

**Water and Sewer Utility Commission Meeting Minutes  
Monday, January 17, 2011**

- 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**

*Jennifer Schaff, Engineer*

*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. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (Dec. 20) – ***Benz moved to approve the December 20, 2010 minutes as presented. Rath seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Presentation: GIS implementation – Sam Posciak (McMahon) – *Postponed until March at the request of Stewart.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – ***Kaas moved to approve the Financial Reports. Rath seconded. Motion carried.***
- 8) Village Engineer
- a) Project(s): Updates and discussion of project(s), including WWTP Aerator Replacement, Water Transmission Main, etc. – *Schaff reported the Water Transmission Main project is nearing the end with installation of the fence at the County N meter station, Well #5 has been abandoned, and the WWTP Aerator Replacement project is still in “wait” mode.*
- b) Sewer Service Area review: Fire Lane 12 & 13 Report (McMahon) - *Commission accepted the Fire Lane 12 & 13 Report (McMahon) with hook-up fee revision and instructed Schaff to forward the report to the East Central Wisconsin Regional Planning Commission and request they analyze the report.*
- 9) Old Business
- a) Well #5 Pumphouse Modifications: Consider installation of outfall pipe from well house into stormwater pond via manhole - ***Kaas moved to TABLE installation of the outfall pipe and discontinue well #5 analyzer use until the utility operator deems it necessary in the future. Benz seconded. Motion carried. Schaff stated the analyzer by the Booster Pump in the Village Offices building will continue to be used.***

10) New Business

- a) Request by PTS Construction, Inc. to reconsider water use charges applied to STH 55/114 & Clifton Road watermain replacement projects – ***Benz moved to not reconsider water use charges applied to STH 55/114 & Clifton Road water main replacement projects. Depez seconded. Motion carried. Commission instructed a denial letter be drafted to PTS Construction, Inc with contract reference to charge for water use and note the asphalt reference from their correspondence.***
- b) Well #5 flow meter purchase & installation: Consider contract for services award to procure and install 6” turbo Meter at Well #6 (\$4,000; Midwest Contract Operation) - ***Kaas recommended approval to award contract to Midwest Contract Operations for purchase and installation and start up of 6” turbo meter at Well #6 in the amount \$4,000. Rath seconded. Motion carried.***
- c) FY2011 Water & Sewer Utility Budgets: Review and Approval - ***Benz recommended approval of the 2011 Water & Sewer Utility Budget with the following modifications: decrease “Well Maintenance & Repairs” (\$3,500 to \$500), increase “Mains & Lateral Maintenance” (\$38,300 to \$41,300), increase Water Fund “Contracted Operations Labor (MCO)” to reflect annual increase in MCO Health/Liability Insurance (\$91,044 to \$95,164) and increase Sewer Fund “Contracted Operations Labor (MCO)” to reflect annual increase in MCO Health/Liability Insurance (\$61,721 to \$64,467). Rath seconded. Motion unanimously carried.*** Note: Water Fund “Other (Miscellaneous)” budget amount remain at \$30,825 for further review of leak detection necessity. MCO quoted \$14,000 for leak detection service and offered to purchase required equipment at no extra cost to the village.
- d) MCO contract extension: Consider 1-year extension of MCO services for FY2011 to run the Village Water & Sewer Utility operations (\$145k to \$147k) – ***Kaas moved to approve 1 year extension of MCO services for FY2011 to run the Sherwood Water & Sewer Utility operation at the contract amount \$153,481. Benz seconded. Motion carried unanimously.***

11) Utility Operator

- a) Water leak on Jan 10<sup>th</sup> at W665 Veteran’s Ave (beyond the Outpost) – *Reviewed incident report.*

12) Complaints & Compliments: *None*

13) Correspondences:

- a) Well #5 abandonment – DNR report (Water Well Solutions; Dec. 20, 2010)
- b) Request (PTS Construction, Inc.) to review water use charges applied to STH 55/114 & Clifton Road watermain replacement projects (Greg Joski – PTS; President; Dec. 23, 2010)

