



MEETING	DATE	TIME	LOCATION
Joint Sanitary District	Tuesday, November 1, 2016	7:00 p.m.	Grand Chute Town Hall 1900 Grand Chute Blvd Board Room

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA/