

TOWN OF SCOTT WATER UTILITY & SCOTT MUNICIPAL UTILITY

Minutes of the December 2016 Commissioner Meeting

December 27, 2016

1. SCOTT WATER UTILITY

a. CALL TO ORDER: The December 27, 2016 meeting of the Commissioners of the Scott Water Utility & Scott Municipal Utility was called to order by President Al Herrman at 5:30 pm on Tuesday, December 27, 2016 in the Town of Scott Town Hall, 2621 Jody Drive, New Franken, WI 54229. Present were Water Utility Commissioners: Al Herrman, Dale Herold, Don Gibson. Clerk/Treasurer John Roth, Economic Development Coordinator/Planner/Building Inspector Dave Cerny, Town Board Chairman Mike Van Lanen, Town Board Supervisor Colleen Harris and Operators Larry Skaletski and Mark St. Laurent were also in attendance. Also present were Scott Municipal Utility Commissioners: Al Herrman, Don Gibson, Dale Herold, Martin Holden, Scott May and Mark Verbetten. Roland Ducat and Michelle Kerr were excused from attendance.

b. AFFIDAVIT OF POSTING: The affidavit of posting indicating that the notice of the meeting and the agenda were posted at the Town Hall on December 23, 2016, and Town of Scott website on December 23, 2016.

MOTION HEROLD/GIBSON to approve and file the affidavit as presented. Vote: Aye-3, No-0. Carried.

c. REVIEW/APPROVE AGENDA:

MOTION HEROLD/GIBSON to approve the agenda as presented. Vote: Aye-3, No-0. Carried.

d. REVIEW/APPROVE MINUTES OF THE December 12, 2016 WATER UTILITY COMMISSIONER

MEETING: Minutes were presented to Commissioners prior to the meeting. Corrections were requested: Item #2 Motion was made by Gibson, not made by Ducat; Item #7 remove "pass the"; Item #7 last sentence add " and dissolve the Water Utility"

MOTION GIBSON/HEROLD to approve the amended Dec. 12, 2016 meeting minutes. Vote: Aye-3, No-0. Carried.

e. PUBLIC INPUT: none

f. Clerk/Treasurer Report on Receipts/Disbursements and Bank Balances: Don Gibson presented the financial reports for the Water Utility: receipts of \$1019.64, overall disbursements of \$8621.11 were reviewed. The December 31, 2016 bank balance is \$1000. The Water Utility owes the Town \$15,163.01 for the end of the year. This will be reimbursed in January 2017.

MOTION HEROLD/HERRMAN to approve/file the financial report/pay the obligations. Vote: Aye-3, No-0. Carried.

g. Final Actions of Scott Water Utility related to termination effective 12/31/2016 per Town Board Ordinance 2016-11-01 creating the Scott Municipal Utility: President asked if all issues are taken care of.

MOTION HERRMAN/HEROLD to express thanks to those that are not continuing to serve, especially Roland Ducat. Vote: Aye-3, No-0. Carried.

MOTION HEROLD/GIBSON to adjourn. Vote: Aye-3, No-0. Carried.

2. SCOTT MUNICIPAL UTILITY

a. Call To Order: The December 27, 2016 meeting of the Commissioners of the Scott Municipal Utility was called to order by President Al Herrman at 5:45 pm on Tuesday, December 27, 2016 in the Town of Scott Town Hall, 2621 Jody Drive, New Franken, WI 54229. Present were Scott Municipal Utility Commissioners: Al Herrman, Don Gibson, Dale Herold, Martin Holden, Scott May and Mark Verbetten. Clerk/Treasurer John Roth, Economic Development Coordinator/Planner/Building Inspector Dave Cerny, Town Board Chairman Mike Van Lanen, Town Board Supervisor Colleen Harris and Operators Larry Skaletski and Mark St. Laurent were also in attendance. Michelle Kerr was excused from attendance.

b. AFFIDAVIT OF POSTING: The affidavit of posting indicating that the notice of the meeting and the agenda were posted at the Town Hall on December 23, 2016, and Town of Scott website on December 23, 2016.

MOTION GIBSON/HOLDEN to approve and file the affidavit as presented. Vote: Aye-6, No-0. Carried.

c. REVIEW/APPROVE AGENDA:

MOTION MAY/HEROLD to approve the agenda as presented. Vote: Aye-6, No-0. Carried.

d. COMMENTS FROM THE TOWN CHAIRMAN AND ANY QUESTIONS: Town Board Chairman Mike Van Lanen: This is one of the biggest things that has happened in the Town. Van Lanen gave the history of working toward creating a Town-wide utility. In the past, communication between districts was poor or non-existent, financial audits were not being done. Talked to Gibson years ago about doing this. At that time the local politics made the concept of consolidation very difficult. Also talked to Herrman years ago as well. This consolidation and the creation of Scott Municipal Utility (SMU) will also help us as the Town works toward Village status. We are also working on updating the Town's Comprehensive Plan. I appreciate everyone's input. As individuals you all have a lot of years of experience with your existing or previous Boards. We are moving forward to working together as one entity. I can't thank you enough for assisting in working toward this consolidation. Supervisor Colleen Harris will be the Town's representative to SMU, she does not have voting responsibility. Any questions? Herrman: appreciates the Town's in-site in going forward with this. This will be a learning experience; we will get through the bumps as we go along.

e. Discuss future meeting and agenda formats including financial reports and pre-meeting reports for Commissioners: President Al Herrman: suggested that SMU meet the Monday before the Town Board meeting. Any problems? SMU agreed to the date. Time set for 5:45pm.

Staff reporting: Envisioning that reporting be provided to SMU prior to the meeting: Budgeting, planning and engineering, and operators.

Cerny gave a brief summary of how he saw staff duties unfolding.

Al asked the option of the board on how they wanted to proceed. By department (Storm, Sewer, Water) or by functions (budgeting, engineering, etc.). Recommendation to cover topic by 'department'.

Question on how each entity will have to function, budgeting, reporting, and setting up quarterly and monthly reporting. Identifying what needs to be done, when done, and how to do it.

Comment that stormwater used to answer to Town Board, now all budgets will be with SMU.

f. Set meeting dates and times: Herrman: Start time will be 5:45. Staff to layout a full 2017 calendar of meetings, to be prepared for January meeting.

g. Customer/vendor/governmental/supplier communications: President Al Herrman: A letter will go out to each customer/vendor to notify of the change. Specifically Storm and Scott 1, to check on all outside contacts.

h. Employee transitions and commitments: Herrman: Explained that the PSC Rate Case identified Larry Skaletski as full time and Mark St. Laurent as part time.

i. Discussion on how to transition Skaletski and St. Laurent into the job duties of Royal Scott. Skaletski needs to meet with their Operators.

The Van Lanen bridge project (Storm Water) will start in July 2017.

Bayshore: currently only using Skaletski and St. Laurent for 'Diggers Hotline' locates. Bayshore only has three small grinder pumps; not a lot of maintenance needs.

New Franken Sanitary District: not sure what their personnel needs are yet.

j. Adopting Town Personnel Benefit and Policies Manual: Herrman: The Town adopted one back in 2015. SMU needs to adopt this as our ongoing plan.

MOTION HOLDEN/HEROLD to adopt the Town's Personnel Benefit/Policies Manual for SMU. Vote: Aye-6, No-0. Carried.

k. Adoption of Ordinances, Resolutions, Rates, Regulations and related operating standards: Herrman: Need to adopt all of these. We are not proposing any changes at this time. Take these items separately.

1. **Storm Water:** Holden: we operated under the Town's Code. Cerny: the adopting ordinance also referenced the applicable Town Codes.

MOTION HOLDEN/GIBSON to adopt/incorporate Storm Water's ordinances, resolutions, rates and regulations into SMU.

Vote: Aye-6, No-0. Carried.

2. **Sewer:**

MOTION MAY/HEROLD to adopt/incorporate Scott Sanitary District #1's ordinances, resolutions, rates and regulations into SMU. Vote: Aye-6, No-0.

3. **Water:**

MOTION GIBSON/ MAY to adopt/incorporate Scot Water Utility's ordinances, resolutions, rates and regulations into SMU.

