

**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 April 15, 2008  
Delafield-Hartland WPCC Treatment Plant Board Room

Time  
7:00 PM

**CALL MEETING TO ORDER**

R. Landwehr called the meeting to order at 7:00 p.m.

**ROLL CALL**

Delafield

Paul Craig  
Michele DeYoe  
Beth Leonard  
Ed McAleer

Village of Hartland

Karen Compton  
Richard Landwehr  
Michael Meyers  
Rick Stevens

Also Present

Rose Frick  
Bob Hyde

Guest

Marilyn Czubkowski – City of Delafield Administrator

**APPROVE MINUTES OF MARCH 18, 2008 COMMISSION MEETING – ACTION THEREON**

**R. STEVENS MOTIONED TO APPROVE THE MINUTES FROM THE MARCH 18, 2008 MEETING AS PRESENTED. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SEVEN WERE IN FAVOR. R. LANDWEHR ABSTAINED. MOTION CARRIED.**

GENERAL MANAGER'S REPORT

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

M. Czubkowski distributed a copy of the City of Delafield Common Council meeting minutes page where this item was discussed and a motion was made directing M. Czubkowski to propose two options to Del-Hart: 1-purchase, 2-long term lease. A memorandum to the Del-Hart Commission from M. Czubkowski dated April 15, 2008 outlining the specifics of a Purchase Agreement and a Lease Agreement was distributed to the Commissioners. E. McAleer stated that the City would prefer to purchase the property versus leasing it and asked if there was a consensus among the Del-Hart Commissioners on this. K. Compton and R. Landwehr felt that from the Del-Hart point of view, in the long run it would be better to lease the property. M. Meyers stated that he felt that when this was first presented it was for a temporary fix (25 years); now it is for a much longer period of time and he asked if there was going to be more than a cold storage building. M. Czubkowski stated that this area would be used strictly for cold storage and would not have any facilities in it. General discussion took place regarding a long term lease to the City of Delafield with the first right of refusal if the property went up for sale. The Commissioners requested that R. Frick run an analysis comparing a lease option of 50 years using the Consumer Price Index (CPI) for annual increases versus selling of the property in order to determine what would be in the best financial interests of Del-Hart. This will be put on the next agenda.

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

The bypass will be installed this week on Milwaukee Street. Next Tuesday the liner will be installed and equipment may be pulled out after that. The manhole rehabilitation will then begin.

A letter has been received from Attorney Tom Aul who has been retained by Mr. and Mrs. Charles Schweiss for damages to their home as a result of a sewer back-up. Del-Hart has contacted its attorney, Tim Fenner, in regards to this situation and he will send a letter to Visu-Sewer, the contractor involved and our insurance carrier.

#### NON-POTABLE WATER LINE LEAK

Staab Construction has offered to pay \$750.00 (more than one-half of the bill); Del-Hart has accepted their partial payment offer.

#### THE TRIAD GROUP INDUSTRIAL DISCHARGE UPDATE

M. Einweck from the Village of Hartland and B. Hyde visited Triad to see when they will be starting operations. In two to three months, Triad may be operational in terms of producing industrial waste. At this time there is no industrial waste being generated by Triad.

#### ORGANIZATION CHART – ACTION THEREON

The organization chart was distributed to the Commissioners and reviewed by B. Hyde. P. Craig suggested that for the sake of clarity, the Lead Man position should be moved over so that it is not displayed directly under the Finance Director. Current job descriptions were also included with the organizational chart.

**P. CRAIG MOTIONED TO ACCEPT THE ORGANIZATIONAL CHART AND JOB DESCRIPTIONS WITH THE CHANGE AS NOTED ABOVE. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

An interim written report on the replacement General Manager will be submitted next month by B. Hyde.

#### DEPARTMENT OF NATURAL RESOURCES 101 FEES – ACTION THEREON

The fees will be about \$11,249 for 2008. B. Hyde reviewed the previous year's 101 fees and calculations. He was very pleased with this year's results.

#### FINANCE DIRECTOR'S REPORT

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

**E. MCALEER MOTIONED TO APPROVE INVOICE #19920 IN THE AMOUNT OF \$33,240.50. B. LEONARD SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

R. Frick stated that the 5% retainage was still being collected on Visu-Sewer invoices until the Commission is notified that the five homeowners that had sewage back-up problems have been satisfactorily dealt with by the contractor, Visu-Sewer. Visu-Sewer management and the Strand Engineer are aware of this.

STRAND INVOICE – ACTION THEREON

**K. COMPTON MOTIONED TO APPROVE INVOICE #0063027 IN THE AMOUNT OF \$2,244.38. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

FINANCIAL STATEMENTS

The financial statements were distributed to the Commissioners at the meeting and briefly reviewed by R. Frick. In particular, connection charges were reviewed. A draft of the 2007 audit was received from the Virchow Krause auditors and there were no adjusting entries again this year. Overall, it was a very smooth and successful audit. The Management Discussion and Analysis (MD&A) report needs to be completed by R. Frick this next month and then the audit report will be finalized – hopefully it will be ready for review with the Commissioners next month.

APPROVE EXPENSES & DISBURSEMENTS – ACTION THEREON

**M. DE YOE MOTIONED TO APPROVE THE EXPENSES & DISBURSEMENTS. P. CRAIG 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 7:37 P.M.**

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA  
Finance Director

Accurate Business Communications, Inc.