

Meeting date: October 1, 2019
Larsen Winchester Sanitary District Monthly Meeting

Approved September 3, 2019 meeting notes

The Commissioners of the Larsen Winchester Sanitary District met on September 3, 2019 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Cori Thomas, Mary Jo Miller (Martenson & Eisele), and Jim Emmons. Also present were Kevin Buss and Mark Bombinski from the Drifters Snowmobile Club.

President Pfankuch called the meeting to order. The minutes of the August 6, 2019 meeting were provided to the Commissioners to review before the meeting. No changes were necessary to the draft form. A motion was made by Rob Nelson and seconded by President Pfankuch to accept the minutes.

Agenda #3 – The Drifter’s Snowmobile Club is interested in installing a bathroom (toilet/sink). The discussion started with installing either a holding tank or hooking up with the LWSD as viable options in talking with the Town of Clayton, Winnebago County, and Chad Forrest (Forrest Plumbing). If the land where they are located is within the LWSD then they cannot have a holding tank, per Jim Emmons. Many different ideas and scenarios were discussed. It was decided that Kevin should sit down with Chad to get a drawing/sketch to Mary Jo for the plans that they are thinking about. Mary Jo will check back on our boundary maps to confirm if they are located within the LWSD boundaries. She’ll follow up with Kevin regarding this information so he has it for his meeting with the Townships. Some additional questions brought up that will be addressed before plans are finalized are: how to bill them, installing the second meter, fees to pay, providing proof of insurance, etc. It was decided that the Drifters will have the following permit fees assessed, per our Ordinances (construction of sewer lateral to building \$5, service connection \$5). There will not be a connection fee as the Town of Clayton has the connection already established. Motion made by President Pfankuch and seconded by Rob Nelson for Mary Jo to authorize the go ahead for the preliminary plan for them to start the process to connect with the LWSD via the Town of Clayton lateral if the boundaries support this. We will add this as a line item agenda for the October meeting so the commissioners can be updated.

Mary Jo’s report – Mary Jo provided copies of the new ordinances and gave updated hard copies to Holly to keep at both the Town of Winchester and the Town of Clayton. Regarding the CMAR, the DNR had comments regarding the recent discharge. They do realize that we discharge twice/year and the limitations that caused the LWSD along with the leaky valve being replaced.

Mary Jo has some correspondence with Lake and Pond Solutions (email 8/9/19). They stated that the duckweed had a successful treatment. The greening that has showed up now is Watermeal - similar looking but very different and usually doesn't grow to be of any concern. They wouldn't recommend any action except to watch it for further growth. They also think that with lower water/air temperatures and decreasing daylight that it will recede more than advance. President Pfankuch and Jim Emmons have since went down there to check on the Watermeal and there is hardly anything anymore so things seem to be clearing up.

Mary Jo also did contact Great Lakes to fix the defects. She hasn’t heard anything back from them so she’ll continue to follow up to make sure we are added to their schedule.

Jim Emmon’s report –Jim received bills from Wunderlich Plumbing for \$360 and Total Energy (they serviced all three generators with new batteries and some maintenance for \$2,151.76). There is 10 inches left on Pond 2. The pond mowing looks good.

President Pfankuch's report – He verified with Mary Jo to see if anyone had met with Amos Ide to mark a LWSD air relief manhole and the forcemain. Mary Jo replied via email to the commissioners that Mike Siewert from Martenson & Eisele did meet with him. Martenson & Eisele will work on this for Amos but requested that the bill go directly to LWSD and then we bill it out to the resident (this is their normal billing procedure).

President Pfankuch also mentioned that he would like the LWSD to send a memorial for Dave McNamee's funeral. Rob Nelson will see where we can send the memorial in his honor and let us know at our next meeting.

There is a conference coming up in Green Bay and President Pfankuch asked that the LWSD pay for the fee (\$115). The commissioners agreed to this so he will get his information completed and connect with Cori so she has the information for the check.

There are three non-compliance addresses that letters have been sent out for. This will be the same follow up that Bob Sorenson did for us previously. Motion made by President Pfankuch and seconded by Rob Nelson to send through the three names for Bob to again send letters. The commissioners have reviewed the ordinances and determined that going forward we will ask to be reimbursed for the administrative fees that Bob charges on the residents next billing cycle.

Motion was made by President Pfankuch and seconded by Rob Nelson to pay the bills as presented. Motion carried unanimously.

Billed paid in September:

1. Cori Thomas – salary	\$700.00	
2. Jim Emmons – salary & meetings	\$1,800.82	
3. Robert Nelson – salary & meetings	\$646.45	
4. Scott Mathison – salary & meetings	\$646.45	
5. Michael Pfankuch – salary & meetings	\$738.80	
6. Town of Clayton – billing	\$666.67	
7. Treeos – lawn care	\$905.00	
8. Menn Lawn Firm Ltd – lawyer	\$422.20	
9. Century Link – phone bills	\$200.00	
10. Martenson & Eisele – engineering fees	\$2,270.70	
11. Digger's Hotline – tickets	\$18.62	
12. Badger Labs – testing & inspection	\$405.00	
13. WPS – electricity	\$497.37	
14. Wunderlich Plumbing – plumbing/mtn	\$360.00	
15. Total Energy – repairs/mtn	\$2,151.76	
16. WI Wastewater Operators Association – cont. ed.	\$115.00	
	<table border="1"><tr><td>Total: \$12,544.84</td></tr></table>	Total: \$12,544.84
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A motion was made by Rob Nelson and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @5:22pm.

Our next meeting date/time will be Wednesday, 11/6 at 4pm (conflict for Tuesday 11/5).

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District