

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**July 21, 2016**  
**District Office - N8722 County Rd. LP**

1) **MEETING WAS CALLED TO ORDER** at 2:30pm by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Systems Operator Van Zeeland	(TGV)
Commissioner Bartlein	(JJB)	Systems Operator Dornfeld	(DWD)
Consultant Sambs	(MLS)	Office Manager Girdley	(CMG)
Engineer Mike Siewert	(MSS)	Billing Clerk Weir	(PMW)

Others in attendance: Harrison Manager Travis Parish, Developer Mike Hagens and Carol Hagens, Menasha Mayor Don Merkes, Menasha Associate Planner Kevin Englebert

3) **APPROVAL/ACCEPTANCE OF 6/1/16 CLOSED SESSION MINUTES AND 6/9/16 MEETING MINUTES:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve both minutes. Motion carried 3-0.

4) **2016 FINANCIAL STATEMENTS AND BUDGET COMPARISON:** In progress.

5) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- City of Menasha 2<sup>nd</sup> Addn to Woodland Hills (Gossling Way Ct): Discussion involved an easement for sewer and water construction on the preliminary plat that was removed on the final recorded plat without notice being given to WSD. MOTION (JJB<sup>1</sup>/DRB<sup>2</sup>) to approve Gossling Way Ct (2<sup>nd</sup> Addn to Woodland Hills) conditional to an easement through the outlot being provided by Menasha. Motion carried 2-0 with Commission DLK abstaining.
- District Property Appraisal: Two vacant acres have been appraised at \$120,000.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** TGV reported five samples taken 7/13/16 were determined safe by Clean Water Testing. Report on file.

7) **OLD BUSINESS:** Employee Wage Study Concerns – Status of contact with Patrick Glynn: CMG gave the commission a summary of wage data she collected from sixteen area utilities/municipalities. Commission instructed CMG to implement the pay scale and issue back pay beginning January 1, 2016 and they will revisit the wages and decide the structure increase for 2016 at a later date.

8) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**

- Future Lift Station #6: MSS reported they are working on mapping. Field work and wetland delineation are completed. Harrison Manager Parish reported Harrison created a Public Works Committee to help work through decisions for the lift station.
- Utility District #3: Nothing new to report.

9) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**

- 2<sup>nd</sup> Addition to Woodland Hills - Gosling Way Court status report: Discussed under item 5.
- North Shore Apartments-Phase II: CMG reported completed easement was received and will be recorded by end of this week. Conditional approval is recommended. Final acceptance will be made after road paving is completed. MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to conditionally approve Phase II of North Shore Apartments. Motion carried 3-0.

- Woodcrest Heights Drive – Status report: Nothing new to report.
- 1<sup>st</sup> Addition Lake Park Heights – Status report: CMG reported executed waiver of assessment was received.

**10) NEW BUSINESS**

- Next meeting scheduled for Thursday, August 4, 2016 (2:30pm) at District Office.

**11) OFFICE REPORT**

- Wieckert Issue - Engineering Reimbursement Request - Receipt status: Reimbursement totaling \$2302.25 for engineering costs from Nov 2013 to Nov 2014 was received.
- Permits are up 35.71% from last year.
- WSD received proposed amendment to ordinance contract from Neenah Menasha Sewerage Commission allowing them to have direct contracts with industrial users. Public hearing was held 6/28/16. Final approval is pending.
- Consumer Confidence report was completed and published in June.
- Commission requested a laptop and/or desktop computer for commissioners' office. CMG will provide costs at next meeting.

**12) FIELD REPORT**

- RWK reported Lift Station 4 leveling system failed and didn't recognize sewage levels resulting in no alarms sounding. Control circuits are obsolete and would cost approximately \$30,000 to replace. At this time it was decided an outside high level alarm would provide the backup needed for about \$1000. Valve turning was completed with no issues. WSD inspected the repair of three leaking sewer laterals that property owners had Speedy Clean seal without excavating. New hydrant painting procedure went well when performed on the first few hydrants. WSD will purchase a pressure washer to continue this process.

**13) OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

- Website design proposals: Three quotes were provided. Infinity Technology who provided lowest quote will be contacted to clarify a couple questions before next meeting.

**14) ADJOURNMENT:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to adjourn. Motion carried 3-0. Meeting was adjourned at 4:10pm.

Submitted by Penny M. Weir  
Billing Clerk