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# MEETING AGENDA

RE: CMOM Program Development  
60% Review Workshop  
Cambellsport, WI

Date of Meeting: 4/14/2016

Project Manager: Dan Schaefer

Time of Meeting: 1:00 pm

SEH No.: 136228 16.00

Location of Meeting: Campbellsport Village Hall

Invitees: Bill Hess – Village of Campbellsport WWTP Superintendent  
Mark Gruber – Village of Campbellsport DPW  
Becky Tellier – Village of Campbellsport Clerk  
Village of Campbellsport Water & Sewer Committee Members:  
Dave Schellhaas  
Steve Schickert  
Gene Wenzlaff  
Dan Schaefer - SEH

The following items are to be discussed at the above referenced 60% Review Meeting:

- I. Review Background Information Collected to Date & Draft Chapters
- II. Review Preliminary GAP Analysis
  - A. Best Practices
  - B. Current Village Practices
  - C. Roadblocks to Implementation
  - D. Goal Development

III. Anticipated Project Schedule

<b>Task</b>	<b>Anticipated Completion Date</b>
A. Kickoff Meeting	March 10, 2016
B. GAP Analysis (60%) Workshop	April 14, 2016
C. 90% Draft CMOM Workshop	May 12, 2016
D. Final CMOM Plan	June 8, 2016

- IV. Brief Tour
  - A. Lift Stations
  - B. Known Collection System Problem Areas

V. Set Date for 90% Workshop

VI. Action Items

A. Village of Campbellsport

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

B. SEH

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

**If there are errors contained in this document, or if relevant information has been omitted, please contact Dan Schaefer at 920.287.0829.**

c: Steve Peterson - SEH