14) Adjournment – ***Benz moved to adjourn at 9:18 p.m. Kaas seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, February 21, 2011 – 7:00 p.m.  
Village Hall; W482 Clifton Road, Sherwood, WI**

Meeting cancelled due to lack of business

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**  
**March 21, 2011**

- 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  
Sam Posciak, McMahan  
Tom Kispert, McMahan  
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. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (Jan. 17, 2011) – ***Rath moved to approve the January 17, 2011 minutes as presented. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Presentation: GIS implementation – Sam Posciak (McMahon) - *Posciak provided a brief tour of the GIS website and explained the Village will have discretionary control of “viewers” of the site. The utility personnel, MCO, contracted services, will have “editor” capabilities.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – ***Rath moved to approve the Financial Reports with the addition of the Grainger invoice (\$58.80). Benz seconded. Motion carried.***
- b) Water consumption summary – *Reviewed. Stewart requested the summaries be presented as quarterly billings from Appleton are received.*
- 8) Village Engineer
- a) Aerator Replacement: Review replacement and WWTF shut-down timeline(s) – *Kispert reviewed.*
- b) WisDOT Round-about project & water line impact: STH 114 & CTH ‘N’ intersection – ***Benz moved to recommend the Village Board not make a decision at this time and direct the Administrator to engage conversation with the WisDOT to outline concerns and reiterate what has been done by the Village based upon WisDOT design of the STH 114/CTH N as of March 2010 and request a meeting to come to a resolution which may include the following: 1) stick to original design, 2) if water line is moved it will be at the cost of the WisDOT, 3) WisDOT, again, re-design. Kaas seconded. Motion carried.***

9) Old Business

10) New Business

- a) Aerator Replacement: Authorize payment (Energenics; \$128,000) for two Ovivo aerators, per contract - *Kispert requested the payment be withheld until proper review of the request has been conducted by McMahon. Kispert stated only ninety-percent of the contract has been completed to date and the pay request will reflect the change. Kaas moved to release the payment of the revised amount when the approved pay request is received from McMahon. Rath seconded. Motion carried.*
- b) Aerator Replacement: Request for Payment #2 (August Winter & Sons, Inc.; \$2,451) for work completed thru Feb. 28, 2011 – ***Kaas moved to approve pay request #2 to August Winter & Sons, Inc in the amount \$2,451 for work completed through February 28, 2011. Rath seconded. Motion carried.***
- c) New Meter Station & Well #5: Request for Payment #7 and Final (Miron Constr. Co; \$9,687.17) for work completed thru Feb. 4, 2011 - ***Benz recommends the Village Board approve request #7 to Miron Construction Co in the amount \$9,687.17 for final payment of work completed through February 4, 2011. Rath seconded. Motion carried.***
- d) Water main replacement – STH 55/114: Request for Payment # 3 and Final (PTS Contractors, Inc.; \$2,451.95) for work completed thru Nov. 30, 2010 - ***Kaas moved to approve request #3 in the amount \$2,451.95 to PTS Contractors, Inc for final payment of work completed through November 30, 2010. Rath seconded. Motion carried.***
- e) Water main replacement – Clifton Road: Request for Payment #4 and Final (PTS Contractors, Inc.; \$788.70) for work completed thru Nov. 30, 2010 - ***Benz moved to approve pay request #4 in the amount \$788.70 to PTS Contractors, Inc for final payment of work completed through November 30, 2010.***

11) Utility Operator

- a) *Incident Report – Private vehicle vs. hydrant collision (Morning Star Court) – Reviewed. Genskow stated they had to wait until warmer weather allowed them to check the actual damages; found the crack to be further down than anticipated. Final cost to repair is unknown at this time.*
- b) *Vandalism Report – Wet well entry; Landscape blocks (Windswept lift station)*

12) Complaints & Compliments: *None*

13) Correspondences: *None*

14) Adjournment – ***Benz 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 Minutes  
Monday, April 18, 2011**

