

Sanitary District # 1 – Town of Lyndon

Commissioner’s Meeting Minutes of 6-10-2009

1. Meeting began at 10:30 AM.
2. Pledge of Allegiance
3. Confirmation of Meeting Posting:
 - Monday, June 8th, between hours 9:00 AM-12:00 PM at Lyndon Town hall and Lyndon Web Site,
 - Monday, June 8th, between 9:50-10:10 A.M. at Marshall’s Gas & Goods, Cascade
 - Monday, June 8th, between 9:50-10:10A.M. at U.S. Post Office, Cascade
 - Monday, June 8th, email at 9:41 AM informing Plymouth Review of meeting and agenda
4. Roll Call – all commissioners present: Ray Zimmermann, Dave Triebensee, Jim Weigel. (no public in attendance)
5. Minutes from December 15, 2008 and March 16, 2009 Recap of meeting with District Attorney – Motion by Triebensee to accept minutes as published and dispense with reading of minutes; seconded by Weigel. All Approved
6. Public Concerns – no one in attendance; therefore, no concerns voiced.
7. Current Financial Review – Zimmermann provided: a) January-May budget versus actual income and expense statement prepared for Clean Water Funding application, b) Operation account balances, c) Harbor Lights Project account balances and expenses to-date.

Through May, operation expenses exceeded income by \$2,096.83. The negative flow to-date is largely due to: a) the annual insurance premium of \$2,973 that was paid at the end of May, b) legal fees totaling \$2,845.67 – predominantly for drafting new ordinance , c) the delinquencies collected (revenue) via property taxes in the amount of \$6,437.71 was first received from the Town of Lyndon in June – typically it is received in February.

8. Resolutions Necessary for Clean Water Funding(CWF) Application for Harbor Lights Projects – Though the posting indicated that there were three resolutions to act upon, only two were necessary because two of the three were embodied in one resolution.
 - A. Resolution 2009-1: Identifies authorized representative to file applications for financial assistance from the State of Wisconsin environmental improvement fund related to clean water funding and the Wisconsin State Trust fund for sanitary improvements. Zimmermann moved to adopt with Chairperson Zimmermann as the authorized representative; seconded by Weigel. Roll Call Vote: Triebensee – Aye, Weigel – Aye, Zimmermann – Aye. Unanimously adopted.
 - B. Resolution 2009-2: Declares official intent to reimburse expenditures related to Clean Water Funding and the Wisconsin State Trust Fund for sanitary sewer improvements. Resolution includes Certification by Sanitary District Secretary – James Weigel. Triebensee moved to adopt resolution; seconded by Weigel. Roll Call Vote: Triebensee – Aye, Weigel – Aye, Zimmermann – Aye. Unanimously adopted.
9. Review of Tentative Plan for Proceeding with Harbor Lights Projects – CWF application is due June 30th; Strategic Municipal Services is assembling information for submission by June 21st. The projects (1-Harbor Lights Court manhole replacement and redo of sagging main, 2- Harbor Lights Road redo of sagging main) will be put out for open bids with notice of bid to be published June 30th and July 7th. Sealed bids to be received until July 15th at 11:00 AM at the Lyndon Town Hall. Bidders are required to pre-bid qualify 5 days prior to bid closure on July 15th. (Thus far 9 construction firms have submitted pre-bid qualifications). Same bidder will be selected for both projects ; however, District can choose to do either, both or neither projects. Target construction to begin and conclude in September, after Labor Day, to minimize traffic disruption in summer vacation season. We have the requirement for Harbor Lights Road project to be completed within 72 hours. We will need to notify affected property owners in advance by registered mail. We will also need to meet with National Exchange Bank official to discuss contingency for extending interim loan in the event we do not secure CWF funding this year.

- 10. Reaffirm Adoption of Plymouth Review as official publication source** – though we have used the Plymouth Review as our official publication, Zimmermann noted that it would be prudent to officially adopt/reaffirm that the Plymouth Review is our official publication. Triebensee so moved with Weigel seconding – vote was unanimous to adopt.
- 11. Review Draft of New Ordinance #3 that will replace current Ordinance #2** – the Commissioners reviewed the ordinance draft and Zimmermann will annotate changes and questions and resubmit to Attorney John St. Peter for revision. Most of the changes are minor. One major revision is to remove the section associated with charge reduction for unoccupied structures. St. Peter will be providing the process to follow for enacting the new ordinance.
- 12. Old Business**
- **Stokdyk pumping facility** – the new ordinance will address the District’s requirement for maintenance of private pumping facilities. Stokdyk should be contacted to discuss an appropriate approach to assure his pumping station is functioning properly. No action to be taken at this point..
 - **Revise Boundaries to Eliminate “Island” on Ellen View Road** – no action, keep on future agendas as tabled item until such time that it is appropriate to address. Attorney John St. Peter recently replied to Zimmermann that it is within a Sanitary District’s purview to request that the Township add land adjacent to the District. Previously it was the Commissioner’s understanding that only a property owner could request to be added to the District.
- 13. New Business**
- **Painting for Lift Station #1 (LS #1)**– no action but keeping on agenda until future action. At a prior meeting we postponed painting of Lift Station #1 (Hwy NN) exterior to spring of 2009. Some of the stations are in need of fresh paint but no plan was set at this time. Also, it appears that we will not need to paint the interior of LS #1 because the interior is receiving much less traffic since we have installed the meter at the top of the station.

Motion by Triebensee to adjourn; seconded by Weigel. All approved - meeting adjourned at 12:23 P.M.

Respectfully submitted,

Ray Zimmermann, Chairman
June 16, 2009