

Meeting date: October 4, 2017
Larsen Winchester Sanitary District Monthly Meeting

Approved 10/4/17

The Commissioners of the Larsen Winchester Sanitary District met on September 5, 2017 at 4:00PM at the Winchester Town Hall. Present were President Mike Pfankuch, Scott Mathison, Rob Nelson, Jim Emmons, Cori Thomas, and Mike Siewert.

President Pfankuch called the meeting to order. The minutes of the August 1, 2017 were provided to the Commissioners to review before the meeting. No changes were necessary to the draft form. A motion was made by President Pfankuch and seconded by Rob Nelson to accept the minutes.

Agenda line item #3 - Ordinances: The ordinance fee schedule (last copy sent through was Resolution 17-03) will be updated by Mike Siewert and forwarded to the group to review before the October 4th meeting. There was a motion to table the ordinances so the commissioners can review them this month. A motion was made by Rob Nelson and seconded by President Pfankuch to table the ordinance vote until the next meeting.

Agenda line item #4 – Feasibility Study: Mike Siewert emailed the interested parties for details (numbers/ideas/etc.) and hasn't received a response back. We'd like to have them come to a meeting soon to discuss growth potential within the area. Mike will email them again and cc Larry Kriescher to see if that help progress this.

Agenda line item #5 – Billing clerk's report: Holly is meeting with the MN people to do a test run through the town regarding the problems we have been having. It does appear to be a software issue. Holly will attend our October meeting to discuss any findings.

Jim Emmon's report:

Bills were received from Total Energies, Kuettl's Diggers Hotline, Wunderlich Plumbing and Jim Emmon's submitted an invoice for his services. The Total Energies bills were sent through with sales tax added so we will include the tax exempt paperwork when I send back the check. I also deducted the sales tax from the Wunderlich Plumbing invoice and will get the tax exempt paperwork sent to Jim Emmons to pass along to them. Great Lakes TV Seal will probably be done the end of September or early part of October. There was a discussion of some painting/maintenance items that will be necessary to do soon at the lift stations. Ideas were presented and President Pfankuch will contact a few individuals to get quotes on converting them to stainless instead of painting them this season. Jim Emmons will contact Total Energies to see what they would do with them.

Mike Siewert's report: Nothing to report from Mike. He will work on the fee schedule to add into the ordinances discussed under agenda line item #5 and will work on the email referenced in agenda line item #4 above.

Cori Thomas's report: Some possible CD rates were listed for banks/credit unions/etc. A discussion took place regarding the material from Wolf River Bank and some other options that are out there for us and CD rates. The question was asked regarding adding an additional insurance if our CD rates were outside of their coverage rates/etc. Cori will research this more with Verve Credit Union and see if they can provide some more in-depth rates for our CD investments and attend our next meeting. The group will discuss what the time periods for

each CD will be (what is the time line/etc.) Cori will forward through the investment information that she receives back from them and we'll set up a different meeting if necessary to have this taken care of or have it be a line item at our next meeting. We may move our bank accounts if investment options are more appealing with moving our funds.

Motion was made by Scott Mathison 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	\$1,847.00
3. Mike Pfankuch – Salary/meetings	\$692.63
4. Rob Nelson – Salary/meetings	\$600.27
5. Scott Mathison – Salary/meetings	\$646.45
6. U S Treasury – 3 rd quarter 941 for payroll	\$1,769.34
7. Town of Clayton – Billing	\$666.67
8. Treeo's mowing/mtn bill (July bill)	\$510.00
9. Centurylink – phone bills	\$181.98
10. WPS – gas and electric bills	\$538.63
11. Martenson & Eisele – engineer work	\$1,900.00
12. Sorenson Law Office	\$1,032.43
13. Treeo's mowing/mtn bill (Aug bill)	\$1,116.88
14. EMC – Insurance	\$5,178.00
15. Total Energy – mtn/repairs	\$6,708.11
16. Kuettl's – mtn	\$550.00
17. Digger's Hotline – tickets	\$15.92
18. Wunderlich Plumbing – labor	\$280.00
19. Jim Emmons – service work	\$950.00

Total: \$25,884.31

Agenda line #10 – a question came up asking if our sewer maps had laterals on them. There was an inquiry for an empty lot and if there was sewer available/etc. President Pfankuch received the inquiry and he will relay the contact information for the interested person to Mike Siewert to further answer any questions.

The next meeting date/time will be discussed during the October 4, 2017 meeting as Cori has a conflict for Tuesday meetings in Nov/Dec. The tentative date for the next meeting would be Wednesday, November 7th @4pm.

A motion was made by Rob Nelson and seconded by President Pfankuch to adjourn the meeting. Motion carried unanimously. Meeting ended @4:55pm.

Respectfully submitted.

Cori Thomas – Secretary/Treasurer
Larsen Winchester Sanitary District