- 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  
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. Kaas second. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (March 21, 2011) – ***Rath moved to approve the March 21, 2011 minutes. Benz second. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Kaas moved to approve the Financial Reports. Benz Second. Motion carried.***
- Kaas requests copies of TTHM quarterly test results.*
- 7) Village Engineer
- a) Aerator Replacement: Update project wrap-up - *Schaff reported a landscaping extension has been requested due to inclement weather. Record drawings will be submitted by the contractor.*
- b) Sewer Service Area: Fire Lane #12 & #13 area report review - *Remain TABLED until May meeting when Gary Rosenbeck (McMahon) is expected to be present for discussion.*
- 8) Old Business
- WisDOT Round-about project & water line impact: *STH 114 & CTH 'N' intersection – Commissioners questioned Matt Haefs, WisDot Calumet & Manitowoc Project Manager, about final plans for the STH 114& CTH 'N' round-about project which reflect changes from the 2010 plans. The final plans now have the water transmission line in the driving lane. They questioned why the changes were made after the Village engineer (McMahon) had coordinated with the state, based on the state plans, and the Village had been permitted by the state to place the water transmission line in the state right-of-way. Haefs, in summary, responded:*

- *the water transmission line was installed approximately one year before the final plan sets were completed by the WisDot for the STH 114 & CTH 'N' intersection round-about project,*
- *the permit to install the water transmission line in the state right-of-way remains valid,*
- *since the Village installed the water line in the state right-of-way by permit, the Village did not have to purchase easements for approximately seven miles,*
- *the state will allow the water line to remain where it is located but will require two valves to be raised to pavement grade at a cost of approximately \$6 – \$9 thousand dollars, a cost to be incurred by the Village.*

*Haefs stated the project bids will be let in May and construction is scheduled to begin in early July.*

*Commission directed the Village Administrator to draft a letter to the WisDOT and local legislature to communicate the Village concerns regarding the project final plans and have the Chairman review and sign, as well.*

9) New Business

- Aerator Replacement: Consider Change Order #1 (August Winter & Sons, Inc.; \$1,994.48) to add new conduit in lieu of reusing existing (\$2,204.48) less credit (\$210) to delete painting – **Kaas moved to approve Change Order #1 in the \$1,994.48 for August Winter & Sons, Inc. Rath second. Motion carried.***
- Aerator Replacement: Request for contract time extension related to site restoration (due to weather conditions) – **Benz moved to approve contract time extension related to site restoration due to weather conditions. Kaas second. Motion carried.***

10) Utility Operator

- Effluent Samples – Wastewater Treatment Facility (post-installation of new aerators) – reviewed.*
- Water Main Break – Queens Ct 4/11/2011 - Commission discussed repair options in the event another break occurs on this court in the near future. The commission directed the utility operator (MCO) to patch the break.*

11) Complaints & Compliments: *None*

12) Correspondences: *None*

13) Adjournment – ***Benz moved to adjourn at 8:15 p.m. Kaas second. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Minutes  
May 16, 2011**

- 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  
Roger Kaas  
Jim Rath  
Dick Stewart*

**Absent**

*Milan Deprez, 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 – ***Benz moved to approve the agenda. Kaas seconded. Motion carried.***
- 4) Approval of Minutes
- a) Regular Meeting (April 18) – ***Rath moved to approve the April 18, 2011 minutes. Benz seconded. Motion carried.***
- b) Special Meeting (May 6) – ***Rath moved to approve the May 2, 2011 minutes. Kaas seconded. Motion carried. Commissioners commented the minutes were very well written by the Village Clerk.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Kaas moved to approve the financial reports as presented. Benz seconded. Motion carried.***
- 7) Village Engineer
- a) Sewer Service Area: Fire Lane #12 & #13 area report review – ***Rath moved to take discussion off the TABLE. Benz seconded. Motion carried.***  
Rosenbeck stated the intention of McMahon's report is to provide analysis to suggest Fire Lanes 12 & 13, south of Hwy 114 to Lake Winnebago, be placed in the Sherwood sewer planning area. Rosenbeck stated the area is currently in a "no man's land." After a lengthy discussion, ***Rath moved to TABLE until further notice. Kaas seconded. Motion carried.***
- 8) Old Business
- a) WisDOT Round-about project & water line impact: STH 114 & CTH 'N' intersection – Rosenbeck explained the four probable cost options to address WisDOT changes to the round-about planned at CTH N & STH 114. ***Kaas moved to approve the option to raise the existing valve boxes in the amount \$2,805. Benz seconded. Motion carried.*** This option provides the water main will remain in existing location. Benz suggested a letter be written to the WisDOT explaining what the costs could have been to our customers had the commission decided on another option.

- 9) New Business
  - a) Appoint Commission Chairperson: Annual appointment of Utility Commission Chair – ***Benz moved to nominate Stewart as Chair. Kaas seconded. Stewart accepted the nomination. Motion carried.***
  - b) Aerator Replacement: Consider *Pay Request #3* (August Winter & Sons; \$72,836.86) as partial payment for work completed thru April 25, 2011 – ***Kaas moved to approve pay request #3 in the amount \$72,836.86 to August Winter & Sons for work completed through April 25, 2011. Benz seconded. Motion carried.***
- 10) Utility Operator
  - a) GIS: Info. Update – *discussed.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences: *None*
- 13) Adjournment – ***Benz moved to adjourn at 8:49 p.m. Kaas seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Minutes**  
**Monday, June 20, 2011**

- 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**

*Gary Rosenbeck, Engineer  
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. Benz seconded. Motion carried.***
- 4) Approval of Minutes – May 16 (Regular Meeting) – ***Benz moved to approve the May 16, 2011 minutes. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items –
- *Bill Flynn, Frogg's Ice Cream, N370 Military Rd, re item 9)b*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Kaas moved to approve the Financial Reports. Benz seconded. Motion carried.***  
*Benz questioned the WE Energies charges for Well #5 and Well #6 since Well #5 is abandoned and Well #6 is for emergency use. What is being metered? Genskow will contact WE Energies.*
- b) Consider information change on water & sewer utility bills – ***Benz moved to leave the information on the water and sewer utility bills as is. Kaas seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *Rosenbeck reported the Aerator project is complete. Rosenbeck stated Immel, Inc will be the contractor to contact for raising the valves at the STH 114/N round-about project.*
- 8) Old Business: *None*
- 9) New Business
- a) Request to allow 'back-up sump pump' connected and powered by the local residence water line (Joe Verhagen; W5062 Cherrywood Drive) – *No action taken. Commission agreed a cross connection device would be required as well as an annual inspection. Genskow was directed to get further product information from the WI DNR, Wisconsin Rural Water Association, and Hydrodesigns, Inc. Commission requested the item be on the July agenda.*

- b) Request for payment reduction due to vandalism (Frogg's Ice Cream – Bill Flynn) – *Flynn explained vandals had turned on his outside spigot but, fortunately, a neighbor noticed the running water and shut it off. Flynn stated he has made improvements so this cannot happen again. After Mader told him the second quarter usage for this year is comparable to second quarter 2010, Flynn agreed to wait to see what the bill is. Commission invited him to return to the July meeting to discuss further if desired.*
  - c) Aerator Replacement: Consider Pay Request #4 and Final, including lien waiver (August Winter & Sons; \$6,241.62) as payment for work completed thru May 31, 2011 – ***Benz moved to approve pay request #4 and final, including lien waiver in the amount \$6,241.62 to August Winter & Sons for work completed through May 31, 2011. Depez seconded. Motion carried.***
  - d) Aerator Replacement: Consider Pay Request #2 and Final (Energenecs, Inc.; \$17,800) as payment for procurement of equipment completed thru May 19, 2011 – ***Kaas moved to approve pay request #2 and final in the amount \$17,800 to Energenecs, Inc for procurement of equipment completed through May 19, 2011. Depez seconded. Motion carried.***
  - e) Resolution #2011-07: A Resolution stating Utility Commission acceptance of new Water Source-related projects – ***Benz moved to approve Resolution #2011-07, a Resolution stating Utility Commission acceptance of new water source-related projects. Kaas seconded. Motion carried.***
  - f) Resolution #2011-05: A Resolution reviewing and approving the Village of Sherwood 2010 Compliance Maintenance Annual Report (CMAR) – ***Benz moved to approve Resolution #2011-05, a Resolution reviewing and approving the Village of Sherwood 2010 Compliance Maintenance Annual Report (CMAR). Depez seconded. Motion carried.***
  - g) Consider MCO request to replace right angle gear drive for the clarifier per Energenecs, Inc proposal (\$1,795.00) using Equipment Replacement funds – ***Benz moved to approve MCO request to replace the right angle gear drive for the clarifier per Energenecs, Inc proposal of \$1,795.00 with the authorized use of Equipment Replacement funds. Depez seconded. Motion carried.***
- 10) Utility Operator
- a) TTHM Quarterly running average(s) – *Commission reviewed the averages and noted improvement since the Village has been on Appleton water.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences: *None*

