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**WALWORTH COUNTY METROPOLITAN SEWERAGE DISTRICT**

975 W. Walworth Ave. • Delavan, WI 53115

**January 9, 2024**

**1:30 p.m.**

**CALL TO ORDER**

The Regular meeting was called to order at 1:31 p.m. by Commissioner Logterman.

**ROLL CALL**

Commissioner Duncan yes remotely; Commissioner Henriott yes; Commissioner Logterman, yes; Commissioner Snyder, yes; Commissioner Tapson, yes remotely

Others present:

Neal Kolb, Administrator

Lori Peternell, Finance Officer

Jennifer Greenlee, Administrative Assistant

William Cole, Axley Brynelson

Todd Hanson, Assistant Administrator

Jared Loofboro, Water Reclamation Superintendent

Kevin Berg, Donohue

**PUBLIC COMMUNICATIONS/OTHER BUSINESS – None**

**CONSENT ITEMS**

Motion by Commissioner Duncan and seconded by Commissioner Henriott to approve:

- a) Regular meeting minutes dated December 12, 2023
- b) Receipts and disbursements for December 2023
- c) Accounts Payable listings – General \$84,456.13 and Construction \$805,915.37
- d) Phosphorus removal improvement project payment application to CD Smith for \$671,752.17

**NEW BUSINESS**

- a) **WalCoMet Election of Officers** – Commissioner Snyder asked if any current officer is unwilling to service. Commissioner Henriott relinquished his position as Secretary. Commissioner Logterman nominated Doug Snyder for Secretary. Commissioner Duncan seconded the nomination. Commissioner Snyder motioned to keep the President and Assistant Secretary as they are. Commissioner Henriott seconded, and the motion passed. Commissioner Snyder motioned to adopt Resolution 2024-01 which will establish the officers for the WalCoMet Commission for 2024 Dean Logterman as President, Doug Snyder as Secretary, and William Duncan as Assistant Secretary. Commissioner Henriott seconded, and the motion unanimously passed.
- b) **WalCoMet Declaration of Official Newspapers** – Commissioner Snyder motioned to adopt Resolution 2024-02 which will declare the official newspapers for WalCoMet for 2024 as the Delavan Enterprise, Elkhorn Independent, and the Lake Geneva Regional News. Commissioner Duncan seconded, and the motion unanimously passed.

- c) **Sodium Hypochlorite 2024 Purchase Order** – Commissioner Henriott motioned to approve the 2024 sodium hypochlorite purchase order for the approved budget amount of \$6,500. Commissioner Snyder seconded, and the motion unanimously passed. Commissioner Snyder suggested staff work with the City of Elkhorn next year to see where they get sodium hypochlorite. This might help get better pricing.
- d) **Accounting Software** – Commissioner Duncan motioned to award the capital purchase of Work Horse accounting software suite in the amount of \$22,600 plus an additional estimated cost of \$1,200 for accounting setup and date conversion. Commissioner Henriott seconded, and the motion unanimously passed.
- e) **Donohue Task Order 10 – Primary Clarifier Rehabilitation Engineering Services** – Commissioner Snyder motioned to approve Task Order 10 from Donohue and Associates for the Primary Clarifier Rehabilitation Engineering Services including the feasibility of primary clarifier and trickling filters for \$134,900. Commissioner Henriott seconded, and the motion unanimously passed.

## ADJOURNMENT TO CLOSED SESSION

Convene in Closed Session Pursuant to Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Performance review evaluation of administrator)

Commissioner Snyder made a motion to convene into a closed session, seconded by Commissioner Henriott and roll call as follows:

Commissioner Duncan	Yes
Commissioner Henriott	Yes
Commissioner Logterman	Yes
Commissioner Snyder	Yes
Commissioner Tapson	Yes

The closed session convened at 2:00 pm.

## RECONVENE TO OPEN SESSION

Commissioner Snyder made a motion to reconvene to open session, seconded by Commissioner Duncan.

Commissioner Duncan	Yes
Commissioner Henriott	Yes
Commissioner Logterman	Yes
Commissioner Snyder	Yes
Commissioner Tapson	Yes

The open session reconvened at 2:28 p.m.

- f) **Consideration of Action Arising from Closed Sessions** – Commissioner Snyder made a motion to move the Administrator to step 9 (Midpoint) on the compensation matrix. Commissioner Henriott seconded, and the motion unanimously passed.

**ADJOURN:** Commissioner Snyder made a motion to adjourn, seconded by Commissioner Henriott and the motion unanimously passed. The Regular meeting adjourned at 2:33 p.m.

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Douglas R. Snyder  
Secretary

APPROVED: February 13, 2024

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