

**Water and Sewer Utility Commission Meeting Minutes
January 20, 2014**

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

Present	Absent
<i>Bob Benz</i>	<i>None</i>
<i>Milan Deprez</i>	Others Present
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Brian Muehl</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Dick Stewart</i>	
- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Deprez seconded. Motion carried.***
- 4) Approval of Minutes – Dec. 16, 2013 (Regular Meeting) – ***Deprez moved to approve the December 16, 2013 minutes. Laux seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
 - a) Review/Approve Financial Reports – ***Laux moved to accept the Financial Reports as presented. Muehl seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *None*
- 8) Old Business: *None*
- 9) New Business:
 - a) Consider placement of utility connections along future Condon Haul Road – ***Muehl moved to conditionally approve Option 2, \$34,400 to place sewer main, manholes, and laterals, preferably installed out of roadway, contingent upon Village Board approval of the entire road project and funding. Deprez seconded. Motion carried. Commission entertained discussion of assessing property owner a five-year payment plan for the project. Benz moved to approve \$6000 to install a hydrant and valves at north line of the village hall property. Muehl seconded. Motion carried.***
 - b) Consider establishment of strategic planning topics – *Reviewed the presented list. Friday stated that he would compile the list, submit to each commissioner, and request they prioritize each item by the next meeting for discussion.*
- 10) Utility Operator – *Not present. Friday requested Mader to remind the utility operator to update the water main breaks map.*
- 11) Complaints & Compliments: *None*

12) Correspondences: Meeting in Stevens Point w/ DNR to discuss use of phragmites at WWTF (Matt Moroney – WisDNR; Dec. 26, 2013) – *Discussed*

13) Adjournment – ***Benz moved to adjourn at 8:20 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 February 17, 2014

- 1) Call Meeting to Order/Roll Call: *Acting Chairman Benz moved to call the meeting to order at 7:03 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Joyce Laux
Brian Muehl*

Absent

*Dick Stewart, excused
Others Present
Bruce Genskow, MCO*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Deprez moved to approve the agenda. Muehl seconded. Motion carried.***
- 4) Approval of Minutes – Jan. 20 (Regular Meeting) – ***Laux moved to approve the January 20, 2014 minutes. Deprez seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Deprez moved to approve the financials as presented. Laux seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *Not present*
- 8) Old Business: *None*
- 9) New Business:
- a) *Strategic planning topics: Review listing of blind ranking of topics by Commissioners with input on ‘water system loss’ and ‘Fats, Oils & Grease’ policy (Operator; Clerk) – Commission agreed all members should be present for long-term strategic planning discussion. Commission suggested the Fats, Oils, & Grease ordinance be sent to new operators of the restaurant formerly known as Bleoni’s and to the new grocery store owners. The reed beds and Phragmites to be discussed at next meeting.*
- 10) Utility Operator – *Genskow reported the Cty M and Meehl Street incidents (breaks/leaking valves). Genskow suggested investigating cost related to option of moving hydrant to the other side of the sidewalk, away from the roadside, on Cty M. vehicle. Commission questioned whether or not the hydrant damages were caused by a vehicle. If the damages were caused by a vehicle, was it reported to the Calumet County Sheriff’s department so the utility could require the driver’s insurance to be responsible for repair costs. Genskow explained the modem had failed and, therefore, there were tower issues with water loss. Commission requested Genskow to seek possible fail safe options and related costs.*
- 11) Complaints & Compliments: *None*

12) Correspondences: *STH 55/114 'Let' Project Agreement Acceptance & Cost Update*
(WisDOT; Feb. 4) - *reviewed*

13) Adjournment – ***Hearing no objection, Benz adjourned the meeting at 8:00 p.m.***

Minutes respectfully submitted for review and approval by Kathy Mader on behalf of Acting Chairman Benz.