Related Discussion: After packets were delivered, a correspondence was received from Senator Frank Lasee and added to the packet. The correspondence is in response to the Village concerns regarding the CTH 114/N round-about and the Village valves which will now be in the roadway. Commission will await any response from the WIS DOT.

Non-agenda Discussion: Benz requested information for current watering policies/ordinances from Appleton, Grand Chute, and Waverly be presented at the July meeting for discussion.

- 13) Adjournment – ***Kaas moved to adjourn at 8:14 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**  
**July 18, 2011**

- 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  
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 seconded. Motion carried.***
- 4) Approval of Minutes – June 20 (Regular Meeting) – ***Kaas moved to approve the June 20, 2011 minutes. Benz seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items –  
*David Van Elzen, Sherwood Lions Football Program, re item 9) a*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Benz moved to approve the financial reports. Rath seconded. Motion carried. Benz requests breakdown of MCO billing i.e. specify additional services.***
- b) Private Well Permit/Cross-Connection Inspection (Stumpf) – ***Rath moved to approve enforcement to require compliance of Ordinance No. 42A, Section 5, (5) for all current village private well for cross connections, (“an inspection be completed by a licensed plumber at the well owners expense, and the results of the inspection be provided to the Village showing that there are no cross-connections between the well and pump installation and the municipal water system;”). Kaas seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – Reviewed. *Referencing a East Central Wisconsin Regional Planning Commission report, Schaff stated that she had spoken to Eric Fowle, Executive Director ECWRPC, and had clarified that a statement made in the report which suggested the ECWRPC is in favor of a Sherwood sewer expansion to Firelane 12/13 is a typing error.*
- 8) Old Business: *None*
- 9) New Business
- a) Annual request for water usage support from Water Utility (Sherwood Lions Football) – ***Commission granted annual request for water usage support for the Sherwood***

*Lions Football program and required the same stipulations as in previous year with 1/3 support from the Sherwood water utility not to exceed \$300 and 1/3 support from the Village not to exceed \$300 and a usage report be submitted.*

- b) Request to allow 'back-up sump pump' connected and powered by the local residence water line (Joe Verhagen; W5062 Cherrywood Drive) – ***Benz moved to approve allowing the installation of a state approved back-up sump pump model with the Village assuming no responsibility. Kaas seconded. Motion carried.***
  - c) Annual propane contract: Approve pre-buy purchase by July 29 (Garrow Oil) – ***Rath moved to direct the administrator to contact three competitors for cost of fuel tank and pre-buy amounts, not to exceed \$1.999/gal, with authorization to purchase new tank, if applicable, and settle the agreement by the end of July. Deprez seconded. Motion carried.***
  - d) Request for direct payment to City of Appleton for quarterly water charges relative to *Purchased Water Agreement* - ***Rath moved to approve request for direct payment to City of Appleton for quarterly water charges relative to Purchased Water Agreement. Kaas seconded. Motion carried.***
  - e) *Resolution #09-2011: Resolution opposing Assembly Bill (AB)182 disallowing unpaid water utility bills to be placed on property tax bills* – ***Benz moved to approve Resolution #09-2011: Resolution opposing Assembly Bill (AB) 182 disallowing unpaid water bills to be placed on property tax bills. Kaas seconded. Motion carried.***
- 10) Utility Operator
- a) Watermain Break – July 11 (CTH 'M') – ***Rath directed Friday to write letter to Calumet County board chair regarding fees being charged for road cuts outside driving lane related to repair of the watermain break. Benz seconded. Motion carried.***

