

Delafield-Hartland  
Water Pollution Control Commission  
416 Butler Drive, Delafield WI 53018-1871  
Phone: 262-646-4364/Fax: 262-646-5187

Commission Meeting Minutes for March 18, 2008  
Delafield-Hartland WPCC Treatment Plant Board Room

Time  
7:00 PM

CALL MEETING TO ORDER

Acting Chairman P. Craig called the meeting to order at 7:00 p.m.

ROLL CALL

Delafield

Paul Craig  
Michele DeYoe (excused)  
Beth Leonard  
Ed McAleer  
Phil Schuman (alternate)

Village of Hartland

Karen Compton  
Richard Landwehr (excused)  
Michael Meyers  
Rick Stevens  
Dave Lamerand (alternate)

Also Present

Rose Frick  
Bob Hyde

Guest

Marilyn Czubkowski, City of Delafield Administrator

APPROVE MINUTES OF FEBRUARY 19, 2008 COMMISSION MEETING – ACTION THEREON

**E. MC ALEER MOTIONED TO APPROVE THE FEBRUARY 19, 2008 MINUTES AS PRESENTED. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. FIVE WERE IN FAVOR. D. LAMERAND AND P. SCHUMAN ABSTAINED. MOTION CARRIED.**

GENERAL MANAGER'S REPORT

LEASING OF DEL-HART PROPERTY BY THE CITY OF DELAFIELD – ACTION THEREON

For a fee of \$800, McCartan Appraisal Co. reviewed the two appraisals that had previously been received. A narrative written by Appraiser Don J. Hooker was provided. Page 3 of the narrative described the appraisal review analysis. B. Hyde particularly noted the fifth paragraph on page three dealt with the highest and best use for the property.

M. Czubkowski stated that she was pleased with the review given and thought that it was accurate.

Discussion ensued as to whether the Commission should sell or lease the land and what would be in the best interest of Del-Hart. Particularly, P. Craig noted that if a lease was drawn up, it should be long-term. D. Lamerand added that should be a 25 year lease and K. Compton thought there should be built in options.

Mayor Schuman will take the appraisal information back to the City and they will draft a proposal for leasing the property. This proposal will then be presented to Del-Hart for consideration.

#### HYDROGEN SULFIDE (H<sub>2</sub>S) MITIGATION PROJECT – ACTION THEREON

The project is three weeks behind because Del-Hart was not satisfied with some of the work. In an effort to correct some of the problems noted by B. Hyde, the contractor will recoat some of the flow lines on March 19th. By the end of the week (March 21st), the force main will be reconnected to Pump Station #2 (in the park). Manhole A-20 near Fireman's Park will be worked on and should be completed. P. Craig stated that notification needs to take place very soon due to spring vacation plans that many people may have. B. Hyde stated that they will try to get the mailing out to the Milwaukee Street and Bleeker Street area on March 19th.

P. Craig noted that he has received calls regarding the spillway used for pipe; if a great deal of water comes it can get very full. It was noted that the pipe will be removed as soon as possible.

#### NON-POTABLE WATER LINE LEAK

The leak was repaired at a cost of \$1,171 and the line is back in operation. A copy of the bill has been sent to Staab Construction for reimbursement.

#### THE TRIAD GROUP INDUSTRIAL DISCHARGE UPDATE

There have been several changes of personnel within the Triad Group. B. Hyde has left messages at Triad but has not received a response at this time. It is not known if they are up and running at this time.

#### ORGANIZATION CHART – ACTION THEREON

A review of work flow reporting took place. Originally, the Finance Director's job was clerical in nature at the beginning of Del-Hart, but the current job has significantly evolved to that of Finance Director. The Finance Director presently reports to the Commission and General Manager. The General Manager reports to the Chairman and the Commission with the remaining Del-Hart staff reporting to the General Manager. B. Hyde felt that an organizational chart should be developed. In addition, K. Compton felt that job descriptions are needed. It was the consensus of the Commissioners that the Finance Director should report to the General Manager. R. Frick did not have an objection to this arrangement. R. Frick reported that job descriptions (per the auditors' request) were currently being revised for the 2007 audit and would be available by the next Commission meeting.

The consensus of the Commission was to have B. Hyde provide an organizational chart and job descriptions to the Commission at the next meeting.

#### FINANCE DIRECTOR'S REPORT

#### VISU-SEWER CLEAN & SEAL INVOICE – ACTION THEREON

It was clarified that all of the work has been inspected and the figures on the invoice have been verified.

**R. STEVENS MOTIONED TO APPROVE THE VISU-SEWER INVOICE #19889 DATED FEBRUARY 29, 2008 IN THE AMOUNT OF \$273,975.25. E. MC ALEER SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

STRAND INVOICE – ACTION THEREON

**K. COMPTON MOTIONED TO APPROVE INVOICE #0062178 DATED MARCH 10, 2008 IN THE AMOUNT OF \$746.11. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

FYI - LWMMI REIMBURSEMENT OF ATTORNEY FEES

There have been some liability insurance issues with the Strand Engineers which have been worked on by Attorney Fenner. This has generated more legal fees than expected. Because this insurance liability issue is becoming very common in the municipal community, the League of Wisconsin Municipalities Mutual Insurance's CEO, Dennis Tweedale contacted R. Frick and expressed his desire to obtain copies of the documents prepared by Attorney Fenner for the League's use with other municipalities. In exchange, they would reimburse Del-Hart 50% of the Attorney Fenner's legal fees for the insurance liability portion of the last project. This was done and a check was received by R. Frick from the League in an amount slightly over \$1,000.

FINANCIAL STATEMENTS

The Financial Statements were provided to the Commissioners and R. Frick provided commentary at the meeting.

APPROVE EXPENSES & DISBURSEMENTS – ACTION THEREON

**K. COMPTON MOTIONED TO APPROVE THE EXPENSES AND DISBURSEMENTS. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

ADJOURN

**E. MC ALEER MOTIONED TO ADJOURN FROM THE MEETING. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:32 P.M.**

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA  
Finance Director

Accurate Business Communications, Inc.