

Swan Creek Water District

Record of Proceedings
Wednesday, December 7, 2011

The meeting began with The Pledge of Allegiance at 6:30 p.m.

Roll call attendance showed the following Board members present: Dave Schultz, Mark Fowler, Walt Lange, Rick Kazmierczak and Bob Westmark. Also present was Tina Whalen, Manager, and Tom Shelley, Inspector.

Visitors included: Township Trustee, Jim Leu and Scott Lumbrezer of Arcadis.

Minutes Approval – **Motion** was made by Trustee Lange, seconded by Trustee Westmark, to approve the minutes from November 16, 2011. Roll Call Vote: Fowler, yes; Kazmierczak, yes; Schultz, yes; Westmark, yes; and Lange, yes. Motion Carried.

Manager's Report

Cash Summary by Fund Report was given to the Board for review.

Resolutions 2010-58 and 2010-59 were signed by the Board. Details of these resolutions can be found in the November 16, 2011 minutes.

Purchase Orders were reviewed and initialed by the Board.

November's Investment and Bank Statements were presented to the Board for review and initial.

Sick and Vacation Time – Tina asked the Board if sick time and vacation gets carried over? She thought that sick time can get carried over, but vacation time has to be used or lost. The Board said they would discuss this when they go into executive session to discuss personnel contracts.

November's Fund Ledger was given to the Board's Treasurer, Bob Westmark for review.

2012 Meeting Schedule & Board Reorganization – Tina gave the Board a preliminary 2012 meeting schedule to review. July's first meeting would fall on the 4th of July so it was agreed to make that one on Thursday, July 5th. Tina will have a final meeting schedule to be approved and set at the next meeting. Also, Board reorganization needs to be done at the next meeting.

Treasurer's Report

Bill Payments – After review of the bills;

Resolution 2011-60 was motioned by Trustee Westmark, seconded by Trustee Lange to approve payment of the bills in the amount of \$7,647.71. Roll Call Vote: Schultz, yes; Fowler, yes; Kazmierczak, yes; Westmark, yes; and Lange, yes. Motion Carried.

Inspector's Report - See CR 1-1 & Lee High Project Section.

CR 1-1 & Lee High Project

Status - Tom Shelley reported that the bacteria tests passed and the water main is in operation. So far three (3) taps have been made.

Contacting the Village re: Services – Tina said that a resident on Lee High asked if we were going to contact the Village after the services are changed over. Tom said that he is removing the Village's meters, writing the reading down on his inspection sheet, and then taking the meters to the Village of Swanton. Tom also said he called Jim Reckner and let him know they were starting to kill services just in case he wanted to be there.

Scott Lumbrezer discussed the quantities and that were originally quoted and asked about the services. Tina reported that there will only be 12 services. This is 3 less than what was quoted. Scott said he is preparing the pay request paper work for Mika just in case they do not have the appropriate documents.

Old Business

Sandland Farms – No Update

Petition for CR EF – No Update

Public Forum/Other - Trustee Lange said that maybe the District should be proactive on the County Road H properties that the Village is and can annex so that we don't get into a rush situation like Lee High was.

New Business

Executive Session to Discuss Personnel Contracts – At 7:15 p.m. Trustee Westmark made a motion to go into executive session to discuss Tina Whalen's contract that expired on December 1st. Motion was seconded by Trustee Lange. Roll Call Vote: Schultz, yes; Fowler, yes; Kazmierczak, yes; Westmark, yes; and Lange, yes. Motion Carried.

At 7:55 p.m. Trustee Westmark made a motion to return to regular session. Motion was seconded by Trustee Kazmierczak. Roll Call Vote: Schultz, yes; Fowler, yes; Lange, yes; Westmark, yes; and Kazmierczak, yes. Motion Carried.

Trustee Fowler told Tina that sick time can be carried over but vacation time would have to be used or lost. If Tina ever resigned from the District, the Board would have to decide what to do with any sick time that is left. Trustee Westmark gave Tina a list of changes to be made to her new contract and this will be reviewed at the next meeting.

Adjournment – At 7:58 p.m. Trustee Lange moved to adjourn seconded by Trustee Fowler. Motion Carried

Meetings

- Next two meetings are scheduled for Wednesday, December 21, & January 4, 2011 at 6:30 p.m.

SWANCREEK WATER DISTRICT BOARD

Bob Westmark

Mark Fowler

Rick Kazmierczak

David Schultz

Walter Lange - Secretary, District Board