11) Complaints & Compliments: *None*

12) Correspondences: *None*

13) Adjournment – ***Benz moved to adjourn at 8:30 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  
August 15, 2011**

- 1) Call Meeting to Order/Roll Call – *Mader called the meeting to order at 7:00 p.m. with a request to nominate a temporary chair. **Rath moved to appoint Benz temporary chair and Deprez seconded. Motion carried.***

Roll Call:

**Present**

*Bob Benz  
Milan Deprez  
Roger Kaas  
Jim Rath*

**Absent**

*Dick Stewart, excused  
**Others Present**  
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 and Deprez seconded. Motion carried.***
- 4) Approval of Minutes – July 18 (Regular Meeting) – ***Kaas moved to approve the July 18, 2011 minutes as presented and Benz seconded. Motion carried.** Updating the commission regarding the July prepaid propane discussion, Friday stated Country Visions had been awarded the 2011-2012 contract.*
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Kaas moved to approve the financial reports and Rath seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *Friday shared the 8/12/11 email response from Gary Rosenbeck, McMahon, regarding agenda item 12) b. Rosenbeck replied with two options. Option #2 states, “Put the issue on the table by presenting our report to ECWRPC and see where it goes. Under this option we could present it to ECWRPC and get their comments and then either “have it placed on file” or “push the issue.” **Benz moved to adopt Option # 2 made by Gary Rosenbeck, McMahon and present the recommendation to the Village Trustees. Rath seconded. Motion carried.***
- 8) Old Business: *None*
- 9) New Business
- a) Request to disallow sewer rate charges for water usage by homeowner due to open, outside water spigot (Schermerhorn; Aug. 10) – ***Kaas moved to not grant any relief for total sewer and water charges and Rath seconded. Motion carried.***

- b) Private well operating permits: Consider annual and 5-year testing requirements – *No action taken. Commission directed Genskow to contact Appleton regarding their testing codes and report at the next meeting.*
  - c) *Fee Schedule:* Consider establishment of fee for 'commercial (and other) building remodeling' (plumbing only) – **Rath moved to approved \$50 permit fee for commercial installation of new meter and Benz seconded. Motion carried.** Rath requested the owner be informed of the fixed base charges associated with the installation of a new meter and the initial \$25 meter drop-off charge.
  - d) WWTP air conditioning unit replacement: Consider bid award - *Administrator stressed the request is for a non-budgeted item. Rath moved to approved \$3,233 for purchase and installation of Armstrong air conditioner by Christiansen Heating and Air Conditioning Inc, with request that Christiansen defer payment until after 1/1/2012 yet purchase if request is denied, and Mike's Electric to finish wire (\$3,083 air conditioner [\$3,229 Christiansen proposal less the July 26, 2011 Christiansen service invoice of \$146] plus \$150 wiring [Mike's Electric]). Kaas seconded. Motion carried.*
- 10) Utility Operator
- 11) Complaints & Compliments: *None*
- 12) Correspondences:
- a) *Consent Order Closeout (WisDNR; July 19) – reviewed*
  - b) *2030 Sherwood Sewer Service Area Plan (East Central Wisconsin Regional Plan Commission – Joe Huffman; Aug. 11) – reviewed*
- 13) Adjournment – ***Kaas moved to adjourn at 8:41 pm and Benz seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Notice and Agenda  
Monday, September 19, 2011 – 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, October 17, 2011 – 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 Minutes November 21, 2011

