

**Delafield-Hartland
Water Pollution Control Commission**

**Meeting Agenda for Tuesday, November 19, 2024
5:30 PM**

Commission Conference Room, Wastewater Treatment Plant, 416 Butler Drive,
Delafield, WI 53018

Call to Order

Roll Call of Commissioners

All items on the agenda are subject to action by the Commission except where otherwise noted:

Announcement of Closed Session

There will be a Closed Session following the Announcement for Next Commission Meeting and Agenda Items.

Approve Minutes of the September 17, 2024 Commission Meeting

Commission Matters

- Discussion regarding alternate commission members meeting status/pay policy

Finance Director/Treasurers Report

- Biological Phosphorus Removal (BPR) Project
 - All items complete, final invoicing/project total has been reviewed and paid
 - Final project totals
- Review/Approval of the 2025 Operating Budget
- Review/Approval of the 2025 Capital Budget
- Resolution No. 111924 Re: 2025 Schedule of Fees
- Review Financial Statements (September and October 2024)
- Approve Expenses and Transfers (September and October 2024)

General Managers Report

- Wastewater Operator position update
 - 8 applications received
 - Initial interviews have been held for 3 candidates
 - Plan to present the selected candidate at the January meeting for approval
 - Planning a February 5, 2025 start date for the selected candidate
- Influent Screens, 2025 Project
 - Bids have been received from six (6) qualified vendors
 - Seeking approval of the bid in the amount of \$287,971.00
 - 16-20 weeks lead time after approved drawings
 - Downpayment will not be submitted until January of 2025

Agenda Items for the Next Commission Meeting – (No Discussion of Requested Items)

Closed Session

Motion to convene into Closed Session under Wisconsin Statutes Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Re:1) Compensation for the Wastewater Operations Employees, 2) Compensation for the Finance Director/Treasurer, 3) Compensation for the General Manager. Following the Closed Session, the Commission will then reconvene into Open Session to take any action if necessary, regarding the foregoing matters and to continue with the remaining agenda items.

Open Session (Action/Discussion, if any, from Closed Session)

Compensation for the Wastewater Operations Employees
Compensation for the Finance Director/Treasurer
Compensation for the General Manager

Adjourn Commission Meeting

Correspondence

Persons requiring special assistance or accommodations should contact Ericka Buchberger, Finance Director/Treasurer within a reasonable amount of time prior to the meeting via phone at 262-646-4364, Extension 1 or via email at ebuchberger@delhartwpc.com.

Notice is hereby given that a majority of the City Common Council, Village Board or any other board, commission or committee may be present at the meeting of the Delafield-Hartland Commission scheduled the third Tuesday of each odd-numbered month to manage and control the sewerage treatment facility and interceptors owned jointly by the City of Delafield and the Village of Hartland. This constitutes a meeting of the City Common Council, Village Board or any other board, commission or committee pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 2d 408 (1993), and must be noticed as such, although said common councils, boards, commissions or committees will not take any formal action on the behalf of their municipal entities at this meeting.