

PELL LAKE SANITARY DISTRICT #1

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PELL LAKE, WI 53157

COMMISSIONERS:

Bill Markut – President

John Derks - Secretary

Paul Schneider – Treasurer

Minutes from the Special Open Meeting on Friday June 11, 2004.

Call to order at 2:30 P.M. by Markut

Commissioners: Bill Markut, John Derks and Paul Schneider present. Also present were all of the Sanitary District Employees

John Derks verified agenda posting on Thursday June 10, 2004 by Jo Ann Kanas, District Clerk

The following items were discussed

1. Additional space for records storage: Build on to garage? Electronic storage? CIP
2. Too many numbers in phone book? Pay to have SBC remove numbers from book. To Agenda
3. New copy machine. Already approved from CIP for this year but need pertinent information
4. Summer help. John to put up notice in post office. To Agenda
5. Permanent ladders at the WWTP. Staff to get ladders and put on P.O.
6. Landscaping at the WTP. Get quotes from Kramer and Burkoth-John-To agenda
7. Status of new computers- Paul to install shortly
8. Meters to be moved situation-Paul working on it
9. Poster or display board for District information and records board-To Agenda
10. DNR testing- Pay for passing grade and is now
11. Employee Manuals- Bill to complete
12. Cash Drawer- Get one- P.O.
13. Pay for Easter Sunday- To Agenda
14. Policy to get meters out of crawl spaces, (confined Space)-Letter? To Agenda
15. Vacuum Cleaners for WTP and WWTP- P.O.
16. Letters to customers about abusive customers
17. Phone system with voice mail for District personell- Look into it
18. Lockout covers on shut off B-boxes- Install them if we have them
19. Cash in drop box- post that we are not responsible for cash in drop box on drop box-Burt
20. See item 9
21. Customer complaints about office hours- Some to cover office hour at all times -8:00 to 4:00

Derks made a motion, seconded by Schneider to adjourn, ***Motion passed unanimously***

Meeting adjourned at 3:00P.M.

Respectfully submitted

John Derks, Secretary, PLSD