

**TOWN OF WATERFORD SANITARY DISTRICT NO. 1  
MINUTES**

**September 08, 2010**

Commissioner Hinz called the meeting to order at 4:45 p.m.

Present: Commissioners Hinz, Gerard and Ciesielski  
Absent: None  
Also Present: Lynn Tamblyn, WRCSD and Debbie Nelson, Administrator

Ciesielski motioned to approve the minutes from the August 11, 2010 meeting as printed, seconded by Hinz. All in favor. Motion carried.

Report from WRCSD: Tamblyn did not have anything to report.

Consideration and Possible Adoption of a Separation Agreement Respecting the Planned Retirement of District Operations Superintendent: A draft agreement was prepared by Attorney Geary accepting Erickson's notice of retirement, contract modifications, and terms and conditions related to such. Upon Commissioner approval the draft will take official form and be given to Erickson. Gerard motioned to approve the agreement, seconded by Ciesielski. All in favor. Motion carried.

Request to Accept Sole Ownership of Sanitary Sewers and Reduce Letter of Credit for Elder Care Cottages of Wisconsin: Nelson explained that Jim Shilling submitted a letter dated August 26, 2010 requesting the District take ownership of the Development System and a reduction in his letter of credit to \$16,789. The District's engineer, Peter Muth, responded August 31, 2010 that the sanitary sewers are not considered complete and he would not recommend the District accepting ownership. In a request dated September 08, 2010 Shilling recognizes there are some unresolved issues, however would still like the reduction to his letter of credit. Muth responded the same day to Shilling and the District stating he would recommend approving a reduction in the amount of the letter of credit to \$20,236 or 25% of the original amount and if the sewers are accepted at the next months meeting the letter of credit will be further reduced by the additional 5% being withheld as retainage. Hinz motioned to reduce the letter of credit for the Elder Care Cottages of Wisconsin to \$20,236, seconded by Ciesielski. All in favor. Motion carried.

Fowlers Bay Request to Erect Entry Beautification Project Next to Lift Station 15: The Fowler's Bay Association did not have a drawing prepared for this month's meeting; therefore this item will be tabled to next month.

Newspaper Submission: Hinz recommended omitting the 19.6% on the draft replacing it with \$6/month. Hinz motioned to accept the newspaper submission with the noted change, seconded by Gerard. All in favor. Motion carried.

Janitorial Service Review & Possible Replacement: Nelson explained the current contract with Jani-King will automatically renew November 06, 2010 unless the District gives a thirty (30) day notice beforehand. Nelson sent out letters soliciting proposals for cleaning of the municipal building. The following is a comparison:

- Jani-King \$506/month
- DoneRite Janitorial \$719/month
- MJI Professional Building Maintenance \$375/month

Hinz motioned to change janitorial services to MJI Professional Building Maintenance contingent upon a satisfactory background check by the Town of Waterford Police Department of the cleaning staff assigned to our account, seconded by Ciesielski. All in favor. Motion carried.

Records Destruction Review & Possible Replacement: Nelson explained the current contract with Shred-It will automatically renew on November 07, 2010 unless the District gives a thirty (30) day notice beforehand. A proposal was submitted by Piranha Paper Shredding. The following is a comparison:

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- Shred-It \$60/pick-up
- Piranha Paper Shredding \$10/pick-up

Hinz motioned to change the records destruction company to Piranha Paper Shredding, seconded by Gerard. All in favor. Motion carried.

2010 Civic Systems Symposium: Nelson explained this is related to the software she uses for payroll, general ledger, cash receipting, accounts payable and utility billing providing an agenda of the classes available. Gerard motioned to send Nelson to the 2010 Civic Systems Symposium on September 30 and October 01, 2010 in the amount of \$180 along with the \$119 motel, seconded by Hinz. All in favor. Motion carried.

O&M Report: Erickson was not in attendance.

Administrator Comments:

- Nelson stated she worked hard on finding upcoming contracts and solicited proposals in the effort to save money and felt proud with the results of putting forth this effort.

Correspondence consisted of:

- WRCSD Agenda & Minutes

Accounts payable were approved on a Gerard/Ciesielski motion. All in favor. Motion carried.

Ciesielski motioned to adjourn at 5:17 p.m., seconded by Hinz. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator