

MINUTES

REGULAR MEETING

OCTOBER 19, 2021

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened on the 19th day of October. This meeting was properly noticed. Commissioner Joseph Boland was present.

Chairman John Ruf attended via conference call. Also, in attendance: Thomas Koepp, Manager; James O'Brien, Accountant; Erick Fabyan, Attorney; Dan Naze, Village of Pewaukee; citizen Richard Nowacki, and Recording Secretary, Rita Michaelsen.

Call to Order – Commissioner John Ruf called the regular meeting to order at 6:15 P.M.

Unfinished Business- Dan Naze, Village of Pewaukee came to further discuss the possibility of the District doing lake cleanup for the Village. The Board agreed that the Village needs to resolve the issue of a dedicated primary removal site, before the District can even discuss the possibility.

Approval of Minutes – John Ruf requested a motion be made to approve the Minutes from the September 21, 2021, meeting as presented. Joby Boland made the Motion. John Ruf seconded. Motion passed.

MINUTES OF THE PUBLIC HEARING FOR THE PROPOSED BUDGET 2022

The public hearing for the adoption of the proposed 2022 Budget for Lake Pewaukee Sanitary District was duly convened at 6:37 P.M. at the administration building on October 19, 2021. The meeting was properly noticed. Present at the hearing were, Commissioner Joseph Boland; Chairman John Ruf by conference call; James O'Brien, Accountant; Erick Fabyan, Attorney; Thomas Koepp, Manager; Recording Secretary Rita Michaelsen, and citizen Richard Nowacki. Accountant James O'Brien gave a review of the proposed budget. The sewer user charge for 2022 is increased to \$126.00 per quarter. There will be a 5% increase in Contribution in Aid and Wastewater Treatment and the Wetland Charge. The Lake budget includes billing the City of Pewaukee and the tax levy to the Town of Delafield for \$203,500.00 each.

After review and following discussion of the proposed budget and hearing no objections, Joby Boland made a Motion to approve the 2022 Budget as presented, with several modifications during the Boards discussion. John Ruf seconded. Motion passed. The Budget Hearing was closed at 6:50 P.M.

Citizens Request –

Financial Report – James O'Brien presented the financial statements for September. The report highlighted any cost variances that may affect the budget. Following the discussion, J. Boland made a

motion to approve the September statements as presented and the vouchers for payment. Lake (\$18,416.53) Sewer (\$158,274.44). J. Ruf seconded. Motion passed.

Legal Report – None

Manager's Report:

Sewer – Flushing is close to being completed. Attended a Tac Meeting at the City of Brookfield earlier today.

Lake – Half of the equipment is already out. We will finish up next week with pile pickup. The last day will be October 31st. After that we will clean barges, pressure wash & shrink wrap the equipment.

Unfinished Business –

Lift Station Engineering Service Contracts:

- PS #2 and PS #4 are complete and have been accepted.
- PS #1 – The building is up and sided, roofed and the generator is in. WE Energies section of their work by the end of November.
- PS #10 – The building is up and sided, roofed and the generator is in the right of way. WE Energies still needs to come and connect.
- PS #9 & PS #12– Met with Maggie, City of Pewaukee to discuss placement of building and panel's.
- Sewer Building Expansion Project. Met with the City of Pewaukee do discuss a possible pole barn addition at the Prospect property. They require a landscape plan and preliminary drawing to be presented at a planning meeting.

New Business – Accountant Jim O'Brien presented a list of duties for a functional equivalent of a part-time Chief Financial Officer. Discussion was held regarding a list of possible candidates.

- At 8:05 P.M., J. Ruf requested a Motion to adjourn to closed executive session as permitted by Wisconsin State Statute [19.85] (1)(c) to discuss the Employee Procedures and Practices to be

presented by Accountant James O'Brien. J. Boland so moved. A roll call vote was taken. Commissioner J. Ruf, J. Boland voted aye. Attorney Fabyan, Manager T. Koepp and Rita Michaelsen, recording secretary were also present.

Following the above discussion, J. Ruf made a Motion at 8:40 P.M. to terminate the closed session and go back into open session. J. Boland 2nd. A roll call vote was taken.

Commissioners J. Ruf, J. Boland and voted aye.

Following discussion in open session, J. Boland made a Motion to amend the Employee Handbook, Section D: Group Health Insurance Coverage, 2(a. & b.) as discussed in closed session effective as of October 19, 2021. John Ruf, seconded. Motion approved.

Next Meeting - The next monthly meeting is November 16th, 2021 at 6:30 P.M. There being no further business brought before the Board, J. Ruf made a Motion to adjourn at 8:45 P.M. J. Boland seconded. Motion passed.

_____ Joseph Boland, Secretary
_____ John F. Ruf, President