Water and Sewer Utility Commission Meeting Minutes March 17, 2014

- 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

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 – Feb. 17 (Regular Meeting) – ***Laux moved to approve the February 17, 2014 regular meeting minutes as presented. Muehl seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Benz moved to approve the Utility portion of the reimbursement check to the Town of Harrison for the 2013 watering, per understanding with the Lions football program, in the amount \$221.82 (\$300 max amount). The remainder of the check is not approved pending further discussion and consideration. Laux seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *None*
- 8) Old Business: *None*
- 9) New Business:
- a) Permit Fee: CTH 'M' water main break and associated permit fees billed by Calumet County, including 'After the Fact Permit Fee' = \$1080 – ***Benz moved to deny payment until the Calumet County Highway Department provides documentation and clarification of the surcharge amount (double the permit fees), the sixteen (16) feet road R.O.W. rule as it may pertain to this charge, and who should be contacted for after-hour, weekend/holiday incidents to prevent "After the Fact Permit Fee" costs. Muehl seconded. Motion carried.***
- b) *Request to reduce water bill due to in-home break (Hiaowei Hu; March 7) – Muehl moved to deny the request though the commission does understand the circumstance is unfortunate. Deprez seconded. Motion carried.*

- c) *Strategic planning topics: Review topics (WWTF reed beds [phragmites]; WWTF efficiency) – Capital funds to remove sludge were discussed relative to non-native phragmite removal. Utility Operator was instructed to contact other system operators as to how they have or will be dealing with non-native phragmite removal and to contact WDNR representative regarding further suggestions or comments regarding the removal of the non-native phragmites.*
- 10) Utility Operator – *Genskow stated he will be in contact with representatives of Energenics regarding lack of fail notification from the well operating system.*
- 11) Complaints & Compliments: *None*
- 12) Correspondences:
 - a) Insurance: Insurance Claim Expense Invoice (Lawrence Hansen, Maritime Insurance Group, HUB International Co.) – *Commission requests further information i.e. itemization of expenses and the length of time from occurrence to billing date.*
- 13) Adjournment – ***Benz moved to adjourn at 8:18 p.m. Muehl seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Minutes
April 21, 2014**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:04 p.m. with roll call:*

Present Bob Benz Milan Deprez Joyce Laux Dick Stewart	Absent Brian Muehl, excused Others Present Jennifer Schaff, Engineer Chad Olsen, Engineer Stuart Boerst, McMahon Bruce Genskow, MCO Randy Friday, Administrator Kathy Mader, Finance/Utility Clerk
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- 2) Pledge of Allegiance – *Recited*

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

- 4) Approval of Minutes – March 17 (Regular Meeting) – ***Laux moved to approve the March 17, 2014 meeting minutes, as presented. Benz seconded. Motion carried.***

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

- 6) Finance Clerk
 - a) Review/Approve Financial Reports – ***Deprez moved to approve the Financial Reports. Laux seconded. Motion carried.***

- 7) Village Engineer: Project Update(s) – *None*

- 8) Old Business:
 - a) *Strategic planning topics: Review topics (WWTF reed beds [phragmites]; WWTF efficiency) – Power Point presentation given by McMahon Staff (Chad Olsen; Stuart Boerst). They briefed commissioners regarding possible changes in Wis. DNR laws that may influence the current reed bed operational system at the WWTF. All parties discussed the impact of these changes on the future draw-down of sludge from the reed beds. Benz approved Olsen to contact WDNR Biosolids Coordinator, Fred Hegeman, regarding Sherwood possibly cleaning one or two reed beds this year. Deprez seconded. Motion carried.*

- 9) New Business:
 - a) Appointment of Utility Commission Chairperson – ***Benz moved to reappoint Stewart as Utility Commission Chairperson. Laux seconded. Motion carried.***

- 10) Utility Operator – *Genskow stated he will be seeking proposals to purchase or lease a new utility truck and a new utility box to attach. Genskow, also, said he will contact Don Hietpas & Sons for relocation of the hydrants on Meehl Street and Military Ave both of which had leaks and repairs this year.*

11) Complaints & Compliments: *None*

12) Correspondences:

a) *J&E Construction – Quarry operation* (Klundt – Harrison resident; April 7) –
Reviewed

13) Adjournment – ***Benz moved to adjourn at 8:48 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
May 19, 2014**

