

SANITARY SEWER COMMISSION MINUTES November 28 , 2017 – 6:00 PM

PRESENT: Commissioners: Chair Todd Larson, Howard Levo, Operator John Stack, Maintenance Jim Dawson, Swan Dawson. Bill Anderson absent.

MINUTES: Motion to approve October 2017 meeting minutes by Larson, second by Levo. MC

BILLS: Motion to approve all invoices by Larson, second by Levo. MC

TREASURER'S: Report was given. Line of credit will need to be accessed to get through the end of the year. Larson made a motion to borrow \$50,000 from Chippewa Valley Bank, second by Levo. MC

Sycom is only doing part of the scheduled work due to cold weather. Work will be completed in the spring. Billing will only include work done in 2017. The VFD's were installed this year so we should be eligible for the energy grant from the State.

CORRESPONDENCE: None.

ADDITIONAL ITEMS: None.

NEW BUSINESS: None.

OLD BUSINESS Action Items: Maple Creek / Phillips Rd letter tabled. The approved 2% raise for the Operator was presented. Operator Stack requested further discussion on the matter. Operator Stack would like to see his wage closer to the median wage for his years of experience. He is also concerned about the liability ramifications of training the Public Works staff on the system and not being reimbursed for time spent on correspondence. S. Dawson reported after reviewing the current Operator Job Description and wages, the Finance Committee directed the Sewer Commission to make some changes. She also stated that more cross training was needed in order to accommodate unforeseen extended absences by Village staff. More overall knowledge of Sewer operations is needed by the Public Works and Office staff to be better prepared for sudden personnel unavailability or vacancy. It was decided the training of the Public Works staff would begin with the basics of the sewer operation and more research and direction was needed regarding work inside the electrical panel. Operator Stack will look into what certified training is available for our system. Adding the Public Works staff to the emergency call system was discussed. The Service Provider / Emergency call list was reviewed. The Commission is recommending the following changes to the Operator Job Description: cross training of Public Works staff on general Sewer operation, basic wage to include all paperwork related to job including emails, reports, forms, phone calls, etc., basic wage includes all scheduling of services and research, alarm calls are only to be billed when more than 2 hours in length and the complete start and stop time of the alarm call must be documented when billing extra hours. Chair Larson explained this job description and compensation package was unclear to the Finance Committee. The Operator and Commission's reporting process in this area needs to be more transparent and easy to understand. To that end, specific examples regarding the billed hours outside of normal wages were discussed. Operator Stack provided more information relating to these examples. Chair Larson stated more discussion was needed in closed session next month.

MAINTENANCE: Kent Paulson will try to cut the ponds if the weather holds. It is still too soft to run equipment right now. Young Plumbing will put in valves when they have an opening regardless of weather.

OPERATOR'S REPORT: Stack gave report. Wetland valves need to be closed by Public Works. Pumping stations were upgraded and maintenance work performed. The installed Variable Frequency Drives should reduce the required wattage on pumping stations and will be measurable next year. The drives were installed on November 13th and 14th.

CORRESPONDENCE FROM CHAIR: Next meeting will be Tuesday, December 19, 2017 at 6:00PM.

ADJOURNMENT: Moved by Larson, second by Levo to adjourn at 8:02pm. MC

Respectfully Submitted,

Amy K. Huber, Clerk