

**Water and Sewer Utility Commission Meeting Notice and Agenda
Monday, February 20, 2012 – 7:00 p.m.
Village Hall; W482 Clifton Road, Sherwood, WI**

Due to lack of business, 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 Minutes
January 16, 2012**

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

Present	Absent
Bob Benz	None
Milan Deprez	Others Present
Roger Kaas	Gary Rosenbeck, Engineer
Jim Rath	Bruce Genskow, MCO
Dick Stewart	Randy Friday, Administrator
	Kathy Mader, Finance/Utility Clerk

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Kaas seconded. Motion carried.***

- 4) Approval of Minutes – December 19 (Regular Meeting) – ***Rath moved to approve the 12/19/11 minutes as presented. Deprez 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. Rath seconded. Motion carried.***

- 7) Village Engineer: Project Update(s) – *Rosenbeck explained he, Friday, and Jennifer Schaff, McMahon, had met with East Central Wisconsin Regional Planning Commission representatives on Wednesday, December 21, 2011 to discuss the report, submitted to East Central by McMahon, on behalf of the Village, in regard to the potential sewer service area for Fire Lanes 12 & 13, which is currently in no sewer service area. At the request of East Central, Rosenbeck will revise language in the report and resubmit. Rosenbeck stated East Central will answer with a formal response.*

Discussion: Commission questioned Rosenbeck whether or not the report indicates the Village's desire to have Fire Lanes 12 & 13 placed in the Sherwood sewer planning area, as stated in correspondence sent to ECWRPC this fall. Rosenbeck stated the report will suggest Fire Lane 12 & 13 be in some sewer service area, not necessarily the Sherwood sewer service area.

- 8) Old Business:
 - a) Budget Review: Water & Sewer Utility – Consider/Approval of FY2012-16, 5-Year Capital Improvement Plan Budget Projects (Utility-related) – ***Kaas moved to approve incorporating \$32,000 to replace waterline on Queens Ct for a total \$102,000 for the 2012 utility-related projects of the 5-Year Capital Improvement Budget Plan and water utility cash-on-hand funds were approved to be used for the \$130,000 water replacement project (Meehl St) in 2013 and \$200,000 to paint the water tower in 2015. Rath seconded. Motion carried.***

9) New Business: *None*

10) Utility Operator - Genskow explained a local contractor has expressed interest in taking down the standpipe (Hwy 114) for the cost of the steel. **Rath moved to approve the elimination of the standpipe (Hwy 114) at no cost to the Village with the stipulation the contractor will supply the Village with proper Certificate of Insurance. Deprez seconded. Motion carried.** Genskow will request proposals from qualified contractors to properly close the site, estimated cost of \$4,000.

Genskow explained the DNR is requiring the Village to have a cross-connection inspection policy in place by 2012. Genskow will get costs by the next meeting for MCO to conduct the cross-connection inspections.

11) Complaints & Compliments: *None*

12) Correspondences:

a) Safe Drinking Water Loan Program Intent to Apply (Jan. 5; WisDNR) – *reviewed.*

13) Adjournment – **Kaas moved to adjourn at 7:57 p.m. Benz seconded. Motion carried.**

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

**Water and Sewer Utility Commission Meeting Minutes
Sept. 17, 2012**

- 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

*Jennifer Schaff, Engineer
Randy Friday, Administrator
Susan Williams, Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Rath 2nd. Motion carried unanimously.***
- 4) Approval of Minutes
- a. Aug. 20 (Regular Meeting) – ***Kaas moved to approve the regular meeting of the Utility Commission of August 20, 2012 as presented. Rath 2nd. Motion carried unanimously.***
- b. Aug. 29 (Special Meeting) – ***Benz moved to approve the special meeting of the Utility Commission of August 29, 2012 as presented. Deprez 2nd. Motion carried unanimously.***
- 5) Citizen Comments on Agenda Items – none
- 6) Finance Clerk
- a. Review/Approve Financial Reports – ***Benz moved to approve the financial reports as presented. Rath 2nd. Motion carried unanimously.***
- 7) Village Engineer: Project Update(s) –
- 8) Old Business:
- a. *Water system:* Review reported water usage vs. loss.
- b. *Fats, Oils and Grease Ordinance(s):* Consider revision(s) to proposed ordinance(s).
- 9) New Business:
- a. *Pay Request #1 – FY2012 Water Main Replacement (Queens Ct./Sunset Lake Ct):* Approve Pay Request (\$21,230 of \$58,320; Badger Highways Co., Inc.) for Water Utility portion of Queens Ct. and Sunset Lake Ct. water main replacement project
- Rath moved to approve \$21,230 FY2012 Water Main Replacement for water Utility portion of Queens Ct. Deprez 2nd. Motion carried unanimously.***
- 10) Utility Operator:
- a. *Influent Sampler:* Review/Approve purchase of new (replacement) equipment