- 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
Joyce Laux	Jennifer Schaff, Engineer
Brian Muehl	Bruce Genskow, MCO
Dick Stewart	

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – **Deprez moved to approve the agenda. Muehl seconded. Motion carried.**
- 4) Approval of Minutes – April 21 (Regular Meeting) – **Muehl approved the April 21, 2014 minutes. Deprez 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. Deprez seconded. Motion carried.**
- 7) Village Engineer: Project Update(s) – *Schaff reviewed memo from Fred Hagenow, WDNR regarding WWTF reed beds.*
- 8) Old Business:
- a) **Strategic planning topics:** Review topics (WWTF reed beds [phragmites]; Capital Plan Projects, etc.) – **Muehl made a motion authorizing McMahon to prepare option proposals to clean the reed beds. Deprez seconded. Motion carried.**
- Benz requested Schaff to inquire of Chad Olsen, McMahon, if there are any new “cutting-edge” ways to improve efficiency of the sewer plant that may be pursuant worthy.*
- b) **Consider payment: Invoice Fees for Open Cut on CTH ‘M’ – Calumet County Highway Commission (Calumet County Highway Commission) – Consensus to TABLE.** *Commission has numerous questions regarding the invoice and the County’s response.*
- 9) New Business:
- a) Mixer replacement (\$.....; Crane Engineering): Consider equipment replacement – *Genskow informed the commission that the current mixer is so old that there are no replacement parts available for repairs. Genskow was instructed to seek additional quotes for a new mixer.*

- 10) Utility Operator – *Genskow stated the hydrant near the corner of Robinhood Drive and County M was damaged when recently struck by a vehicle. **Deprez moved to approve relocation of the hydrant at the intersection of Robinhood Drive and County M if setbacks allow. Benz seconded. Motion carried.***

Genskow instructed to obtain three bids for new utility truck and possible lease options.

For the June meeting, the Commission requests update on current insurance coverage and Clerk response regarding the \$1000 paid in charges earlier this year.

- 11) Complaints & Compliments – *None*

- 12) Correspondences:

a) *Revised Estimated Gross Project Cost Thresholds for Construction Projects Requiring Commission Review and Approval (Public Service Commission; April 30).*

- 13) Adjournment – ***Deprez moved to adjourn at 7:55 p.m. Muehl seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Utility/Finance Clerk, as dictated by Mr. Benz.

Water and Sewer Utility Commission Meeting Minutes June 16, 2014

- 1) Call Meeting to Order/Roll Call – *Acting Chairman Benz called the meeting to order at 7:06 p.m. with roll call:*

Present

Bob Benz
Joyce Laux
Brian Muehl (arr 7:06)

Absent

Milan Deprez (excused)
Dick Stewart (excused)

Others Present

Chad Olsen, Engineer
Bruce Genskow, MCO
Randy Friday, Administrator
Kathy Mader, Utility Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Muehl moved to approve agenda. Laux seconded. Motion carried.***
- 4) Approval of Minutes – May 19 (Regular Meeting) – ***Benz moved to approve May 19, 2014 minutes. Muehl 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) – *Nothing new to report.*
- 8) Old Business:
- a) Strategic planning topics: Review topics (WWTF reed beds [phragmites]; Capital Plan Projects, etc.) – *Friday reviewed the list of eleven project items for discussion.*
- b) *WWTF Mixer replacement*: Consider equipment replacement (\$9,680; Crane Engineering) – ***Benz moved to approve Crane Engineering proposal in the amount \$9,680 for replacement of WWTF Mixer, as budgeted. Muehl seconded. Motion carried.***
- c) Insurance coverage (Community Insurance): Review current ‘deductible’ claim info – *Benz suggested the Village review what the deductible does to the coverage versus no deductible. The commission was in agreement that if the coverage deductible in the future is as in the past, the Commission would prefer to see no deductible as part of the annual coverage.*

