

MINUTES

REGULAR MEETING

DECEMBER 15, 2021

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened on the 15th day of December. This meeting was properly noticed Chairman John Ruf (5:15) and Commissioner Joseph Boland and Jennifer Barker were present. Also, in attendance: Thomas Koepp, Manager; James O'Brien, Accountant; Erick Fabyan, Attorney; Former Commissioners, Richard Nowacki, Paul Good, and John Gutenkunst and Recording Secretary, Rita Michaelsen.

Call to Order – Commissioner Joby Boland called the meeting to order at 5:03 P.M.

Citizens Request – None

Approval of Minutes – J. Boland made a motion to approve the Minutes from the November 15, 2021, meeting as presented. John Ruf seconded. Motion passed.

Legal Report – None

Manager's Report:

Lake – The lake equipment has all been winterized and shrink wrapped.

Refurbishing the paddle wheel system on all (3) shore barges. Will be doing a review on the old transport to assess whether it should be repaired or replaced. Working on the Harvesting Permit and the Aquatic Plant Survey required for the permit. Will be using the DNR data they collected for the Permit and will contact SEWRPC to help with mapping.

Sewer – Flushing is completed.

We will be meeting with Visu-Sewer next month to review issues that were found in televising.

Ruekert-Mielke surveyed a portion of the remaining “difficult” manholes for GIS mapping today.

Unfinished Business –

Lift Station Engineering Service Contracts: PS# 2 and PS#4 are complete, PS #10 is 95% complete, and PS #1 is 85% complete.

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Financial Report – James O'Brien presented the financial statements for November. The report highlighted any cost variances that may affect the budget. Following the discussion, J. Boland made a motion to approve the November statements as presented and the vouchers for payment. Lake (\$16,167.13) Sewer (\$83,171.91). J. Ruf seconded. Motion passed.

Unfinished Business Cont'd-

- Sewer Building Expansion Project. No update at this time.
- At this time a penholder commemorating his 33 years of service to the District & gift certificate were presented to James O'Brien, Accountant.
- J. Boland reported on the candidates that have been contacted for the position of a functional equivalent of a part-time Chief Financial Officer. Due to tax season quickly approaching, Jim O'Brien, Acct. will work with us during the transition once an accountant has been selected.

New Business – At 5:56 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 wage and benefit package for 2022 as presented by Accountant James O'Brien. J. Boland moved. A roll call vote was taken: Commissioner J. Ruf, J. Boland and J. Barker voted aye. Attorney Fabyan, Accountant James O'Brien and Thomas Koepp were also present.

Following the discussion on the wage & the benefit package for 2022 for staff, it was requested that T. Koepp leave the room at 6:30 P.M. to further discuss T. Koepp's wage & benefit package.

Following the above discussion, J. Ruf made a Motion at 6:47 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 J. Barker all voted aye.

Following further discussion in open session, a Motion was made by J. Ruf to approve the wage and compensation recommendations as discussed in closed session, and to approve the SEP contribution for 2021 to remain at the current eleven percent (11%) of gross wages. J. Boland 2nd and all voted aye.

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Next Meeting - The next monthly meeting is January 18, 2022, at 6:30 P.M. There being no further business brought before the Board, J. Boland made a Motion to adjourn at 6:50 P.M. J. Ruf seconded. Motion passed.

Joseph Boland, Secretary

John F. Ruf, President