – *at the suggestion Schaff, the Water Well Solutions invoice, \$1852, was removed from the in-progress payables, to be further reviewed by the Village Clerk and Schaff. Benz moved to accept the Disbursement of Financial Reports, as amended. Rath second. Motion carried.*
- 7) Village Engineer -
- a) Discussion new phosphorus rules & TMDL limits – *Olsen presented the commission with a hand-out and discussed the proposed rules and limits as they relate to the Village of Sherwood.*
 - b) Water Transmission Main: Update – *Schaff reviewed the report provided in the packet. Rosenbeck distributed a detailed hand-out of project change-orders.*
 - c) Aerator: Consider/Approve procurement method & project timing – *Commission suggested only the aerators be purchased by Eimco and directed the engineer to present a bid package for the control panels at the August meeting.*

- d) Water Quality: Discuss chlorine residual level of new water – *Rosenbeck informed the commission, as of July 1, when the Village connected to Appleton water, the water is treated with combined chlorine not free chlorine. Rosenbeck reiterated the need to chlorinate the water if use of the back-up well(s) is needed.*
- e) Proposed Rate Structure: Consider/Approve recommended rate structure to PSC – ***Rath moved to approve the alternative proposal proposed by McMahon. Deprez second. Motion carried.***

8) Old Business: *None*

9) New Business:

- a) Sherwood Lions Football program: Annual request for water usage support from Water Utility – ***Rath moved to recommend approval of annual request for water which shall be paid with 1/3 Village of Sherwood funds, 1/3 Sherwood Water & Sewer Utility funds, and 1/3 Town of Harrison funds, not to exceed maximum \$300. Benz second. Motion carried.***
- b) Pay Request #2 for Meter Station & Well #5 modifications: Consider/Approve Pay Request #2 for work thru May 31 (Miron Constr.; \$79,478.89) – ***Stewart moved to recommend approval of Pay Request #2 to Miron Construction in the amount \$79,478.89 for work through May 31, 2010. Benz second. Motion carried.***
- c) Change Order #2 to Water Transmission Main: Consider/Approve Change Order #2 for work locating water main at Timberline Drive intersection (Hietpas; \$3,906.25) – ***Rath moved to recommend approval of Pay Request #2 to Don Hietpas & Sons in the amount \$3,906.25 for work locating water main at Timberline Drive intersection. Benz second. Motion carried.***
- d) Consider/Approve placement of fencing around new meter station in Town of Harrison – ***Deprez moved to approve placement of fencing around new meter station in Town of Harrison. Benz second. Motion carried. Commission directed engineer to present cost proposals at the August meeting.***
- e) Replacement water meter sets: Consider/Approve purchase of 500-600 replacement sets in advance of Badger Meter discontinuing product line – ***Rath moved to approve the purchase of 600 replacement sets in advance of Badger Meter discontinuing product line. Benz second. Motion carried.***
- f) Water Transmission Main Replacement: Consider/Award bid(s) to PTS Construction in project area(s):
 - STH 55/114 (Contract #S0011-900288-A): \$128,965
Benz moved to award the bid to PTS Construction in the amount \$128,965. Rath second. Motion carried.
 - Clifton Road (Contract #S0011-900288-B): \$123,454
Rath moved to award the bid to PTS Construction in the amount \$123,454 subject to PSC approval of request for the new water rate structure and increase to go into effect no later than October 1, 2010. Deprez second. Motion carried. Commission directed engineer to request PTS to entertain a bid extension.

- g) Sanitary Manhole Replacement: Consider/Approve bid to PTS Construction on Timberline Drive & Sundown Court (Contract #S0011-90288-C): \$40,900 – **Rath moved to TABLE. Stewart second. Motion carried.**

- 10) Utility Operator
 - a) New Water Supply: Report on operational switch-over and current conditions – *Genskow reported the operations are going well.*

 - b) Water Main Break: W4910 Sunset Lake Court – *Genskow stated this is the second break in the area this year, the first break occurred in May.*

- 11) Complaints & Compliments: *None*

- 12) Correspondences
 - a) *Notice of Telephonic Hearing (Water Rate Case–Public Service Commission; July 12) – Friday stated the hearing is scheduled for August 16, 2010 at 10:00 a.m.*

- 13) Adjournment – **Benz moved to adjourn at 9:56 p.m. Depez second. Motion carried.**

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Water and Sewer Utility Commission Special Emergency Meeting Minutes
Friday, July 23, 2010**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 12:01 p.m. with roll call*

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

*Roger Kaas, excused
Others Present
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Deprez second. Motion carried.***
- 4) Citizen Comments on Agenda Items – *None*
- 5) Finance Clerk – *NTR*
- 6) Village Engineer – *NTR*
- 7) Utility Operator – *NTR*
- 8) Old Business – *NTR*
- 9) New Business:
a) New Water Rate Structure (Rate Case): Consider/Approve PSC-recommended water rate per 1,000 gallons and meter base rate – ***Benz moved to approve PSC alternative proposal, contained in 7/22/2010 correspondence, to be effective 9/1/2010. Stewart second. Motion carried.***
- 10) Complaints & Compliments: *None*
- 11) Correspondences: *None*
- 12) Adjournment – ***Benz moved to adjourn at 12:19 p.m. Deprez second. Motion carried.***

**Water and Sewer Utility Commission Meeting Minutes
Monday, August 16, 2010**

- 1) Call Meeting to Order/Roll Call – **Kaas moved to appoint Benz as acting chair. Rath second. Motion carried.** Benz called the meeting to order at 7:02 p.m. with roll call:

Present

Bob Benz
Milan Deprez
Roger Kaas
Jim Rath

Absent

Dick Stewart (excused)

Others Present

Bruce Genskow, MCO
TJ Lamers, MCO
Jeff Kellner, engineer
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – **Rath moved to approve the agenda as presented. Kaas second. Motion carried.**
- 4) Approval of Minutes
- a) Regular Meeting – July 19, 2010 – **Deprez moved to approve the July 19, 2010 minutes. Benz second. Motion carried.**
- b) Special Meeting – July 23, 2010 – **Rath moved to approve the July 23, 2010 Special Meeting minutes. Benz second. Motion carried.**
- 5) Citizen Comments on Agenda Items – *none*
- 6) Finance Clerk
- a) Disbursement of Financial Reports – **Rath moved to approve the disbursement of financial reports as presented. Benz second. Motion carried.**
- b) Private Well Operating Permits (Stumpf-2; Petrie; Pfile; Aschenbrenner): Approved – *reviewed.*
- 7) Village Engineer
- a) Water Transmission Main: Consider approval of 'Substantial Completion' certificate – **Kaas recommended approval by the Village Board of Substantial Completion Certificate for the New Meter Station and Well #5 pump house modifications. Rath second. Motion carried.**

Kellner distributed Memorandum dated August 16, 2010 to the commissioners, re:
Change Orders

- b) Exhaust fan: Consider replacing fan unit at Well #5 – **Kaas moved to TABLE item until more information, specifications, and break down of costs are provided by McMahon. Benz second. Motion carried.**

- c) Lighting: Consider replacing lights at Well #5 – **Rath recommends the Village Board approve to replace existing light fixture with new fixtures at Well #5 (Change Order #11) in the amount \$813.14. Benz second. Motion carried.**
- d) Well components: Consider replacing components at Well #5 – **Benz moved to TABLE item until the information, which was provided by the engineer during the meeting, can be reviewed and considered in comparison to the \$16,600 amount recommended for approval by the commission at the June meeting, per the 6/9/2010 McMahon correspondence. Deprez second. Motion carried.**

Kellner distributed Change Order request from Miron dated 7/13/2010. The total amount of the modification is \$23,030.02. Commission noted the Change Order information had not been provided for their review prior to this meeting.

- e) 'Well Water Solution' booster pump: Consider repairs billing processed thru 'Miron' contract – **Benz recommends the Village Board approve submitting Water Well Solutions booster pump repairs (Change Order 13) through the Miron contract in the amount \$1,964.05. Deprez second. Motion carried.**

Related Item: Benz recommends the Village Board approve Construction Bulletin No. 3, change rating of fuses, and No. 5, grading changes, (Change Order #10) with no change in contract amount. Rath second. Motion carried.

