

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

**Special Meeting
December 15, 2010**

Commissioner Hinz called the meeting to order at 4:30 p.m.

Present: Commissioners Hinz and Gerard
Absent: Commissioner Ciesielski
Also Present: Debbie Nelson, Administrator; Norm Nelson, Operations Assistant; Linda Proeber, CRB Insurance

Proeber prepared a booklet focusing on Option 2 from the original booklet presented at the December 08, 2010 meeting. The cost for the proposed insurance is \$20,262 and the renewal with Steffens Insurance is \$18,227. Discussion ensued. Administrator Nelson was asked for her opinion since she works closely with the insurance. Nelson stated she favored several factors with Steffens Insurance; Jim Steffens personally meets with her and explains the insurance policy after it is received at the beginning of the year and they meet again at the end of the year to review and update the policy prior to renewal, Steffens Insurance is local and easily accessible, everything is covered by one insurance carrier, has received good service when needed, and their renewal price is lower than the proposed packet. Gerard stated there are several things he does not like with the proposed insurance; there are three separate companies to deal with, the price is higher, the policy is subject to an appraisal cost, and one of the carriers is connected to the government (Local Government Property Fund). Gerard motioned to continue the municipal insurance with Steffens Insurance and approve payment of the premium for same, seconded by Hinz. All in favor. Motion carried.

A draft copy of the Operations Superintendent at Will Employment Terms and Requirements was prepared by Attorney Geary. Under "Paydays" the verbiage "The Operations Superintendent will submit to the Employer daily work slips as a condition precedent to the payment of wages. Work slips shall include a daily summary of work performed" shall be omitted. Norm Nelson will continue with his accrued seniority instead of being viewed as a new employee with vacation days based on same. Norm Nelson will assume the position of Operations Superintendent effective January 01, 2011. Hinz motioned to accept the Operations Superintendent at Will Employment Terms and Requirements, seconded by Gerard. All in favor. Motion carried. Norm Nelson was congratulated by Hinz and Gerard on his promotion.

Administrator Nelson explained legal counsel was to have prepared the Separation Agreement regarding Duane Erickson for tonight's meeting, however it was not received. Attorney Geary had informed Nelson that according to state statute Erickson's accumulated sick days must be paid with his last payroll check. Since there is not sufficient monies in the unrestricted funds a transfer would need to be made from the commissioner restricted funds to cover this expenditure. Gerard motioned to transfer the monies needed to general checking with the intent of returning the money to the restricted fund when possible, seconded by Hinz. All in favor. Motion carried.

Gerard motioned to adjourn at 5:07 p.m., seconded by Hinz. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator