

**BOARD OF PUBLIC AFFAIRS  
MEETING**

**Tuesday, June 5, 2007  
9:00 A.M.**

The Lodi Board of Public Affairs met on the above date for a Regular Meeting with the following Board Members present: Anderson, Geissman, and Goodrow. The meeting was called to order at 9:07 A.M.

Also in attendance were Village Solicitor Alicia Hathcock, Clerk/Treasurer Annette Geissman, Electric Foreman Craig Zdelar, Water Foreman Matt Berry, and Wastewater Foreman Roland Jenkin

A motion was made by Geissman and seconded by Anderson to approve the minutes of the May 22, 2007, Regular Meeting. Upon roll call: Aye – Geissman, Anderson, and Goodrow. Nay – None.

**NEW BUSINESS**

Foremen Monthly Reports – Board Members explained the monthly reporting requirement to all foremen. Reasons for the monthly reports were discussed as well as possible formats for the reports.

Wastewater Foreman Roland Jenkin was present and discussed copper limits currently in violation with EPA requirements. Samples have been taken on Billman Street and West Drive. More samples need to be taken to determine the possible source of the copper violation. Utility Superintendent Don Eaken will schedule the sampling to be done by utility employees. Board Members stressed the importance of tracing the source and correcting the problem as soon as possible, and suggested that a time frame with parameters be set by Don. Roland Jenkin will report progress at the next Board Meeting.

Roland Jenkin also addressed three fecal violations that occurred this month due to problems with equipment units when they were put online. Roland is working to correct the situation.

Building Repairs for Harris Rd. Warehouse – Utility Superintendent Don Eaken reported that the roof repairs will be done first. Upon successful completion, payment will be made to All Seasons Siding. As siding work proceeds and is approved by Don Eaken, payments will also be made to All Seasons Siding. Board Member Geissman requested written warranty information with the contractor's signature for both the roof and the siding project. Don Eaken will obtain the warranty information for Board review.

Board Member Anderson received a complaint from Forrest Kinney regarding storm sewer drainage issues on Archer Street which cause continuous flooding of his garden area. Board Member Anderson requested that the issue be resolved. Utility Superintendent Don Eaken will research the issue and report back with possible solutions.

Brine Tank – Board Member Anderson expressed concerns regarding the design of the newly installed brine tank. The newly designed tank was built 3-4' off the ground and requires the usage of an inclined ramp in order to dump salt into the tank. A chute is needed to get salt into the tank. The trucks seem to be sitting at a bad angle when attempting to unload salt. Bumpers had to be installed in order to stop the trucks from backing into the tank and chipping the concrete. The previous tank was built at ground level and therefore problems such as this did not exist. The doors on the new tank also appear to be too small which causes difficulty getting in and out of the tank when needed. Anderson expressed concerns with the existence of these problems and the potential for problems with the long term use of this tank. Utility Superintendent Don Eaken will review the situation to determine if anything can be done.

Foreman Reports – All Utility Foremen will be invited to attend the next Board Meeting on June 5, 2007, at 9:00 A.M., and will be asked to provide a written report to Board Members outlining current and future projects. The Foremen will be asked to attend one Board Meeting per month and provide this written report. The report should include projects worked on in the past month as well as plans for the next one month and next six months. Problems which

have occurred in each department also need to be included in each monthly report (broken lines, power outages, any items out of the ordinary, etc.). The Board stressed that they would like to be more informed of problematic situations, plans for projects, etc., so they may provide proper assistance to the departments and have the needed information to make proper decisions. The Board stressed that they are not unhappy with the current work being done in each department, but want to implement this system to stay more informed about the operations within each department. Board Member Geissman will meet with each foreman and address the reporting requirement and development a template for use when reporting. Board Members would like to receive the written report three days before the scheduled Board Meeting in order to review the information prior to meeting with the Foremen.

Superintendent's Report - Board Members determined that the Superintendent will provide a written report to Board Members every Board Meeting. This report will need to address problem situations since the last Board Meeting as well as plans for the next two weeks, month, and six months. Planning should be emphasized in the report. The Board would like to receive this report three days before each scheduled meeting in order to review the information prior to the meeting.

A motion was made by Goodrow and seconded by Geissman to go into executive session to discuss personnel (Superintendent's job description and review), and to discuss a contract proposal. Village Solicitor Ted Lesiak was invited to attend the executive session. Utility Superintendent Don Eaken was invited to attend the portion of the executive session pertaining to a contract proposal. Upon roll call: Aye – Goodrow, Geissman, and Anderson. Nay – None.

A motion was then made by Geissman and seconded by Anderson to come out of executive session with no action taken. Upon roll call: Aye – Geissman, Anderson, and Goodrow. Nay – None.

The next regularly scheduled Board Meeting will be held Tuesday, June 5, 2007, at 9:00 A.M.

There being no further business to come before the Board, a motion was made by Goodrow and seconded by Anderson to adjourn the meeting at 11:50 A.M. Upon roll call: Aye – Goodrow, Anderson, and Geissman. Nay - None.

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***Daniel Goodrow***  
***Board President***

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***Annette Geissman***  
***Clerk/Treasurer***