Kaas requested it be noted that McMahon has been instructed to provide complete information and better representation at future meetings.

8) Old Business

- a) Aerator: Consider/Approve procurement, purchase method, project timing & award construction bid – **Kaas moved to award contract bid in the amount \$82,651 to August Winter and Sons, Inc for the Wastewater Treatment Facility Aerator Replacement project. Rath second. Motion carried.**
Kaas moved to approve preparation of contract with EIMCO Water Technologies for direct procurement of two (2) 30 HP Aerators in the amount not to exceed \$128,000, with the condition all required components are included to install the system and the fixed costs for the project will be as indicated in the 8/12/2010 email correspondence from Tom Kispert, McMahon. Rath second. Motion carried.

9) New Business

- a) Consider/Approve placement of fencing around new meter station in Town of Harrison – **No action taken. Friday reported the Town of Harrison does not approve of the appearance of a chain-link fence. Commission directed engineer to present acceptable fencing options and related costs at the September meeting.**
- b) Consider/Approve change to billing procedures from quarterly, to either bi-monthly, or monthly for utility billing – **No change. Commission requested Friday to include residents' billing cycle preference as a survey question in the next Village newsletter.**

10) Utility Operator

- a) Water lateral repairs – Creekside Drive – **Genskow presented a portion of the copper pipe removed during repair, which had a substantial hole, the leak.**

- b) Power source to new chlorine scale – *Genskow stated Hawkins attempted to hook up the new chlorine scale but were unable. Genskow said they need to do more checking.*

11) Complaints & Compliments: *None*

12) Correspondences

- a) *'Safe Drinking Water Loan – Change Order Approval' (WisDNR; July 30)*

13) Adjournment – ***Kaas moved to adjourn at 8:58 p.m. Benz second. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Water and Sewer Utility Commission Meeting Minutes
Monday, September 20, 2010

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:00 p.m. with roll call:*

Present

Bob Benz (arr. 7:24)

Milan Deprez

Roger Kaas

Jim Rath

Dick Stewart

Absent

None

Others Present

Gary Rosenbeck, engineer

Jennifer Schaff, engineer

Jeff Kellner, engineer

Bruce Genskow, MCO

Randy Much, MCO

Randy Friday, Administrator

Kathy Mader, Utility Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Kaas moved to approve the agenda with the amended addition of item 9) f and Deprez seconded. Motion carried.*

Kaas approved moving discussion of item 9) f and 10) a before proceeding with the next agenda item and Deprez seconded. Motion carried.

- 4) Approval of Minutes – Regular Meeting (Aug. 16) – *Deprez moved to approve the minutes of August 16, 2010 and Benz seconded. Stewart abstained. Motion carried.*

- 5) Citizen Comments on Agenda Items –
Chris and Joe Brantmeier, N7592 Hwy 114/55, re item 9) f
Dick Lee, W4945 Sunset Lake Ct, re item 10) a
Ken Herres, W4925 Sunset Lake Ct, re item 10) a
Richard Young, W4940 Sunset Lake Ct, re item 10) a
Kenneth Taylor, W4915 Sunset Lake Ct, re item 10) a
William Breager, W4930 Sunset Lake Ct, re item 10) a
Mark Smits, W4910 Sunset Lake Ct, re item 10) a

- 6) Finance Clerk

- a) Review/Approve Financial Reports – *Rath moved to approve the Financial Reports as presented and Benz seconded. Motion carried.*

- 7) Village Engineer

- a) Water Transmission Main: Appleton – Sherwood project – *Kellner and Schaff discussed punch list items to be completed.*

- b) Water Main Replacement: Clifton Road project – *Schaff reported the asphalt portion of the contract is currently an issue with the contractor, PTS. Schaff stated a meeting between the contractor and herself is scheduled for this week.*