Vote: Aye-6, No-0.

- I. **Key Projects and actions for First Quarter 2017:** Herrman asked Cerny for a brief summary.

1. **Storm Water:** Cerny: we will look at this in more detail in January with the assistance of Engineer Brosteau.
 - a. 2017 - bridge off of Van Lanen Road will be replaced. Currently there is a weight limit. This project drains Storm Water's budget and surplus funds, down to about \$50,000.
 - b. Holden: we have a planning grant, Brosteau is taking care of this, we also have a planned list of projects (see Holden's document).
 - c. Cerny: explained the DNR's designation of the Town as an urban storm water issue. Cerny explained Storm Water's three areas of responsibility; Water quality, stormwater runoff, and storm sewer systems.
 - d. Herrman: how far does the drainage go into the Town of Humboldt and Town of Green Bay? Cerny will explain this in January.
 - e. Brief explanation of the intergovernmental agreements in place for the New Franken area.
2. **Sewer:** Cerny:
 - a. Lots of work has been done with the infrastructure in Scott Sanitary District #1. The system has been improved. The more efficient we are, the cheaper our expenses should be for Green Bay Met.
 - b. Skaletski: there are some problems with storm water being discharged into the sanitary sewer, we are working on a letter to property owners and enforcement of these violations. All of the sanitary districts have this problem.
3. **Water:** Cerny:
 - a. The second connection on Van Lanen Road is planned for 2017. There will be a learning curve to get used to it, but there will be benefits for the completion of this project.
 - b. Other projects will mainly be maintenance related.

m. Operator Reports: Operator Larry Skaletski and Operator Mark St. Laurent: Nothing to report for tonight. Each month the Operators will do a report.

n. Emergency Response Plan: Herrman: we need to make sure this is reviewed and updated

o. Signature Cards for Bank Accounts: Herrman: Town Chairman Mike Van Lanen, Clerk/Treasurer John Roth and I met to discuss this. If the bank accounts are specifically SMU, the following are signers on the bank accounts: Al Herrman, Mike Van Lanen, John Roth, Debbie VandenLangenberg. If the bank account is Town only or co-mingled, the following are signers on the bank accounts: Mike Van Lanen, John Roth Debbie VandenLangenberg. We are moving forward with this.

p. SMU Insurance: Herrman: We met with Lawrence Hansen of HUB International/Maritime Insurance and received a quote. The Total cost for Sanitary is \$2326, for New Franken Storm Water \$57, Water \$2215 and Storm Water is \$1076. There was \$233,000 of additional property coverage for the Sanitary District lift stations for \$163. \$2,000,000 liability limit, but no aggregate limit, \$0 deductible. This covers all of us as commissioners. This does include the lift stations. We are rejecting the automotive liability as recommended.

MOTION HOLDEN/VERBETTEN to approve the insurance from HUB International/Maritime Insurance to cover water, storm water, sanitary and New Franken Storm Water Sewer as presented to Herrman and Roth. Vote: Aye-6, No-0.

- q. Communications between meetings:** Herrman: what are your expectations? I will try to not contact unless there is an emergency. Holden: need to be careful of open meetings law. Herold: we are not making decisions. Notify us of disruptions. Holden: need for a real GIS mapping system.
- r. Chair action summary:** Herrman: I will provide a summary of meetings I have attended, what actions I had to take, etc. I want to be completely open. I will report on staff meetings as well.
- s. Future Agenda Items:** President Al Herrman: AEI inspections. How is the bill paying going to flow? Herrman explained. Holden: does SMU need their own budget. Administrative wages/per diems, elections (vice-chair, secretary), GIS. Who does Larry and Mark report to? Chair of the Commission, Dave, John. Need good communication. We are planning on a twice a month staff meeting.
- t. Adjournment:** Next meeting is January 9, 2017 at 5:45 pm.

MOTION HOLDEN/MAY to adjourn. Vote: Aye-6, No-0. Carried. Meeting adjourned at 7:15 pm.

John Roth
Clerk/Treasurer, Town of Scott and Scott Municipal Utility (SMU)