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

Present

Bob Benz

Roger Kaas

Jim Rath

Milan Deprez

Dick Stewart

Absent

None

Others Present

Bruce Genskow, MCO

Randy Friday, Administrator

Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – August 15 (Regular Meeting) – ***Benz moved to approve the Regular Minutes of August 15, 2011, as presented. Kaas 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) – Engineer Schaff stated she was present to address Budget items. Schaff informed the Commission the Village has many bidders for the Knight Drive project with a bid opening 11/28/11. Schaff also stated the Utility would be happy to hear the Knight Drive project will be looping utilities from where they stub-in at Castle Drive to the Park entrance. Schaff stated the Knight Drive project contractor may begin early-2012.
- 8) Old Business:
- Administrator Friday stated there are outstanding items (FOG policy, Private well permits) that will be addressed at meetings after the Budget process is complete.*
- 9) New Business
- a) Budget discussion: Water & Sewer Utility FY2012 – Annual Budget Presentation(s) – *Administrator Friday presented and the Commission reviewed.*
- b) Budget discussion: Water & Sewer Utility FY2012 – 5-Year Capital Improvement Plan Budget Presentation(s) – *Administrator Friday presented and the Commission reviewed. Stewart reiterated the Commission committed to the Sunset Lake Court utility work agrees it should be included in the FY2012 budget.*

*Deprez inquired as to the status of the old water tower, if there is use for it, and questioned the removal with the price of salvage metal. The Commission directed*

*Genskow and Schaff to report back to the Commission with information on the removal, permitting, costs, etc.*

- 10) Utility Operator – *Genskow and the Finance Clerk continue to research the purchased water volume comparison to sales.*
- 11) Complaints & Compliments: None.
- 12) Correspondences: None.
- 13) Adjournment – ***Benz moved to adjourn at 9:24 p.m. Kaas seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Minutes  
December 19, 2011**

- 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>
Bob Benz	None
Milan Deprez	<b>Others Present</b>
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 – ***Kaas moved to approve the agenda as presented. Rath seconded. Motion carried.***
  
- 4) Approval of Minutes – November 21 (Regular Meeting) – ***Rath moved to approve the November 21, 2011 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. Kaas seconded. Motion carried.***
  
- 7) Village Engineer: Project Update(s) – *Rosenbeck stated that Friday and he would be meeting with representatives of East Central Wisconsin Regional Planning Commission on Wednesday, December 21<sup>st</sup> to discuss the Fire Lane 12/13 sewer extension report.*
  
- 8) Old Business:
  - a) Metered water pumpage/sales (Kaas) – *Kaas distributed updated report which indicates an estimated 10% water loss per total gallons. This calculation does not take in to account unmetered usages.*
  
  - b) Budget Review: Water & Sewer Utility FY2012 – Consider/Approval of Annual Budget - ***Deprez moved to approve the Water & Sewer Utility Budget FY 2012, as modified, which includes a nine-percent increase to sewer rates (\$18,750) but no water rate increase. Benz seconded. Motion carried.***
  
  - c) Budget Review: Water & Sewer Utility FY2012 – Consider/Approval of 5-Year Capital Improvement Plan Budget Projects (Utility-related) – ***Rath moved to TABLE approval of the 5-Year Capital Improvement Plan for utility related projects. Kaas seconded. Motion carried.***  
*Discussion: Rosenbeck suggested painting of the water tower be included in the 5-Year plan.*
  
- 9) New Business: *None*

- 10) Utility Operator – *Genskow stated he has discussed with a vendor the possibility of taking down the steel stand pipe (water tower, Hwy 114) for the cost of the steel. Commission would like to determine whether or not the standpipe would be needed when the tower is painted before approving the dismantling.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences
- a) Purchased Water Invoice (City of Appleton – Finance Dept.; Dec. 1) – *reviewed invoice.*
  - b) Sanitary Survey Report – Cross-Connection Program (WisDNR; Dec. 1) – *Friday stated the cross-connection program will be in effect as of 1/1/2013. At the request of the Commission, Genskow will discuss with his supervisor the potential additional MCO contract costs for them to conduct the cross-connection inspections. Genskow explained the cross-connections could be conducted on residences that have Final Read requests and routine meter change-outs. Commission requested Friday to review the revised DNR letter received in summer 2011 which indicates well #6 was abandoned not well #5. Commission would like this clarification indicated in the cross-connection program response letter to the DNR, which is required to be mailed by 1/31/12.*
  - c) Notice of Coverage under Water Use General Permit #1 (WisDNR; Dec. 6) – *reviewed.*
- 13) Adjournment – ***Kaas moved to adjourn at 8:37 p.m. Rath seconded. Motion carried.***

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