- 9) New Business:
- a) Water Tower inspection and cleaning: Consider contract award (\$6,600; Water Tower Clean & Coat, Inc.) – **Benz moved to award Water Tower Clean & Coat, Inc \$6,600 contract for water tower inspection and cleaning. Muehl seconded. Motion carried.** Genskow explained that they will “dive” the tower and take bac-t’s. They will then make recommendations from the results of the inspection and provide the 5-Year WI DNR Report.
 - b) Reed Bed clean-out – Professional Services Agreement: Consider contract award (\$15,300; McMahan) for engineering work done in support of reed bed (2) cleaning and waste disposal – **Muehl moved to award \$15,300 contract with McMahan for engineering work done in support of (2) reed bed cleaning and waste disposal. Laux seconded. Motion carried.**
 - c) *Resolution #2014-07*: Consider approval of FY2013 Compliance Maintenance Annual Report (CMAR) – **Benz moved to approve FY2013 Compliance Maintenance Annual Report (CMAR). Laux seconded. Motion carried unanimously.**
- 10) Utility Operator – *Genskow reported a water line break near the Well #5 location on Monday, June 9. A crew hit the line when excavating for the cell tower project. Genskow added that repair to the hydrant near the intersection of Robinhood Dr and Cty M does not require an open cut fee (\$1,000) payable to Calumet County, only the utility permit application fee (\$80) is required.*
- 11) Complaints & Compliments – *None*
- 12) Correspondences – *None*
- 13) Adjournment – **Hearing no objections, Benz adjourned the meeting at 8:37 p.m.**

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

**Water and Sewer Utility Commission Meeting Notice and Agenda
Monday, July 21, 2014 – 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:

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 August 18, 2014

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

Present

*Bob Benz
Joyce Laux
Dick Stewart (Chair)*

Absent

*Milan Deprez (excused)
Brian Muehl (excused)*

Others Present

*Chad Olsen, Engineer
Randy Friday, Administrator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Benz moved to approve agenda. Laux seconded. Motion carried unanimously.***
- 4) Approval of Minutes – June 16 (Regular Meeting) – ***Benz moved to approve Minutes. Laux seconded. Motion carried unanimously.***
- 5) Citizen Comments on Agenda Items – *None.*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Laux moved to approve the financial reports as presented. Benz seconded. Motion carried unanimously.***
- 7) Village Engineer: Project Update(s) – *Not present.*
- 8) Old Business:
- a) Strategic planning topics: Review topics (WWTF reed bed cleanout [phragmites]; Capital Plan Projects, etc.) – Olsen updated Commission regarding bid process information and submittals to the DNR and Hickory Hills for disposal of reed bed sludge material. Mandatory pre-bid meeting is scheduled for Tuesday, Aug. 19th. Bids are due to Village for opening at 1pm on Tuesday, Aug. 26th.
- 9) New Business:
- a) Annual Request for water usage support (Sherwood Lion’s Football program): ***Benz motioned to approve support not-to-exceed \$300 by the Utility Commission. Seconded by Laux. Approved Unanimously.***
- 10) Utility Operator – *Not present.*
- 11) Complaints & Compliments – *None.*

12) Correspondences

- a) Unintended water use at private residence (Calumet County Sheriff's Dept. report; Resident letter [Laura Yaeger]).
- b) Request for separate water & sewer charges (Joyce).
- c) PSC Study on Fox River Valley Water Utilities (Wis. Public Service Commission).

13) Adjournment – ***Hearing no objections, Stewart adjourned the meeting at 7:23 p.m.***

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

Water and Sewer Utility Commission Special Meeting Minutes September 5, 2014

- 1) Call Meeting to Order/Roll Call: – *Chairman Stewart called the meeting to order at 8 a.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Joyce Laux
Dick Stewart (Chair)*

Absent

Brian Muehl (excused)

Others Present

*Bruce Genskow, MCO Operator
Chad Olsen, Engineer
Randy Friday, Administrator
Sue Williams, Village Clerk*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Deprez 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – Aug. 18 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of August 18, 2014, as presented. Laux 2nd. Motion carried unanimously.***
- 5) Citizen Comments on Agenda Items: None.
- 6) Old Business: None.
- 7) New Business:
- a) *Consider bid award for reed bed clean-out project – Year 1 of 3; Reed beds #4 & 5 (\$29,628 – United Liquid Waste Recycling, Inc.).*

Village Engineer Olsen reported going through the post bid opening process and contacted the lowest bidder United Liquid Waste Recycling, Inc. in regards to required insurance coverage.

