

## Water and Sewer Utility Commission Meeting Minutes Jan. 21, 2013

- 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*

**Absent**

*None*

**Others Present**

*Bruce Genskow, MCO  
Jennifer Schaff, Engineer  
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 – Dec. 17 (Regular Meeting) – ***Rath moved to approve the December 17, 2012 minutes as presented. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items –
- *Carolyn Morgan – High Cliff State Park, Superintendent*
  - *Randy Douglas – R.A. Smith National*
  - *Jeff Mazanec – R.A. Smith National*
- 6) Presentation: *High Cliff State Park sewer system – ‘Flow Monitoring’ Report (R.A. Smith National; Carolyn Morgan – Superintendent; High Cliff State Park) – 2012 Flow monitoring summary report, October 2, 2012, results were reviewed and future plans for possible resolution were discussed.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – ***Rath moved to approve the financial reports as presented. Deprez seconded. Motion carried.***
- 8) Village Engineer: Project Update(s) – *Schaff reported the Knight Drive project is currently on hold, 2013 paving project is being reviewed, and stated McMahon had provided a bid in 2007 for replacement of the Timberline Drive manholes.*
- 9) Old Business:
- a) *High Cliff State Park sewer system: Consider request and proposal to implement flow-monitoring measures on Village lines in/out of High Cliff Lift Station - Commission granted permission to High Cliff State Park to place flow meters in two locations upstream of the High Cliff Lift Station coming from the state park. The flow meters will be placed with the intention to measure infiltration coming from the state park. At the request of the commission, the flow meters will be monitored for six weeks beginning the latter part of February. The Commission directed the administrator to contract with R.A. Smith in the amount \$1500 to place a flow meter*

*at a location opposite of the other two, on the village side, to monitor during the same duration of time.*

10) New Business:

a) *Request for reduce water / sewer charges (Tom Schuler): N7990 Cypress Ct (Lot 5) – **Kaas moved and Rath seconded to deny request to reduce water/sewer charges.***

b) *FY2013 Water Utility Budget: 2<sup>nd</sup> review and consider adoption – **Benz moved to approve the FY2013 Water Utility Budget as presented which includes approval of the 2013 contract extension with MCO. Kaas seconded. Motion carried.***

- *Benz questioned whether or not, in the future, the commission should request additional bids for annual contracted services or consider hiring own. Benz did stress the commissions pleasure with the current MCO relationship. Kaas stated he is in agreement with possible additional bids, however, for now, he does not agree with hiring “own”.*

c) *FY2013 Sewer Utility Budget: 2<sup>nd</sup> review and consider adoption – **Kaas moved to approve the FY2013 Sewer Utility Budget as presented which includes a nine-percent Sewer Base Rate increase. Benz seconded. Motion carried.***

d) *5-Year Capital Improvements Project (FY2013-17): 2<sup>nd</sup> review and consider adoption - **No action taken. Utility operator will report at the February meeting the location of fiberglass manholes on Timberline Drive and Sundown Court.***

11) Utility Operator – *Genskow discussed getting quotes for a garage door and track at the WWTF which is budgeted.*

12) Complaints & Compliments: *None*

13) Correspondences: *None*

14) Adjournment – ***Kaas moved to adjourn at 8:36 p.m. Deprez seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, February 18, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI**

Due to lack of business to discuss, the meeting has been cancelled.

Welcome to the Utility Commission Meeting!

To assist the Board in conducting its business, we ask that you observe the following:

1. Please register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Please speak only to issues on agenda
3. Please limit your presentation to three (3) minutes
4. Please do not address the Commissioners during their deliberations unless requested to do so.
5. Any item on this Agenda may be acted upon by the Commission.
6. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, March 18, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI.**

Due to lack of business to discuss, the monthly Utility Commission meeting has been cancelled.

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**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, April 15, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI.**

Due to lack of business to discuss, the monthly Utility Commission meeting has been cancelled.

Welcome to the Utility Commission Meeting!

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## Water and Sewer Utility Commission Meeting Minutes May 20, 2013

- 1) Call Meeting to Order/Roll Call – *Meeting called to order at 7:01 p.m. by Chairman Stewart.* Roll Call:

**Present**

*Bob Benz  
Milan Deprez  
Joyce Laux  
Brian Muehl  
Dick Stewart*

**Absent**

*None*

**Others Present**

*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 – Jan. 21 (Regular Meeting) – ***Benz moved to approve the January 21, 2013 minutes. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Presentation: High Cliff State Park sewer system – ‘Flow Monitoring’ Report (R.A. Smith National – Jeff Mazanec) - *Mazanec reviewed the reports with the commission. In his assessment, per reports, there is no issue from the park. A results follow-up letter will be sent to the Village and High Cliff State Park.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – ***Deprez moved to approve the financial reports as presented. Benz seconded. Motion carried.***
- 8) Village Engineer: Project Update(s) – *Schaff stated that she has been working with Badger Highway in regard to the Sunset Lake Ct restoration complaints.*
- 9) Old Business:
- a) Manhole repair/replacement (Timberline Drive; Sundown Court): Consider repair versus replacement (costs) - Deprez ***moved to approve the Badger Highway proposal to repair manholes and Great Lakes estimate to grout the manholes in an amount not to exceed \$20,000. Benz seconded. Motion carried. Friday stated funding will be from cash on hand.***
- 10) New Business:
- a) Request to repair WWTF influent screen (\$11,890; Crane Engineering) - ***Benz moved to approve Crane Engineering proposal to repair WWTF influent screen. Deprez seconded. Motion carried. Friday stated funding will be from cash on hand.***