- c) Water Main Replacement: STH 55/114 project – *Schaff reported construction has begun.*
- 8) Old Business
- a) Well(s) as emergency back-up water source to Appleton water supply – *Rosenbeck distributed information packet of Well #5 pump house upgrades and modifications. Deprez recommends approval of Option #2 to retain only Well #6 as well supply, abandon Well #5, and install a new flow meter at Well #6 (current flow meter is obsolete) at a total cost of \$8,538.29. Benz second. Motion carried.*
- b) Well components: Consider replacement components at Well(s) #5 &/or #6 – *Referring to the information distributed at the meeting, Kellner requested the commission address the items separately. Rath recommends approval to replace existing electric heater with a new 7.5 KW electric heater, not to exceed \$1,412.96. Benz seconded. Motion carried. Deprez recommends approval to add second air release valve and pressure gauge on bypass booster pump discharge pipe not to exceed \$756.14. Benz seconded. Motion carried. Friday stated the vent/fan replacement and painting of the existing chlorine room exhaust fan air inlet duct on the roof will be done in-house. Commission said no to wire in heater in bypass booster pump motor.*
- c) Fencing style &/or plantings at meter station in Town of Harrison – *Commission requested Rosenbeck to contact the City of Appleton regarding possible connection to their SCADA system (alarm) at the metering station, as an alternative option to the fencing. Commissioners were in consensus to consider connection to the Appleton SCADA system, if acceptable, provided the cost to connect is less than or equal to \$7,172.26, the amount of Option #2 (distributed information) for Meter Station Fencing.*
- 9) New Business
- a) Water Main Transmission Project: Consider/Approve Pay Request #3 (Miron Construction; \$99,362.01) as partial payment for work completed thru June 30. – *Rath recommends approval of Miron pay request #3 in the \$99,362.01 for work completed through June 30, 2010. Kaas seconded. Motion carried.*
- b) Water Main Transmission Project: Consider/Approve Pay Request #4 (Miron Construction; \$14,356.26) as partial payment for work completed thru July 31. – *Rath recommends approval of Miron pay request #4 in the amount \$14,356.26 for work completed through July 31, 2010. Kaas seconded. Motion carried.*
- c) Water Main Transmission Project: Consider/Approve Pay Request #7 (Hietpas & Sons; \$56,041.90) as partial payment for work completed thru Aug. 8. – *Rath recommends approval of Don Hietpas and Sons pay request #7 in the amount \$56,041.90 for work completed through August 8, 2010. Benz seconded. Motion carried.*
- d) Clifton Road water main replacement: Consider/Approve Pay Request #1 (PTS Contractors; \$106,128.35) as partial payment for work completed thru Sept. 7. – *Rath moved to approve PTS Contractor, Inc pay request #1 in the amount to be determined by the engineer, to retain sufficient funds in the contract to replace*

the asphalt pavement on Clifton Road, not to exceed \$106,128.35, for work completed through September 7, 2010. Kaas seconded. Motion carried.

- e) **Fire Lane #12 & #13 Sewer Study: Approve payment to Waverly Sanitary District (\$211.44). – Kaas moved to approve payment to Waverly Sanitary District in the amount \$211.44 as reimbursement. Benz seconded. Motion carried.**

10) Utility Operator

- a) **Water Main Break: W4940 Sunset Lake Court – Genskow reported there have been three breaks on this street since May 2010 with the last occurring on September 12. Rath moved to approve the preparation of engineering portion for a water main replacement project on Sunset Lake Ct. Benz seconded. Motion carried.**
- b) **Water Main Break: STH 55/114 water main replacement project (2) – Genskow explained two water main breaks occurred on site as the replacement project began and, after consulting with the administrator, had the contractor, PTS, do the repairs. Commissioners agreed PTS should to bill separately for the main break repairs not request change-order to the project.**
- c) **Hydrant flowmeter and backflow preventer – Deprez moved to approve the purchase of a 3" flow meter at a cost of \$770. Benz seconded. Motion carried. Genskow will budget the back flow preventer in 2011.**
- d) **Discuss water leak detection program – TABLED**

11) Complaints & Compliments: *None*

12) Correspondences: *None*

13) Adjournment – **Benz moved to adjourn at 9:52 p.m. Deprez seconded. Motion carried.**

