

## **Minutes from Monthly General Open Meeting – September 20, 2004**

1. Call to order at 6:03 pm
2. Roll call: Commissioners Markut and Schneider, Attorney Ekes and Robert Benson (B&W) present; Commissioner Derks.
3. Agenda posting verified by Schneider
4. Approval of minutes. Motion by Markut, seconded by Schneider. ***Motion passed unanimously, 2-0.***
5. Approval of bills: Motion by Schneider, seconded by Markut, to approve check numbers 6219 - 6302 + EFT's. ***Motion passed unanimously, 2-0.***
6. Attorney's report: No problem in handing out dog biscuits to "problem" dogs when reading meters.
7. Engineer's report:
  - a. Pavement overlays – Completed. Man Bros. request for release of retention funds was granted.
  - b. Blue Bell Drive extension – Bob Weeks still does not have a plan regarding layout of his proposed development; engineers were told to spend no additional time on this matter until the property is acquired and plans are presented.
  - c. Claver property – Mann Bros will lay a new water main within the existing easement; relocation of the hydrant will be done although BW will discuss with Mann whose responsibility the cost will be
  - d. Vibration in blower motor #1 – Two options are to 1) replace bearings every 2 to 4 years for cost of approximately \$900 or tear blower unit down offsite and rebalance fans at a cost of \$4000-5000. Commissioners specified to replace bearings at this point and document the longevity of this "fix" to determine future decisions.
8. Jennifer Schulze's request to reduce court costs of her well abandonment case – Motion by Schneider, seconded by Markut, to deny request. ***Motion passed unanimously, 2-0.***
9. Revisions and enhancements to developer's agreement policy – The following changes will be made to the district's developer agreement template:
  - a. Developer will be responsible for staking instead of district
  - b. Developer will provide a two-year warranty rather than a one-year warranty
  - c. Developer will provide a letter of credit for 125% of cost of construction of both on-site and off-site public improvements
  - d. Preparation of "as-built" plans are required to be prepared by developer within 30 days of completion of construction
  - e. A section regarding the filing of maintenance retention and guarantee to be added
  - f. A section regarding over-sized improvements to be added
  - g. Final agreement, with proposed changes, to be adopted at October meeting
  - h. Motion by Markut, seconded by Schneider, to make these changes effective going forward. ***Motion passed unanimously, 2-0.***
10. Utility Director's spending policy – Motion by Schneider, seconded by Markut, to increase the utility director's spending limit to \$1000 provided internal purchase order forms are used. ***Motion passed unanimously, 2-0.***
11. Distribution of access keys – Motion by Schneider, seconded by Markut, to authorize utility director to be responsible for distribution of security and access rights to district property. ***Motion passed unanimously, 2-0.***
12. Bonding of employees – Markut will contact insurance agency regarding this matter for October agenda.

13. President's report: Looking into the most feasible option for high-speed internet for the district as dial-up services continue to cause productivity problems for office staff; waiting for further response from SEWRPC regarding lake management study.
14. Lakes' Committee report: none.
15. Treasurer's report: Financial update was good; budget is in good shape although Pat will give us a better idea next month regarding variances; no increase in water or sewer rates are anticipated for next year.
16. Secretary's report: n/a
17. Date of next meeting: 10/18/04
18. Motion by Markut, seconded by Schneider, to adjourn at 7:29 PM. ***Motion passed unanimously, 2-0.***