

**MINUTES****REGULAR MEETING****March 16, 2021**

The Regular Meeting of the Lake Pewaukee Sanitary District (LPSD) was duly convened at the Administration Building on the 16<sup>th</sup> day of March. This meeting was properly noticed.

Chairman John Ruf and Commissioners John Gutenkunst and Joseph Boland were present.

Also in attendance: Manager Thomas Koepp; Accountant James O'Brien; Attorney Erick Fabyan, and Recording Secretary, Rita Michaelson.

**Call to Order** – Chairman Ruf called the meeting to order at 6:30 P.M.

**Citizens Request** – None

**Approval of Minutes** – J. Boland made a Motion to approve the Minutes from the February 16, 2021 meeting as presented. J. Gutenkunst 2<sup>nd</sup>. Motion passed.

**Financial Report** – James O'Brien presented the financial statements for February. The accountant highlighted any cost variances that affected the reports. Following the discussion, J. Boland made a Motion to approve the February statements as presented and the vouchers for payment. Lake (\$8,941.33) Sewer (\$146,071.99). J. Ruf 2<sup>nd</sup>. The Motion passed.

**Legal Report** – Attorney Fabyan and Town of Delafield Attorney Eric Larson had a discussion regarding the Thomas Farm development and proposed ordinance set for a March 16, 2021 public hearing. The proposed ordinance did not sufficiently address the procedure for developers to work with the LPSD. Attorney Fabyan advised Attorney Larson that the proposed ordinance needs to be clarified so that developers know the procedures to work with LPSD and so that the ordinance is clear that developers bear all costs of sewer studies and any necessary upgrades to the sewer conveyance system and lift stations relating to the proposed higher density land use.

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**Manager's Report-**

**Lake Report** – Reported on the lake crew staff and equipment that is in the process of being refurbished for the upcoming lake cleanup season.

**Sewer Report** -Visu-Sewer has several more days to complete the televising of the contracted areas of the sewer system. At this time, they are approximately 50% completed.

They had to stop televising due to the County road ban. Will continue once the ban is lifted.

Replaced both soft starts on PS #14. Replacing both pumps at PS#7.

**Unfinished Business – Thomas Koepp reported on the following:**

- Lift Station Engineering Service Contract PS #1 & PS #10 - The bid opening was held on March 12, 2021 at 11:00 A.M. Ruekert-Mielke then reviewed all of the bids and recommended Hogan Electric, Inc. be awarded the contract. J. Boland made a Motion to award the bid for PS #1 & PS #10, to Hogan Electric in the amount of \$289,000.00, plus a Mandatory Alternate of \$1,000.00. J. Gutenkunst 2<sup>nd</sup>. The Motion passed.

- Attorney Fabyan reported on his research of the City of Pewaukee easements or Public Road at PS #10. (The neighbors requested it be moved when rebuilding so they have a better view of the lake). A discussion was held regarding the District obtaining ownership.

- The generator start up is not yet scheduled for PS #2 but will do startup/owner training on 3/31/21. The generator startup for PS #4 is scheduled for 5/8/21.

- Pewaukee Lake Dam Order & Lake Levels – WDNR sent the final letter adjusting the Dam Order, that the raising of the water level can be done after “ice is out”. Or by April 15<sup>th</sup>, but no earlier than April 1<sup>st</sup>.

- Sewer Building Expansion Project – Following a discussion after T. Koepp presented the three conceptual plan options from Strand Engineering, (designed the original building) the

commissioners recommended possibly option 1 or 2, but should be adjusted to maximize the site plan on the property. Request Strand to provide a cost estimate and program layout explanation.

- At 7:40 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 Disability Insurance for 2021 as presented by Accountant James O'Brien and Thomas Koepp. J. Gutenkunst so moved. A roll call vote was taken: Commissioner J. Ruf, J. Boland and J. Gutenkunst voted aye. Motion passed. Attorney Fabyan, Accountant James O'Brien, Manager Thomas Koepp and Rita Michaelson, recording secretary were also present.

Following the above discussion, J. Ruf made a Motion at 8:03 P.M. to terminate the closed session and go back into open session. J. Gutenkunst 2nd. A roll call vote was taken.

Commissioners J. Ruf, J. Boland and J. Gutenkunst voted aye. Motion passed.

Following further discussion in open session, J. Boland made a Motion to move forward with the proposed long-term and short-term Disability, for current eligible employees and with a six (6) month waiting period for new full-time employees), with Northwestern Mutual Disability Insurance policies. Attorney E. Fabyan was asked to update the current language in the Employee Procedures & Practices regarding Disability Insurance to be updated with the above recommended policy.

**New Business – None**

**Next Meeting** - The next monthly meeting is April 20, 2021 at 6:30 P.M. There being no further business brought before the board, J. Boland made a Motion to adjourn at 8:05 P.M. John Gutenkunst 2nd. The motion passed unanimously.

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Joseph Boland, Secretary

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John F. Ruf, President