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Water and Sewer Utility Commission Meeting Minutes
Monday, October 18, 2010

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart call the meeting to order at 7:00 p.m. with Roll Call:*

Present

*Bob Benz
Milan Deprez
Roger Kaas
Jim Rath
Dick Stewart*

Absent

*None
Others Present
Jennifer Schaff, Engineer
Anthony Kappell, McMahon
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Kaas moved to approve the agenda. Rath seconded. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (Sept. 20) – ***Rath moved to approve the September 20, 2010 minutes as presented. Benz seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Benz moved to approve the Financial Reports. Deprez seconded. Motion carried.***
- 7) Village Engineer
- a) Project(s): Update(s) – *Schaff reviewed October 10, 2010 monthly construction report for the water transmission line and the water replacement projects. Schaff stated PTS continues to have difficulty getting two safe samples from the Hwy 114 replacement before connection can be completed. Schaff and Genskow will determine water loss (excessive usage) for the Hwy 114 water main replacement project by PTS in order to receive two safe samples and charge them the cost.*
- 8) Old Business
- a) Water consumption: Metering and billing at Shenanigan's – *Nothing to report.*
- b) Protection of meter station on CTH 'N' (fencing/alarming) – *No action taken. Kappell distributed hand-out of four options:*
- i) *Radio Telemetry approximate cost \$8,497, lifetime warranty, site survey no charge*
- ii) *Cellular Phone approximate cost \$7,144, no activation fee, no monthly fee, pay 6c/minute used, may not need external antenna if signal is strong enough.*

- iii) Audible Alarm only approximate cost \$4,419, for monitoring through Appleton WTP, 2 wires between Appleton Panel and Alarm Panel, programming to Appleton's Panel.
- iv) Fencing: Wire, no plants, approximate cost \$5,804.02, Wire with plants, approximate cost \$8,804.02, Micromesh Fabric, no plants approximate cost \$7,172.26.

Kaas suggested ADT, or equivalent, as another option.

Kappell suggests the cell phone option.

9) New Business

- a) Water Main Transmission Project: Consider/Approve Pay Request #5 (Miron Construction; \$12,746.95) as partial payment for work completed thru August 31 – ***Rath moved to recommend approval of Pay Request #5 to Miron Construction in the amount \$12,746.95 as partial payment for work completed through August 31, 2010. Kaas seconded. Motion carried.***
- b) Clifton Road watermain replacement: Consider/Approve Change Order #1 (\$1,584.52; PTS Contractors, Inc.) for locating water later serving Harrison Fire Station – ***Kaas moved to approve Change Order #1 for PTS Contractors, Inc in the amount \$1,584.52 to locate water lateral serving Harrison Fire Station #1. Benz seconded. Motion carried.***
- c) 5-Year Capital Improvements Plan: Consider/Approve Water & Sewer Utility projects – ***Stewart moved to recommend approval of the 5-year Capital Improvements Plan for Water and Sewer Utility projects. Deprez seconded. Motion carried.***
- d) Annual Survey: Review 2010 Survey Results (no action necessary) – *reviewed. Friday commented on the overwhelming response to remain quarterly billing.*

10) Utility Operator

- a) Water Main Breaks (STH 55/114; High Cliff Road): Recap – *reviewed*

11) Complaints & Compliments: *None*

12) Correspondences: *None*

13) Adjournment – ***Benz moved to adjourn at 8:11 p.m. Deprez seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Water and Sewer Utility Commission Meeting Minutes
November 15, 2010**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:00 p.m. with roll call -*