Administrator Friday questioned Genskow if project could wait until 2014. Genskow replied that the system can wait until next year.

Olsen stated if the Village rebids during the winter, additional approximately \$2,500 of engineering/publication etc. costs would occur and it is difficult to predict what those bids would be.

Deprez voiced concerns of benefits of rebidding.

Benz moved to accept the United Liquid Waste Recycling, Inc. bid of \$29,628, subject to proof of \$2,000,000 liability insurance. Laux 2nd. Motion carried unanimously.

8) Utility Operator. None.

9) Complaints & Compliments: None.

10) Correspondences: None.

11) Adjournment. – ***Benz moved to adjourn the meeting at 8:25 a.m. Laux 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams; Village Clerk.

**Water and Sewer Utility Commission Meeting Notice and Agenda
Monday, September 15, 2014 – 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:

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
Oct. 20, 2014

- 1) Call Meeting to Order/Roll Call: *Acting Chair Benz called the meeting to order at 7:02 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Joyce Laux
Brian Muehl*

Absent

Dick Stewart, excused

Others Present

*Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Muehl moved to approve the agenda. Laux seconded. Motion carried.***
- 4) Approval of Minutes – September 5 (Special Meeting) – ***Deprez moved to approve minutes of the September 5, 2014 Special Meeting. Muehl seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items – *None*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – ***Muehl moved to approve the Financial Reports as presented. Deprez seconded. Motion carried.***
- 7) Village Engineer: Project Update(s) – *Not present. Friday provided an update of insurance related issues for the Reed Bed project and reported that Chad Olson, McMahan, is in discussion with an alternative landfill and awaiting required lab results for alternative landfill. Commission request to be included in all correspondence from Chad Olson, McMahan, related to the reed beds project.*
- 8) Old Business:
- a) Strategic planning topics: Review Capital Plan Projects – *Reviewed.*
- 9) New Business:
- a) Consider removal of water meter at Harrison Fire Station – *Commission concurred with Friday that Sherwood Waterworks is in compliance with their PSC approved rate file. Mader instructed to verify with PSC personnel.*
- 10) Utility Operator – *Not present*
- 11) Complaints & Compliments: - *None*

12)Correspondences:

a) Condon Road sanitary sewer extension approval (Wis. DNR; Sept 18)

13)Adjournment – ***Deprez moved to adjourn at 8:04 p.m. Muehl seconded. Motion carried.***

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

**Water and Sewer Utility Commission Meeting Minutes
Nov. 17, 2014**

- 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	Joyce Laux, Excused
Milan Deprez	Brian Muehl, Excused
Dick Stewart	Others Present
	Chad Olsen, McMahan
	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 as presented. Deprez seconded. Motion carried.***

- 4) Approval of Minutes – October 20 (Regular Meeting) – ***Deprez moved to approve the October 20, 2014 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. Deprez seconded. Motion carried.***

- 7) Village Engineer: Project Update(s) – *Discussed in item 8.*

- 8) Old Business:
 - a) ***Reed bed clean-out project – Year 1 of 3 (Beds #4 & #5) – Benz moved to delay clean-out of reed beds #4 & #5 until 2015 due to early freeze in 2014. Deprez seconded. Motion carried.***

Genskow reported the reed beds are currently wet and frozen.

Olsen stated that United Liquid Waste would add \$1,700 to the their current contract with the Village if the reed bed material is to be hauled to the Winnebago County Landfill (Oshkosh) per contract with Outagamie County rather than to the Hickory Meadows Landfill (Chilton).

Olsen will inquire what costs to expect from the Winnebago County Landfill i.e. tipping fees, etc. once Outagamie County receives the application fee and provides written approval. Olsen expects overall costs, including insurance requirements, will be cheaper with the Winnebago County Landfill than Hickory Meadows Landfill.