11) Complaints & Compliments: None.

12) Correspondences: None.

13) Adjournment.

Water and Sewer Utility Commission Meeting Minutes August 20, 2012

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

Present

*Milan Deprez
Roger Kaas
Jim Rath
Dick Stewart*

Absent

Bob Benz, excused

Others Present

*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. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – July 16 (Regular Meeting) – ***Rath moved to approve the July 16, 2012 minutes as presented. Kaas 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. Deprez seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *Schaff reported the Kings Way culverts are complete, crews are currently doing lateral work on Queens Ct and plan to start soon on Sunset Lake Ct. Dennis Mincheff, Sunset Lake Ct, arrived at 7:30 p.m. There was discussion regarding possible tree removal in the R.O.W. of the Mincheff property. The commission was in agreement to instruct the engineer to delete from the contract the incidental item to remove the cottonwood tree located in the R.O.W. at W4960 Sunset Lake Ct. The administrator questioned the cost to the village to remove the tree per contract. The engineer explained now, with the requested change to the contract, the hydrant located near the tree will be removed in addition to a portion of the barrel section to below grade, a concrete cap will be poured around the barrel, and lawn restoration will follow. Commissioner Rath questioned the engineer regarding the validity, per contract, for the movement of an existing hydrant on Queens Ct. The engineer stated that she will contact the property owner of the location in which the hydrant was moved to discuss the matter. Special UC meeting scheduled for August 29, 2012 at 9:00 a.m.*
- Other Discussion: Schaff stated she will meet with Carolyn of High Cliff State Park after the September report to discuss flow monitors.*
- 8) Old Business:

a) *Meehl Street water main replacement*: Consider water main replacement – **Stewart moved to TABLE further discussion until FY2013 budget discussion. Kaas seconded. Motion carried.**

9) New Business: *None.*

10) Utility Operator – *Not present*

11) Complaints & Compliments: *None.*

12) Correspondences: *None.*

13) Adjournment – **Kaas moved to adjourn at 8:05 p.m. Rath seconded. Motion carried.**

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

**Water and Sewer Utility Commission
Special Meeting Minutes
August 29, 2012**

- 1) Call Meeting to Order/Roll Call – **Chairman Stewart called the meeting to order at 9:00 a.m. with roll call:**

Present

*Bob Benz
Milan Deprez
Jim Rath
Dick Stewart*

Absent

Roger Kaas, excused

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) New Business:
- a) Consider/Approve relocation of hydrant on Queens Ct (Hocks, N216 Queens Ct); adjust contract per item – **Deprez moved to leave the hydrant where it is (as relocated) and to consider relocation within the next ten (10) years if the lot is to be developed. Benz seconded. Motion carried. Rath voted nay.**

Discussion: Schaff explained the hydrant relocation is a normal occurrence of projects due to the fact that the service can then be kept active and residents will not be without water for an extended period of time. Schaff stated the hydrant is typically relocated close to the existing location.

Rath emphasized the shape of the lot (pie-shape) should be taken into consideration when discussing the property owner's opposition to the hydrant relocation.

Rath suggested a preconstruction meeting between the engineer and the affected residents may be beneficial to all for future projects.

For future project relocations, the commission directed the engineer to have specific, verbal communication with the resident(s) who will be affected by a proposed "visual" utility relocation prior to construction.

Other discussion: Commission gave direction to the engineer:

- *Connect to the high pressure line on the west side of Palisades Trail*
- *Replace fiberglass manhole on Kings Ct prior to paving work.*

Discussion: Friday explained this is a sanitary expense and, therefore, it cannot be expensed as part of the paving project.

