

**Delafield-Hartland
Water Pollution Control Commission**

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Commission Meeting Minutes for January 19, 2010
Delafield-Hartland WPCC Treatment Plant Board Room

Time
7:00 PM

CALL MEETING TO ORDER

Chairperson M. DeYoe called the meeting to order at 7:00 p.m. She explained that the revised agenda would not be used for tonight's meeting due to insufficient posting time.

ROLL CALL

Delafield

Michele DeYoe
Beth Leonard
Gerald MacDougall
Ed McAleer

Village of Hartland

Karen Compton
Richard Landwehr
Michael Meyers
Rick Stevens

Also Present

Rose Frick
Scott Luczak

Guest

Gina Gresch – City of Delafield Clerk/Treasurer

ALL ITEMS ON THE AGENDA ARE SUBJECT TO ACTION BY THE COMMISSION EXCEPT WHERE OTHERWISE NOTED:

APPROVE MINUTES OF DECEMBER 15, 2009 COMMISSION MEETING

R. STEVENS MOTIONED TO APPROVE THE MINUTES FROM THE DECEMBER 15, 2009 COMMISSION MEETING AS PRESENTED. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

ANNOUNCEMENT OF CLOSED SESSION

R. Frick read the closed session verbiage as listed on the agenda.

GENERAL MANAGER'S REPORT

SAWYER ROAD/BARK RIVER WAUKESHA COUNTY CONSTRUCTION PROJECT

S. Luczak reported that Underground Pipeline finished the work on December 18, 2009. Yaggy Colby calculated elevations and found that Del-Hart's pipe was in conflict with the bottom of the bridge. He reported that K. Yanny, the County Project Manager may be willing to raise the bottom of the bridge to avoid moving the pipeline.

INTERNET WEBSITE

Sample pages of the proposed website were distributed to the Commissioners. City of Delafield Clerk/Treasurer, G. Gresch, explained that the City could build a page for Del-Hart with a link on the City's website directing people to it. Del-Hart's first page could look similar to City's with information on the history and links to other pages. Each page would have back and home buttons. Del-Hart should create what pages they would like on the website and email it to the City in a pdf format. The City would then select the text and create the page. G. Gresch estimated that the website and associated pages would take approximately one hour to create. The Village would be able to link to the City's website to get to the Del-Hart page. B. Leonard suggested adding the Del-Hart staff's email addresses to the website. In response to a question by S. Luczak regarding "quarterly highlights" or "news" information, G. Gresch replied that once any information was created in a pdf format and sent to the City, it was just a matter of posting it to the website. Additionally, G. Gresch stated that the general rule of websites was that everything you need to know should be available in three clicks. She, also, suggested planting links within documents. This could be accomplished by Del-Hart highlighting what they would like a link to; the City would then locate the link and place it within the document. M. DeYoe asked G. Gresch if she would undertake the creation and maintenance of a Del-Hart website to be incorporated into the City's website; G. Gresch affirmed that she would. The Commissioners and Del-Hart staff thanked G. Gresch for her assistance.

INJURED EMPLOYEE

It was reported that on December 15, 2009, a Del-Hart employee slipped and lost his balance while on a ladder resulting in a dislocated elbow. The employee was transported by ambulance to Oconomowoc Memorial and released that day. The employee is back at work and currently on light duty. In the interest of privacy laws, E. McAleer instructed S. Luczak to touch base with Del-Hart's attorney to determine the scope of information that could be divulged to the Commission.

FINANCE DIRECTOR'S REPORT

UNDERGROUND PIPELINE INVOICE

B. LEONARD MOTIONED TO APPROVE INVOICE #956 FROM UPI IN THE AMOUNT OF \$4,400.00. R. STEVENS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

RE-EVALUATION OF DOMESTIC USER EQUIVALENTS UPDATE

R. Frick forwarded all of the information discussed at the December 15, 2009 Commission meeting to the City and Village administrators and staff members who are involved with budgets and billing of DUEs at the two communities in order to receive their input. At this point in time, only a few positive responses have been received. There were no other updates on this matter.

FINANCIAL STATEMENTS

The financial statements were compiled without year-end adjustments. Highlights included the year-to-date net income on the comparative income statement, the investments account balance, and the building of a short-term bond ladder in the accumulation account.

APPROVE EXPENSES & DISBURSEMENTS

R. LANDWEHR MOTIONED TO APPROVE THE EXPENSES & DISBURSEMENTS AS PRESENTED. M. MEYERS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

NEXT COMMISSION MEETING'S AGENDA ITEMS - NO DISCUSSION OF REQUESTED ITEMS

Union Contract Ratification

CLOSED SESSION

MOTION TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(C) FOR THE PURPOSE OF DETERMINING COMPENSATION FOR ADMINISTRATIVE EMPLOYEES. FOLLOWING THE CLOSED SESSION, THE COMMISSION WILL THEN RECONVENE INTO OPEN SESSION TO TAKE ANY ACTION IF NECESSARY REGARDING THE DISCUSSED FOREGOING MATTERS AND TO CONTINUE WITH REMAINING AGENDA ITEMS.

R. LANDWEHR MOTIONED TO CONVENE INTO CLOSED SESSION UNDER WISCONSIN STATUTES SECTION 19.85(1)(C) FOR THE PURPOSE OF DETERMINING COMPENSATION FOR ADMINISTRATIVE EMPLOYEES. FOLLOWING THE CLOSED SESSION, THE COMMISSION WILL THEN RECONVENE INTO OPEN SESSION TO TAKE ANY ACTION IF NECESSARY REGARDING THE DISCUSSED FOREGOING MATTERS AND TO CONTINUE WITH REMAINING AGENDA ITEMS. E. MCALEER SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DE YOE, AYE; R. LANDWEHR, AYE; B. LEONARD, AYE; G. MAC DOUGALL, AYE; E. MC ALEER, AYE; M. MEYERS, AYE; R. STEVENS, AYE. MOTION CARRIED. THE MEETING CONVENEED INTO CLOSED SESSION AT 7:34 P.M.

MOTION TO RECONVENE INTO OPEN SESSION AND TAKE ACTION IF ANY.

R. STEVENS MOTIONED TO RECONVENE INTO OPEN SESSION. M. MEYERS SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: K. COMPTON, AYE; M. DE YOE, AYE; R. LANDWEHR, AYE; B. LEONARD, AYE; G. MAC DOUGALL, AYE; E. MC ALEER, AYE; M. MEYERS, AYE; R. STEVENS, AYE. THE MEETING RECONVENEED INTO OPEN SESSION AT 7:57 P.M.

OTHER ISSUES

ADMINISTRATIVE EMPLOYEES COMPENSATION

No action was taken.

ADJOURN MEETING

R. STEVENS MOTIONED TO ADJOURN FROM THE MEETING. G. MAC DOUGALL SECONDED THE MOTION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:58 P.M.

Respectfully submitted:

Minutes prepared by:

Rosemary Frick, CPA
Finance Director

Accurate Business Communications, Inc.