Friday reiterated that Winnebago County Landfill does not require the extra \$2 Million Insurance coverage from the Village which is required by the Hickory Meadows Landfill.

United Liquid Waste has requested a pay request for up-front costs they have acquired for this project. He will present the pay request for review and approval at the next meeting.

- b) Strategic planning topics: Review Capital Plan Projects – *Reviewed.*

Genskow stated the water tower painting may be delayed for a few more years per the inspection report.

- 9) New Business:

a) 'The Granary' sump pump disconnect from sanitary sewer system – *After reviewing the photos, the commission requested Genskow to revisit the owners and suggest they forward their sump pump discharge to the grassy area on the east side of the building and must permanently close the ability to discharge to the sanitary system.*

b) Water service to multi-tenant structures – Numbers of meters and laterals in relationship to the number of taxable parcels – *Mader stated this is a requirement per PSC based on ability to disconnect a specific parcel. Mader reported there are currently two commercial buildings she is aware of in the village which have multiple tax parcels within one building (condos/units). In summary, according to the Village of Sherwood Water & Sewer Utility Rate File and the Public Service Commission of Wisconsin, if any of the condos or units has its own parcel of real estate and is subject to property tax each parcel should have its own lateral and curb stop. Mader will continue contact with the PSC and proceed as instructed to correct.*

c) FY2015-19 5-Year Capital Improvement Projects – Consider 'Plan' items – *Reviewed.*

- 10) Utility Operator – *In addition to stating the budget numbers for a new utility truck and other budget items, Genskow requested the commission to consider discussion of converting to automated meter readers and related costs be included for the 2016 and future budgets. He stated the process will probably take a few or more years and suggested the cost can be broken down by the percentage expected to be completed each year.*

11) Complaints & Compliments – *None*

12) Correspondences – *None*

13) Adjournment – ***Deprez moved to adjourn at 7:47 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
Dec. 15, 2014**

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

Present	Absent
<i>Bob Benz</i>	<i>Brian Muehl (excused)</i>
<i>Milan Deprez</i>	Others Present
<i>Joyce Laux</i>	<i>Bruce Genskow, MCO</i>
<i>Dick Stewart</i>	<i>Randy Friday, Administrator</i>
	<i>Kathy Mader, Finance/Utility Clerk</i>
	<i>Jim Rath, Village President</i>

- 2) Pledge of Allegiance – *Recited*

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

- 4) Approval of Minutes – Nov. 17 (Regular Meeting) – ***Deprez moved to approve the November 17, 2014 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. Deprez seconded. Motion carried.***

- 7) Village Engineer: Project Update(s) – *No report.*

- 8) Old Business:
 - a) Strategic planning topics: Review Capital Plan Projects – *Water tower painting and repairs to be discussed further during FY2015 Budget discussion.*

 - b) Water service to multi-tenant structures – Numbers of meters and laterals in relationship to the number of taxable parcels. – *Mader instructed to draft correspondence to applicable property owners and present at the next meeting for review. The correspondence should indicate PSC requirements reflected in the Sherwood Rate File as it pertains to multi-tenant structures.*

- 9) New Business:
 - a) FY2015 Water Utility Budget: Review proposed Budget – *Add \$5,000 to purchase plastic meters per lead free requirements as of 1/4/2014.*

 - b) FY2015 Sewer Utility Budget: Review proposed Budget – *Request explanation from Village Clerk for sewer expense item – Meter Investment Expense.*

 - c) Improvement Projects – Consider ‘FY2015-19 5-Year Capital Plan’ items – *Reviewed*

- 10) Utility Operator – Genskow requested to email final water loss percentage to the commissioners. Genskow will inform Cummins that there is no interest at this time to

enter into a 5 year contract to maintain the generators. Genskow suggested the commission consider requesting a bid alternative to the 5 year sewer cleaning; include cleaning and televising in the bid.

- 11) Complaints & Compliments: *None*
- 12) Correspondences: *None*
- 13) *Adjournment – Deprez moved to adjourn at 9:20 p.m. carried. Benz seconded. Motion carried.*

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