- b) Adjournment – **Deprez moved to adjourn at 9:54 a.m. Benz 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, November 19, 2012 – 7:00 p.m.
Village Hall; W482 Clifton Road, Sherwood, WI**

Due to lack of business, 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 Minutes
Dec. 17, 2012**

- 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
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 as presented. Benz seconded. Motion carried.**
- 4) Approval of Minutes – Sept. 17 (Regular Meeting) – **Deprez moved to approve the September 17, 2012 minutes as presented. Benz 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. Deprez seconded. Motion carried.**
- 7) Village Engineer: Project Update(s) – *not present*
- 8) Old Business:
- a) *Water consumption:* Review data regarding pumped vs. billed water amounts – *Report indicates approximately 90% of water charges from Appleton is being billed.*
- b) *High Cliff State Park sewer system:* Consider FY12 ‘Flow Monitoring’ Report (R.A. Smith National) – *Genskow and commission discussed possible placement of flow meters. Friday provided email correspondence from Carol Morgen, High Cliff State Park, which indicates she and DNR engineers will be present at the January 21, 2013 meeting to review and discuss the park sewer monitoring.*
- 9) New Business:
- a) *Abendschein water heater claim* (Homestead Mutual Insurance Co.): Request by homeowner’s insurance for Village to assume liability – Deprez stated he had spoken directly to Ken Pruess of Ken’s Plumbing regarding the claim. Deprez said Pruess told him that the claimant misquoted him. According to Deprez, Pruess stated he had told the claimant that the reason provided in the claim may have been one of the possibilities but he did not provide a definitive reason. Genskow, also, explained where and why the water was shut off and turned on the day of the claim. Genskow stated that the claimant was the only customer of approximately 300 customers who had a complaint that day with the shut off and turn on.

Deprez moved to deny the request by the homeowner's insurance for the Village to assume liability. Benz seconded. Motion carried.

Mader was instructed to write a letter of denial to the homeowner and cc the insurance company.

- b) *FY2013 Water Utility Budget: Presentation.*
- *No increase to water rate*
 - *Include \$4,375 per year to the budget for cross-connection services by MCO*

Discussion: Rath requested it be noted in the minutes that Genskow prefers to keep the budget estimates higher as a "cushion amount".

Commission agreed the inside (\$2.73 ea.) and outside (\$6.99 ea.) vacuum breakers will be purchased by the utility rather than placed on as a cost on the customer's account.

- c) *FY2013 Sewer Utility Budget: Presentation*
- *Increase sewer base rate 9%*
 - *Discuss funding of proposed \$100,000 manhole replacement project.*

- d) *5-Year Capital Improvements Project (FY2013-17): Presentation*
Friday explained there is an amount change to the W&S 9 plan, \$102,000 is proposed to haul sludge to the landfill FY2015.

- e) *Change Order #2 – FY2012 Water Main Reconstruction and Paving: Decrease contract amount (-\$63,207.02) with Badger Highways, Co. from \$477,499.67 to \$414,292.65 – **Benz moved to approve decreasing contract amount (-\$63,207.02) with Badger Highways, Co from \$477,499.67 to \$414,292.65. Rath seconded. Motion carried.***

- 10) *Utility Operator – Genskow made the commission aware that, by the year 2014, high brass meters will not be allowed to be installed. Genskow stated that the plastic meters will be approximately ten dollars (\$10) cheaper than low brass meters.*

11) *Complaints & Compliments: None*

12) *Correspondences:*

- a) *2030 Sherwood Sewer Service Area Plan (ECWRPC – Joe Huffman; Sept. 21) – reviewed.*

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

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

**Water and Sewer Utility Commission Meeting Notice and Agenda
Monday, October 15, 2012 – 7:00 p.m.
Village Hall; W482 Clifton Road, Sherwood, WI**

Due to lack of business, 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 Minutes
June 18, 2012

- 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
Dick Stewart*

Absent

Jim Rath, excused

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 – ***Deprez moved to approve the agenda as presented. Benz seconded. Motion carried.***
- 4) Approval of Minutes – May 21 (Regular Meeting) – ***Benz moved to approve the May 21, 2012 minutes as presented. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Presentation(s):
- a) FY2011 Audit Report (Mike Konecny; Schenck) – *Konecny discussed the water and sewer utility operating reports as presented.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – ***Benz moved to approve the financial reports as presented. Kaas seconded. Motion carried.***
- 8) Village Engineer: Project Update(s) – *Schaff stated the bids will be let on 6/20/2012. The water main project on Sunset Lake Ct is scheduled to start in August. The paving project on Queens Ct is scheduled to begin after Labor Day.*
- 9) Old Business:
- a) *Fats, Oils & Grease Policy (FOG): Review current policy and consider amendment(s) - Commissioner Kaas met with MCO to review and amend the current policy. Kaas suggests two separate ordinances be created from the current policy to ensure proper coverage: FOG for Food Service Facility and FOG for Vehicle Service Facility. Discussion to be continued at the July meeting.*
- b) *Meehl Street water main replacement: Discuss option(s) for main replacement in FY2013, including water &/or stormwater, roadway, etc. - Schaff stated costs should be available by the July meeting.*

10) New Business:

- a) Resolution #2012-04: Review and Approval of 2011 CMAR (Compliance Maintenance Annual Report) – **Benz moved to approve Resolution 2012-04 for the 2011 CMAR. Depez seconded. Motion carried unanimously.**
- b) *Review/consider insurance (Aegis Corp) correspondence of sewer backup claims (2): Jamie & Ann Duchow, W5082 Fox Lane; Brian & Kristin Horst, W5088 Fox Lane – Benz moved to deny the claims per correspondence. Kaas seconded. Motion carried.*

11) Utility Operator

- a) Water System loss: Discuss metered water versus actual water sales (Kaas) – *reviewed.*
- b) Watermain break: High Cliff Road (June 7) – *Discussed.*

12) Complaints & Compliments: *None.*

13) Correspondences

- a) Report of Appleton Utilities Committee – Technical Assistance Group (TAG) addressing feasible alternatives to updated Fed'l & State drinking water standards (Chris Shaw – Utilities Director; June 8).

14) Adjournment – **Kaas moved to adjourn at 8:22 p.m. Benz seconded. Motion carried.**

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

**Water and Sewer Utility Commission Special Meeting Minutes
June 25, 2012**

- 1) Call Meeting to Order/Roll Call – *Clerk Williams called the meeting to order at 6:00 p.m. with roll call:*

Present

Bob Benz
Jim Rath
Milan Deprez
Roger Kaas

Absent

Dick Stewart, excused
Others present
Randy Friday, Administrator
Jennifer Schaff, Engineer
Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*

Williams requested a motion from the floor to nominate a Commissioner to act as Chairman for the meeting.

Rath moved to nominate Benz Acting Chairman for the meeting. Kaas 2nd. Benz abstained. Motion carried.

- 3) Approval of the Agenda - ***Kaas moved to approve the agenda as presented. Deprez 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: None.
- 5) Citizen Comments on Agenda Items: None.
- 6) Finance Clerk: n/a.
- 7) Village Engineer: Project Update(s)
- 8) Old Business: None.
- 9) New Business:
a) ***Bid Award – Watermain Replacement Projects (Sunset Lake Court; Queen's Court): (\$68,309; Badger Highways)***

Schaff reported to the Commission; bid opening of the project took place June 20, 2012, 3 bids were submitted and presented the results of the bids.

Kaas moved to award the FY2012 Watermain Replacement Projects (Sunset Lake Court; Queen's Court) to Badger Highways for the amount NTE \$68,309 as presented. Rath 2nd. Motion carried unanimously.

- 10) Utility Operator: n/a.
- 11) Complaints & Compliments: None.
- 12) Correspondences: None.
- 13) Adjournment – ***Kaas moved to adjourn at 6:07 p.m. Rath 2nd. Motion carried unanimously.***

**Water and Sewer Utility Commission Meeting Minutes
July 16, 2012**

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

Present	Absent
Bob Benz	None
Milan Deprez	Others Present
Roger Kaas	Jennifer Schaff, Engineer
Jim Rath	Bruce Genskow, MCO
Dick Stewart	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
- a) June 18 – Regular Meeting – ***Deprez moved to approve the June 18, 2012 meeting minutes as presented. Benz seconded. Motion carried.***
- b) June 25 – Special Meeting – ***Benz moved to approve the June 25, 2012 Special Meeting minutes as presented. Rath 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. Kaas seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *Schaff reported the asphalt/water main project pre-construction meeting is scheduled for 7/19/2012. Schaff stated a letter has been drafted and will be sent to customers to be affected by the asphalt and water main projects. Schaff, also, reported the Knight Dr project remains on hold due to the condemnation process.*
- 8) Old Business:
- a) *Fats, Oils & Grease Policy (FOG): Review current policy and consider amendment(s).*
- i. *Food Service Facilities*
- ii. *Vehicle Service Facilities*
- Benz moved to recommend the Village Board review the proposed amendments to the separate policies for consideration as ordinances, present for public hearing, and adopt as amended. Deprez seconded. Motion carried.***

Commission suggests all businesses to be affected receive copy of respective proposed ordinance and be informed of the public hearing.

Commissioners acknowledged Kaas and Genskow for their time and efforts in preparation of the information presented for consideration.

- b) *Meehl Street water main replacement: Discuss option(s) for main replacement in FY2013, including water &/or stormwater, roadway, etc. - Commission requested the engineer to present breakdown costs at the next meeting for the water main replacement by street of the proposed area and to include cost for patching not street reconstruction.*

- 9) **New Business:**
 - a) ***Annual Request for Water Support (Sherwood Lion's Football) – Rath moved to approved the water and sewer utility annual 1/3 contribution for water support, not to exceed \$300. Kaas seconded. Motion carried.***

- 10) *Utility Operator – None*

- 11) *Complaints & Compliments – None*

- 12) *Correspondences – None*

- 13) ***Adjournment – Kaas moved to adjourn at 7:48 p.m. Rath seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Minutes
May 21, 2012**

- 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*

Absent

None

Others Present

*Bruce Genskow, MCO
Jennifer Schaff
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 – March 19 (Regular Meeting) – ***Rath moved to approve the March 19, 2012 minutes as presented. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Presentation:
- a) Sewer Service Area – Plan Update by East Central Wisconsin Regional Planning Commission (Joe Huffman) - *After a short discussion period, Huffman stated he will, first, solicit comments from the Town of Harrison and Calumet County, second, set a public hearing, third, any changes will be applied to the final draft, fourth, present the final draft to the Village Plan Commission and Village Board for the permitting process and then present to the DNR.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – ***Rath moved to approve the financial statements as presented. Deprez seconded. Motion carried.***
- 8) Village Engineer: Project Update(s) – *no updates*
- 9) Old Business:
- a) *Fats, Oils & Grease Policy (FOG): Review current policy and consider amendment(s). - Genskow and commissioners discussed suggested amendments and details. Genskow suggested following the Neenah/Menasha Form/Policy to create the proposed ordinance. Kaas volunteered to work with MCO to discuss final presentation. Commissioners suggested the Utility Commission be identified as the "Approving Authority" in the ordinance. Commissioners and Genskow want all applicable facilities to submit a control plan. The utility operator will make periodic reviews and updates of the control plans. Commissioners recommend no facility shall be "grandfathered" from submitting a control plan. No surcharge will be applied. Commissioners requested Genskow to inquire with local plumber about costs for*

outside interceptors and required sizing. Commissioners requested Genskow to get options regarding facilities that do not currently have grease trap.

Commissioners would like the applicable businesses be personally invited to the public hearing to discuss requirements of the proposed FOG ordinance so they have a better understanding.