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

*Roger Kaas, excused
Others Present
Gary Rosenbeck, Engineer
Jennifer Schaff, Engineer
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (Oct. 18) – ***Benz moved to approve the October 18, 2010 minutes. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Rath moved to approve the Financial Reports as presented. Benz seconded. Motion carried.***
- 7) Village Engineer
- a) Project(s): Updates and discussion regarding final financial disposition of project(s) – *Reviewed November report and November 11, 2010 email from Amy Vaclavik, McMahon.*
- 8) Old Business
- a) Protection of meter station on CTH 'N' (fencing/alarming): Approve recommendation to Village Board – ***Benz recommends the Village Board approve the microfiber chain link fence as protection of meter station on CTH 'N', an option the Town of Harrison has accepted, per Schaff. Rath seconded. Motion carried.***
- 9) New Business
- a) Clifton Road Watermain Reconstruction: Consider Pay Request #2 (\$46,878.23; PTS Contractors, Inc.) as partial payment for work completed thru Sept. 30 – ***Rath moved to approve Pay Request #2 in the amount \$46,878.23 to PTS Contractors, Inc as partial payment for work completed through September 30, 2010 on the Clifton Road water main reconstruction. Benz seconded. Motion carried.***

- b) STH 55/114–Watermain Reconstruction: Consider Pay Request #1 (\$107,015.53; PTS Contractors, Inc.) as partial payment for work completed thru Sept. 30 – ***Rath moved to approve Pay Request #1 in the amount \$107,015.53 to PTS Contractors, Inc as partial payment for work completed through September 30, 2010 on the STH 114/55 water main reconstruction. Benz seconded. Motion carried.***
 - c) New Meter Station & Well #5 Pumphouse Modifications: Consider Pay Request #6 (\$7,207.76; Miron Constr.) as partial payment for work completed thru Sept. 30 – ***Benz recommends approval by the Village Board of Pay Request #6 in the amount \$7,207.76 to Miron Construction as partial payment for work completed through September 30, 2010. Rath seconded. Motion carried.***
 - d) Water Main Transmission Project: Consider Change Order #3 (decrease \$255,393.74; Hietpas & Sons, Inc.) reducing contract amount from \$2,263,881.65 to \$2,008,487.91 - ***Benz recommends approval by the Village Board to reduce contract of Donald Hietpas & Sons Inc from \$2,263,881.65 to \$2,008,487.91, which includes \$15,700.00 and \$4,753.35 charges due to discrepancy in Engineer plans. Rath seconded. Motion carried.***
 - e) Water Main Transmission Project: Consider Pay Request #8 (\$169,843.13; Hietpas & Sons, Inc.) as partial payment for work completed thru Sept 29, including lien waivers – ***Benz recommends approval by the Village Board of Pay Request #8 in the amount \$169,843.13 to Donald Hietpas & Sons, Inc as partial payment for work completed through September 29, 2010, including lien wavers. Rath seconded. Motion carried.***
 - f) FY2011 Budgets: Review *Water & Sewer Utility Annual Budgets* – *Friday stated the budget will be presented at the December meeting for review and approval in January.*
- 10) Utility Operator
- a) State Park Road water issue: Update leakage at State Park Road & Creekside Drive intersection – *Operator explained the leak was due to a private residence buried sump pump line. Operator has spoken to the resident and the resident will correct.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences: *None*
- 13) Adjournment – ***Benz moved to adjourn at 8:28 p.m. Depez seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Water and Sewer Utility Commission Meeting Minutes
December 20, 2010**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:00 p.m. with roll call:*

Present

*Bob Benz (arr. 7:29)
Milan Deprez
Roger Kaas
Jim Rath
Dick Stewart*

Absent

None

Others Present

*Jennifer Schaff, Engineer
Bruce Genskow, MCO
Randy Much, MCO (arr. 8:30)
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Deprez moved to approve the agenda. Kaas seconded. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (Nov. 22) – ***Rath moved to approve the November 15, 2010 minutes as presented. Stewart seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Kaas moved to approve the financial reports. Rath seconded. Motion carried.***
- 7) Village Engineer
- a) Project(s): Updates and discussion regarding final financial disposition of project(s), including WWTP Aerator Replacement, Water Transmission Main, etc. – *Schaff reported the final payment to Hietpas and Miron has a few items remaining.*
- b) Sewer Service Area review: Fire Lane 12 & 13 Report (McMahon) – *Schaff stated the report presented for review and further discussion in January.*
- 8) Old Business
- a) Well #5 Pumphouse Modifications: Consider installation of outfall pipe from well house into stormwater pond via manhole (Note: Previously this issue was approved by using an alternate (pump) solution) - ***Stewart moved to TABLE until further research is done to determine whether or not the analyzer is necessary and the actual amount of water loss each day is calculated, since it runs 24/7. Kaas seconded. Motion carried.***
- 9) New Business
- a) Well #5 Pumphouse Modifications: Consider Change Order #13 (\$420.14; Miron Construction) to install air release valve & pressure gauge – ***Stewart moved to recommend approval of Change Order #13 for Miron to install air release valve***

