

**MINUTES****REGULAR MEETING****FEBRUARY 25, 2025**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened on the 25<sup>th</sup> day of February. This meeting was properly noticed. Chairman John Ruf and Commissioner Joseph Boland and Jennifer Barker were present. Also, in attendance: Erick Fabyan, Attorney; Thomas Koepp, Manager; Kelli Belt, Accountant; Recording Secretary, Rita Michaelson; Amber Kreuser, Utilities & Office Assistant. Also, in attendance from Ruekert- Mielke: Jerad Wegner, PE, Dave Arnott, PE, and Tiffany Wagner, AEP.

**Call to Order** – Commissioner John Ruf called the meeting to order at 6:31 P.M.

**Citizens Request** – None

**Approval of Minutes** – J. Boland made a motion to approve the Minutes from the January 28, 2025, meeting as presented. J. Barker seconded. Motion passed.

- **Unfinished Business** – Ruekert-Mielke did a presentation on the possible upgrade for PS #13, reporting on cost analysis and location, benefits of one site over the other.

**Financial Report** – Kelli Belt, Accountant presented the financial statements for January. The report highlighted any cost variances that may affect the budget. Following the discussion, J. Boland made a motion to approve the December statements as presented and the vouchers for payment. Lake (\$21,635.18) Sewer (\$306,335.32). J. Barker seconded. Motion passed

Following a discussion, J. Boland made a Motion to raise the check limit requiring two signatures from \$7,500 to \$10,000. J. Barker seconded. Forms from all banks will be updated.

**Legal Report** – Erick Fabyan presented the Easements from Welshire subdivision for signatures.

**Manager's Report:**

**Sewer** – T. Koepp reported on the status of the televising project contracts. Bob O'Neill is cleaning and painting the lift station walls and floors.

-Wet well cleaning is scheduled for March with Expeditors.

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**Lake** – The flat barge crane is in the garage for repairs.

**Unfinished Business –**

Developments/Policies/Ordinances

– Welshire Phase Two condo plans have been received

-Received correspondence on the Stenz property now know as “The Courtyard” to discuss the RUES

-J. Ruf and T. Koepp met with John Wollenkamp, Kinny Architect, to review preliminary plans for sewer and possibly the lake building improvements

- Employee Procedure & Practices Handbook: T. Koepp presented a recommendation regarding “On Call Duties”: The Manager is responsible for the rotation of staff & creating the on-call calendar.

The Manager is not required to be in the on-call rotation but shall help cover vacations and employee time off as needed. The weekly rotation of sewer staff will be adjusted by the Manager based on the number of sewer staff working under the management of the District

Employee Handbook: Section III Compensation A., Add IV on-Call Pay “Employees other than the Manager” will receive an increase in his/her hourly rate of pay in the amount of \$4.00 per hour when performing on call duties, starting as of July 1, 2025. Following a discussion, J. Boland made a Motion to modify in accordance with T. Koepp’s Recommendation. J. Barker seconded. Motion passed.

T. Koepp presented a recommendation regarding “Job Related Continuing Education” Following a discussion regarding the recommendation of “Employee Benefits”, Section IV: J “Job Related Continuing Education Program”, the board requested the attorney update as discussed and will be reviewed at the next meeting.

**New Business** – Following discussion of the Waukesha State Bank Commitment letter for 2.5 million to upgrade the sewer main, J. Boland made a Motion to approve the signing. Seconded by J. Barker.

J. Ruf signed.

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**Next Meeting -** The next monthly meeting is March 25, 2025, at 6:30 P.M. There being no further business brought before the Board; J. Boland made a Motion to adjourn at 8:45 P.M. J. Ruf seconded. Motion passed.

\_\_\_\_\_ Joseph Boland, Secretary

\_\_\_\_\_ John F. Ruf, President