10) New Business:

- a) *Cross-Connection Ordinance: Consider ordinance creation regarding protection of water system thru backflow prevention. - **Stewart moved to recommend the Village Board approve the Cross- Connection Ordinance as presented. Benz second. Motion carried unanimously.***
- b) *Replacement door at Sewer Plant: Fiberglass vs. Steel - **Rath moved to approve Parson Bros \$2,655 proposal for a fiberglass door. Kaas seconded. Motion carried.***
- c) *Contract for Engineering Services (Queen's Court; Sunset Lake Court) – Water Main replacement (NTE \$22,500; McMahon) - **Rath moved to approve the contract in the amended amount of \$17,000. Kaas seconded. Motion carried.** Schaff stated the \$5,500 bid services amount could be eliminated from the contract if the engineering services would be bid with in conjunction with the asphalt project.*
- d) *Meehl Street water main replacement: Discuss option(s) for water main replacement in FY2013, including water &/or stormwater, roadway, etc. (Deprez). - Commissioners directed Schaff to get costs for the project to be placed on the 2013 budget.*

11) Utility Operator

- a) *Water System loss: Presentation of water leak detection efforts and remediation discussion. - *Genskow explained there were two leaking hydrants detected. The hydrant on Robinhood Way has been repaired. Genskow reported extensive loss due to that hydrant leak. Questa Ct hydrant is scheduled to be repaired. Genskow stated the village has the parts, therefore, no need to follow the recommendation.**

12) Complaints & Compliments: *None*

13) Correspondences:

- a) *WPDES Permit (Wis. Pollutant Discharge Elimination System (Wis.DNR; March 23) – *Genskow explained this has no impact on the village at this time.**
- b) *Safe Drinking Water Loan Program – *Intent to Apply & Score (Wis. DNR; April 20) – reviewed. Low score.**
- c) *Potential Sewer Back-up (Insurance) Claim (Secura Insurance; May 7) – *Friday stated an update should be available for the June meeting.**

14) Adjournment – ***Benz moved to adjourn at 9:05 p.m. Deprez seconded. Motion carried.***

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

Water and Sewer Utility Commission Meeting Minutes March 19, 2012

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

Present

*Milan Deprez
Roger Kaas
Jim Rath
Dick Stewart*

Absent

Bob Benz (excused)

Others Present

*Jennifer Schaff
Bruce Genskow
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 – January 16 (Regular Meeting) – ***Rath moved to approve the January 16, 2012 minutes as presented. 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. Deprez seconded. Motion carried.***
- Rath requested it be noted to use 2010 WE Energy bills for budget.*
- 7) Village Engineer: Project Update(s) – reviewed project updates
- 8) Old Business:
- a) Private Well Operating Permits: Consider ordinance amendment regarding 5-Year testing requirements – ***Kaas moved to recommend Village Board approval of proposed changes to Ordinance 42A after review by Village attorney. Rath seconded. Motion carried.***
- b) Fats, Oils & Grease Policy (FOG): Review current policy and consider amendment(s) - *Commission requests an acceptable form/policy be developed for the Village which will depict a Control Plan for existing and new facilities i.e. whether or not to permit, if permitting, whether or not to have a permit fee, and whether or not an existing facility can be “grandfathered” from requirement of submitting a Control Plan. The commission also requests the form/policy address the location requirement of the grease interceptor i.e. enforcement if existing facilities has grease interceptor located inside of the building, not installed outside the building upstream from the sanitary sewer service lateral as stated in the example form presented (Neenah-Menasha Sewerage Commission Fats, Oils, and Grease Regulations and Procedures).*

Commission suggested comparable policies from other smaller municipalities be reviewed.

- 9) New Business:
 - a) *Cross-Connection Ordinance: Consider ordinance creation regarding protection of water system thru backflow prevention - Commission requested specific rewording of Inspection section of the presented model ordinance: change from, "...Wisconsin Administrative Code" to "...PSC 185.76, not to exceed test interval schedule of meters and when a final read is requested for change of customers."*
 - b) *Water System loss: Consider possible vendor(s) for leak detection work – **Rath moved to approve MCO proposal agreement, option 1, in the amount \$1,300 with the caveat that MCO will have the work done prior to the April meeting and the corresponding report will be available for the April meeting packet. Kaas seconded. Motion carried.***
- 10) Utility Operator – *Genskow reported two gushing leaks were found during the sewer cleaning.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences: *None*
- 13) Adjournment – ***Deprez moved to adjourn at 8:27 p.m. Rath 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, April 16, 2012 – 7:00 p.m.
Village Hall; W482 Clifton Road, Sherwood, WI**

Due to lack of business, 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).