

**TOWN OF CABLE SANITARY DISTRICT #1
REGULAR MEETING MINUTES
FEBRUARY 12, 2020**

President – David Popelka
Treasurer – Robert Flowers
Secretary – Jeannie Dixon
Operator – Chris Johnstone

- 1. Call to Order** - The Regular Meeting of the Town of Cable Sanitary District #1 was called to order at 3:07 p.m. on February 12, 2020 at the Sanitary District office. Present were David Popelka, Robert Flowers, Chris Johnstone and Jeannie Dixon.
- 2. Minutes** – Minutes of the January 8, 2019 meeting were presented by Jeannie Dixon. Following review and with no corrections, Bob Flowers made a motion to accept and approve the meeting minutes as presented, with second by David Popelka. Motion carried.
- 3. Treasurer's Report** - The monthly Treasurer's report, including Peoples Bank monthly statements dated 1/20/20 and 1/31/20, was presented by Bob Flowers. Account balances listed below are current to January 31, 2020. Following review and discussion of the reports, David Popelka made a motion to receive the reports into the record as presented. Motion was seconded by Jeannie Dixon and subsequently carried unopposed.

Debt Retirement #9707786	\$ 2,591.61
Equipment Fund #9707824	\$ 3,168.48
O&M Account #154421	\$16,621.44
Backup Debt Retirement #23690	\$70,000.00
Contingency Fund #23691	\$40,000.00

4. Financial Actions

-Monthly accounts payable reports for January Group 2 in amount of \$1,171.94, January Group 3 in amount of \$1,523.60 and February Group 1 in amount of \$157.29 totaling \$2,852.83 were presented for payment by Bob Flowers. The current balance in the O&M account as of today is \$17,270.00. President Popelka suggested that after the books are closed out for 2019 any excess in the O&M account should be transferred to the Equipment Fund. Going forward we should be transferring to that fund on a regular basis every month. The matter is to be discussed with accountant Ron Gran prior to transfers taking place. Following discussion President Popelka made a motion to approve expenditures and pay invoices as presented. Motion seconded by Jeannie Dixon and carried.

5. Operator's Report

- Fire extinguishers have been checked and are up to date for coming year. Invoice for inspection submitted for payment.
- Work bench has been completed, with invoice for additional \$46.00 in miscellaneous supplies submitted for payment.
- We have 35 sprinkler heads for the hayfield which are in various states of disrepair and need maintenance and/or rebuilding. The cost of a brand new sprinkler head is approximately \$1100 so Chris has been researching proper methods and costs for repair and rebuilding.

- Discussion took place about need to address exterior building issues such as peeling paint and sealing. Chris should add this to his work list.
- Town snow plow crew has been doing a very good job with providing good access for haulers.
- Chris is regularly collecting hauler invoices in order to prepare monthly report for the DNR.
- Following discussion and by consensus the carbonless duplicate form haulers currently use for reporting gallonage needs to be revised. Jeannie will take to printers in order to provide a draft form and cost estimate.
- The box that holds the blank hauler forms needs to be repaired.
- David Popelka reported that Andy Radloff wants to buy 1-2 loads of gravel from the Sanitary District. Gravel was collected at the time the sand filter was cleaned out. David will check on pricing and report back at next meeting.

6. Correspondence

- Received annual interest statement from Peoples Bank which will be forwarded to Ron Gran.
- Testing Lab Reports, forwarded to Chris Johnstone.
- Annual loan statement received from USDA.
- Workers comp reinstatement received from Rural Mutual, to be filed.

7. Old Business

- President Popelka reached out to USDA regarding the loan application for grant on the Telemark project. He is awaiting their call back.
- The office computer needs to be taken to Hayward to CCS for updating; estimated cost is \$150.00. David will talk to Ron Gran to schedule a time when the computer can be out of commission for a few days.
- As follow-up to the matter of conducting an audit to compare property listings with district accounts, the audit will be performed by President Popelka and report back at next meeting.

8. New Business

- Draft of the Annual Budget Report for the U.S. Dept of Agriculture has been submitted to Commissioners by Ron Gran. Following review Jeannie Dixon made motion to approve draft of the budget for final completion and submission to USDA. Bob Flowers seconded the motion and it passed unopposed.
- Following discussion regarding the new Town of Cable website postings, it was decided that Jeannie will see that approved Sanitary District meeting minutes are forwarded to Shelly Wilson monthly for posting, starting with January 2020. Also Jeannie will see that the approved minutes are forwarded to the Cable Town Clerk for inclusion in the monthly reports for Town Board meetings.
- Posting of Sanitary Commission meeting notices and agendas discussed. Following discussion and by consensus it was decided that Jeannie will draft a generic notice of the monthly meeting announcement which will satisfy our meeting/agenda posting requirements. This notice will be posted on the website and the three public notice locations throughout the town. Meetings that will address special issues or public hearings will be posted separately.

9. Closed Session – Bob Flowers made motion at 4:06 pm to enter a closed session in compliance with WI Statute 19.85(1)(f). This motion was seconded by Jeannie Dixon and carried. Following closed session discussion David Popelka made motion to adjourn closed session and rejoin open session meeting at 4:37 p.m. This motion was seconded by Jeannie Dixon and carried. There were no actions to be taken as a result of the closed session.

10. Next Meeting – The next meeting of the Town of Cable Sanitary District #1 is scheduled for Wednesday, March 11, 2020 at 3:00 p.m. at the District Office.

11. Adjournment – President Popelka adjourned the meeting at 4:39 p.m.

-Minutes respectfully submitted by Jeannie Dixon, Secretary