

**MINUTES****REGULAR MEETING****December 12, 2017**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened at the Administration Building on the 12th day of December. This meeting was properly noticed. President Ruf and Commissioners Gutenkunst, and Boland were present. Also in attendance Manager Thomas Koepp; Accountant James O'Brien; Attorney Erick Fabyan; Recording Secretary, Rita Michaelson and the following citizens: Roger Enters PE, Rich & Barb Kellaheer, Contractor Florin Cherey and Richard Nowacki.

**Call to Order**—President Ruf called the meeting to order at 5:07 P.M.

**Citizens Request** – None

**Unfinished Business**- President Ruf moved the item up on the Agenda regarding the sewer easement conflict/encroachment at PWC-0930045 & PWC-0934046 on Peterson Drive where a patio and deck were built over the sanitary sewer easement after they received an occupancy permit from the City. Rich & Barb Kellaheer, along with Roger Enters PE, their structural engineer presented several solutions with drawings and videos for a possible solution instead of removing the deck posts that are encroaching LPSD's sewer easement. They also would be willing to create a document that would alleviate LPSD of any responsibility in the future of costs and liability. Following the presentation, a discussion was held; Commissioner Joseph Boland commented that the deck as is, is not acceptable to LPSD, and that the steps will have to be removed from the easement. President John Ruf commented that no structures are allowed on sewer easements. In order to consider any proposals, the owners would need to present a survey in order for the Board to examine prior to making any decision. Attorney Fabyan said at this time there is nothing to act on as presented. Joseph Boland made a Motion to have the pipe televised for any possible damage.

Stay the filing of the injunction on the current deck that is encroaching the District sewer easement until they review a new survey that was requested from the current owners to be presented to the Board at the next Districts monthly meeting on January 16, 2018, followed by an inspection prior to January 31, 2018.

**Approval of Minutes** – John Ruf requested a Motion be made to approve the Minutes from November 21, 2017 as presented. Joseph Boland so moved. John Gutenkunst 2<sup>nd</sup>. The Motion passed unanimously.

**Financial Report** – James O'Brien presented the financial statements for November. The accountant highlighted any cost variances that affected the reports. Following the discussion, John Ruf requested a motion to approve the November statements as presented and to approve the vouchers for payment. Lake (\$9,532.81) Sewer (\$57,303.36). John Gutenkunst so moved. Joseph Boland seconded. The motion passed unanimously.

**Legal Report** – Will be given under Unfinished Business.

**Unfinished Business cont'd-** Thomas Koepp reported on the following:

- Woodridge Estates II – No update at this time.
- Lake Management Plan by SEWRPC –Received an update from Ben Huessner(WDNR) on the Lake Management Plan from SEWRPC progress of the current study. Following his discussion with Ben Huessner, Thomas Koepp sent an email to the Heidi Bunk,(WDNR) for follow up with the goal for completion by 12/31/17.
- Thomas Koepp reported that there is not an update at this time re the Donna & Anthony Meyer (property owners) of DELT-0765994.001and DELT0765996, N35 W38146 Taylors Woods Road, Lot 3 only. Most likely nothing will occur until spring of 2018.

-Thomas Koepp reported that Chuck Anderson, Strand will be finalizing the updated Island & Septic Systems within the District map along with a list of sewer costs to others downstream charges for the undeveloped properties.

- Attorney Fabyan reported that a letter has been written and following review by Manager, Thomas Koepp, will be sent to the owner of the request for a connection to a boat house @ W281 N3400 Taylors Woods Road to notify them that LPSD Resolution (Adopted January 10, 1981) does not allow a connection to the sewer system.

-At this time Chuck Anderson, Strand and Rita are in the process of verifying and recording digitally, all Ordinances, Resolutions and Policies. When completed they will be reviewed and updated if needed.

**Manager's Report- Lake Report** – They are currently working on rebuilding the front of a harvester and shore unit. The schedule is to have the lake equipment done by December 31, ready for spring. The wood is on order for the trolley system repairs. We are replacing the wood and also extending the ramp to accommodate low lake levels for ease of launching.

In the process of bidding out the new harvesters.

**Sewer Report –**

Station #9 for wet well piping replacement will now need to be postponed until spring due to weather conditions. We will get at least another quote.

**New Business-** At 6:30 P.M., John 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 2018 as presented by Accountant James O'Brien. John Gutenkunst moved. Joseph Boland 2<sup>nd</sup>. A roll call vote was taken: Commissioner John Ruf, John Gutenkunst and Joseph Boland all voted Aye. Attorney Fabyan, Accountant James O'Brien and Thomas Koepp were also present.

Following the discussion on the wage & the benefit package for 2018 for staff, it was requested that Thomas Koepp leave the room at 7:11 P.M. to further discuss Thomas Koepp's wage & benefit package.

Following the above discussion, Joseph Boland made a Motion at 7:28 P.M. to terminate the closed session and go back into open session. John Gutenkunst 2nd. A roll call vote was taken.

Commissioners John Ruf, John Gutenkunst and Joseph Boland all voted aye.

Following further discussion in open session, a Motion was made by Joseph Boland to approve the wage and compensation recommendations as modified. John Gutenkunst 2<sup>nd</sup> and all voted aye.

John Gutenkunst made a Motion to approve the SEP contribution for 2017 to remain at the current eleven percent (11%) of gross wages. John Ruf 2<sup>nd</sup> and all voted aye.

**Next Meeting-**The next monthly meeting is January 16, 2018 at 6:30 P.M. There being no further business brought before the board, John Ruf made a Motion to adjourn at 7:30 P.M., Joseph Boland 2nd. All said Aye motion passed.

\_\_\_\_\_

Joseph Boland, Secretary

\_\_\_\_\_

John F. Ruf, President