- b) Request to reduce sewer bill charges due to basement flooding (Van Hoof; May 15) - *Commission directed Friday to make further inquiries with Van Hoof. The commission tabled until next meeting.*
  
- 11) Utility Operator – *Genskow reviewed the 2012 CMAR with the commission and stated the 3.84 G.P.A is a passing grade. He discussed the March 11, 2013 Incident Report in regard to the feed mill drainage issues. Schaff provided punch list items from the Force Main project which indicates the high point in question was addressed. The March 31, 2013 Incident Report in regard to the WWTF SCADA issues was reviewed. Genskow contacted Energenics for repair advice.*
  
- 12) Complaints & Compliments: *None*
  
- 13) Correspondences:
  - a) Project Priority Score – Safe Drinking Water Loan Program (WisDNR; Apr. 22)
  
- 14) Adjournment – ***Deprez moved to adjourn at 8:49 p.m. Benz seconded. Motion carried.***

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

## Water and Sewer Utility Commission Meeting Minutes June 17, 2013

- 1) Call Meeting to Order/Roll Call – *Meeting called to order at 7:00 p.m. by Chairman Stewart.* Roll Call:

**Present**

*Bob Benz  
Milan Deprez  
Joyce Laux  
Brian Muehl  
Dick Stewart*

**Absent: None**

**Others Present**

*Jennifer Schaff, Engineer  
Bruce Genskow, MCO  
Randy Friday, Administrator  
Kevin Huelsbeck (incoming resident)*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – May 20 (Regular Meeting) – ***Deprez moved to approve the Minutes. 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 as presented. Laux seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – Schaff stated she continues working with Badger Highway regarding last year's project of Sunset Lake Ct/King's Way and the restoration issues. One couple was present at the 6pm *Public Information Meeting* held with MCO Supervisor Bruce Genskow prior to this UC Meeting regarding the Timberline Drive & Sundown Court manhole repair work project. Work there will take place in July and be completed in approximately 1-1½ weeks.
- 8) Old Business:
- a) *Request to reduce sewer bill charges due to basement flooding (Van Hoof; May 15).* Commission reviewed the three (3) most recent requests for sewer charge abatement due to conditions beyond the property owners' control. They further discussed the one instance over ten years ago they could recall in which they did allow an abatement. The Commission was happy to see thorough background information. Concerns were expressed regarding the lack of ability to know beyond any doubt how a property owner could remove 57,000 gallons of water with a shop vacuum and not put any into the Village sewer system. And, that the requestor did not have an approval or denial from their insurance carrier regarding this potential coverage. ***Motion to deny the request made by Muehl, seconded by Laux. Approved 4-1 (Nay – Benz).***
- 9) New Business:

- a) *New home construction (Huelsbeck; intersection of Stommel Road and Cliff View Drive):* Consider request to tap water & sewer for private property development (McMahon Engr.). Huelsbeck reports purchasing this lot (CSM 1081) from McMahon only to find there are no water or sewer lateral connections. He has a valid Village-issued building permit and assumed that like other 'buildable' lots, infrastructure would be present to serve the site. McMahon requested to tap into existing structures (sewer manhole and water main) for this purpose, but prior to the UC meeting believes to have found records indicating a sewer lateral lies 94 feet east of manhole on the lot road frontage. Water connection will still have to be done to the main.

Schaff indicates on McMahon's behalf the company wants to correct the problem and "make things right." Commission agrees to take no action at present time, but in the event no sewer hook-up is found, they will consider calling a *Special Meeting* to help resolve the issue.

- b) *Resolution #2013-04: Consider approval of FY2012 Compliance Annual Maintenance Report (CMAR). **Motion to approve the FY2012 CMAR made by Laux, seconded by Benz. Motion carried.***

- 10) Utility Operator – *Genskow (MCO) reported Crane Engineering removed the 'fine screening' at the wastewater treatment plant, per their approved contract. However, since the last UC meeting the auger broke. Crane will replace it. The cost is not expected to be more than approved at the May 20<sup>th</sup> meeting. Also reported were meter change-outs have begun and therefore cross-connection inspections are also underway, annual water valve exercising is underway, and the garage door has been replaced.*

11) Complaints & Compliments: *None.*

12) Correspondences: *None.*

- 13) Adjournment – *At 7:48p.m., Benz moved to adjourn, seconded by Deprez. Motion carried.*

Respectfully submitted for review and approval by Randy Friday, Acting Clerk.

**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, July 15, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI.**

Due to lack of business to discuss, the monthly Utility Commission meeting has been cancelled.

Welcome to the Utility Commission Meeting!

To assist the Board in conducting its business, we ask that you observe the following:

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5. Any item on this Agenda may be acted upon by the Commission.
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**Water and Sewer Utility Commission Meeting Minutes  
August 19, 2013**

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

<b>Present</b>	<b>Absent</b>
<i>Bob Benz</i>	<i>None</i>
<i>Milan Deprez</i>	<b>Others Present</b>
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Brian Muehl</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Dick Stewart</i>	<i>Jim Rath, Village President</i>
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Deprez moved to approve agenda. Benz seconded. Motion carried.***
  
- 4) Approval of Minutes – June 17 (Regular Meeting) - ***Benz moved to approve the June 17, 2013 minutes. Laux seconded. Motion carried.***
  
- 5) Citizen Comments on Agenda Items – *None*
  
- 6) Finance Clerk
  - a) Review/Approve Financial Reports – ***Laux moved to approve the Financial Reports as presented. Muehl seconded. Motion carried.***  
*Discussion: Commission questioned applying the water main break on Hwy 114, near the Outpost, to TID as related to the Wanick Park Expansion project. If yes, recode from water to TID accounts.*
  
- 7) Village Engineer: Project Update(s) – *Nothing to report. Engineer not present.*
  
- 8) Old Business: *None*
  
- 9) New Business:
  - a) Petition for ‘grandfathering’ water testing requirement under Village Ordinance #42 (Milheiser; N7470 STH 55) – ***Muehl recommended the petitioner follow Ordinance #42 requirements as written. Deprez seconded. Motion carried.***
  
  - b) 5-Year Capital Improvement Plan – FY2014-18: Review projects – *Friday stated there are currently no 2014 Capital Improvement plans for water and sewer.*
  
- 10) Utility Operator – *Operator not present. Commission requests update on hydrant issue related to the new store.*
  
- 11) Complaints & Compliments: *None*

- 12) Correspondences:
  - a) Removal of Effluent Temperature Monitoring Requirements & Limits (WisDNR; July 1) – *Information reviewed.*
- 13) Adjournment – ***Benz moved to adjourn at 7:45 p.m. Muehl seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, Sept. 16, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI**

**Due to lack of business to discuss, the monthly Utility  
Commission meeting has been cancelled.**

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**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, Oct. 21, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI**

**Due to lack of business to discuss, the monthly Utility  
Commission meeting has been cancelled.**

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5. Any item on this Agenda may be acted upon by the Commission.
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**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, Nov. 18, 2013 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI**

**Due to lack of business to discuss, the monthly Utility  
Commission meeting has been cancelled.**

Welcome to the Utility Commission Meeting!

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**Water and Sewer Utility Commission Meeting Minutes  
December 16, 2013**

- 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  
Joyce Laux  
Brian Muehl  
Dick Stewart*

**Absent**

*None*

**Others Present**

*Randy Friday; Administrator  
Bruce Genskow; MCO*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Benz moved to approve agenda. Deprez seconded. Motion carried unanimously.***
- 4) Approval of Minutes – August 19 (Regular Meeting) – ***Benz moved to approve the Minutes for August 19, 2013. Muehl seconded. Motion carried unanimously.***
- 5) Citizen Comments on Agenda Items – *None.*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Deprez moved to approve the Financial Reports as presented. Laux seconded. Motion carried unanimously.***
- 7) Village Engineer: Project Update(s) – *Nothing to report. Engineer not present.*
- 8) Old Business: *None*
- 9) New Business:
- a) Proposed FY2014 Water Utility Budget: ***Friday & Genskow (MCO) presented the Water Utility Budget and answered questions, noting there would be no rate increase in the coming fiscal year. Motion to approve the proposed FY2014 Budget, as presented and with no rate increase, made by Benz, seconded by Muehl. Motion carried unanimously.***
- b) Proposed FY2014 Sewer Utility Budget: ***Friday & Genskow (MCO) presented the Sewer Utility Budget and answered questions, noting there would be no rate increase in the coming fiscal year. Motion to approve the proposed FY2014 Budget, as presented and with no rate increase, made by Benz, seconded by Muehl. Motion carried unanimously.***
- 10) Utility Operator – Genskow gave an update on WisDOT permits needed for the Brantmeier utility connection along STH 55/114. The County has been made aware of the project status.
- 11) Complaints & Compliments: *None*

12) Correspondences:

a) Consider discussion of long-term, strategic Water & Sewer Utility projects (Muehl) – **Commissioners discussed possible future projects and asked members to submit any information they would like to have reviewed to the Administrator for future consideration at the January meeting. Possible discussion points include:**

- **Grease (F.O.G.) policy and reporting status.**
- **Utility placement along new Condon Haul Road.**
- **WWTF efficiency.**
- **Back-up Well status.**
- **Establishment of Special Revenue Funds (SRFs) for major capital improvement projects ( Water Tower painting; main replacement, etc. ).**
- **Review of 1-Year and 3-Year capital plan items.**
- **Water sales to increase utility revenues.**

13) Adjournment – **Benz moved to adjourn at 8:30 p.m. Muehl seconded. Motion carried unanimously.**

Respectfully submitted for review and approval by Randy Friday, Acting Utility Clerk.