- & pressure gauge at Well #5 pumphouse in the amount \$420.14. Kaas seconded. Motion carried.**
- b) Water Transmission Main: Consider *Certificate of Payment #9 (Final)* (Hietpas & Sons, Inc.; \$1,004.24) regarding transmission main construction (lien waivers previously approved) – ***Kaas moved to recommend approval of Certificate of Payment #9 to Don Hietpas & Sons, Inc in the amount \$1,004.24 regarding transmission main construction. Rath seconded. Motion carried.***
 - c) STH 55/114 Water main reconstruction: Consider *Change Order #1* (-\$14,575.10; PTS Contractors, Inc.) decreasing contract from \$128,964.90 to \$114,389.80. – ***Kaas moved to approve Change Order #1, decreasing PTS Contractors, Inc contract in the amount \$14,575.10 for the STH 55/114 Water Main Reconstruction project. Rath seconded. Motion carried.***
 - d) STH 55/114 Water main reconstruction: Consider *Pay Request #2 & Final* including lien waivers (\$7,374.27; PTS Contractors, Inc.) for work performed thru Nov. 30. – ***Kaas moved to approve pay request #2 & Final including waivers to PTS Contractors, Inc with the revision that a retained amount be held equal to the cost of the water used by PTS during the disinfection process. Deprez seconded. Motion carried.***
 - e) Clifton Road water main reconstruction: Consider *Change Order #2* (-\$2,541.65; PTS Contractors, Inc.) decreasing contract from \$125,038.02 to \$122,496.37. – ***Stewart moved to approve Change Order #2 to decrease PTS Contractors, Inc contract from \$125,038.02 to \$122,496.37 for the Clifton Road Water Main Reconstruction project. Benz seconded. Motion carried.***
 - f) Clifton Road water main reconstruction: Consider *Pay Request #3 and Final* including lien waivers (\$4,940.95; PTS Contractors, Inc.) for work performed thru Nov. 30. – ***Kaas moved to approve pay request #3 & Final including waivers to PTS Contractors, Inc with the revision that a retained amount be held equal to the cost of the water used by PTS during the disinfection process. Rath seconded. Motion carried.***
 - g) Acceptance of public utilities (Lake Shore Estates – South subdivision): Consider developer request to accept public infrastructure - ***Benz recommends acceptance of public utilities infrastructure for Lake Shore Estates South subdivision. Rath seconded. Motion carried.***
 - h) Aerator replacement at WWTP: Consider *Pay Request #1* (\$3,116; August Winter & Sons, Inc.) as partial payment for work completed thru Nov. 30. – ***Benz moved to approve pay request #1 to August Winter & Sons, Inc in the amount \$3,116 for work completed through November 30, 2010. Kaas seconded. Motion carried.***
 - i) Sunset Lake Court water main replacement: Consider bid award (\$7,000; McMahon) for engineering services related to future project – ***Kaas moved to approve \$7,000 bid from McMahon for engineering services related to future Sunset Lake Court water main replacement project. Benz seconded. Motion carried.***

j) FY2011 Utility Budget(s) presentation: Informational (for review & approval in Jan., 2011) – *Reviewed.*

10) Utility Operator –

11) Complaints & Compliments: *None*

12) Correspondences:

a) Water Loss Information (Wis. Public Service Commission; Dec. 1) – *Reviewed.*

b) Invoice for one quarter's water consumption (City of Appleton; Dec. 2.) – *Reviewed.*

13) Adjournment – ***Benz moved to adjourn at 8:52 p.m. Rath seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk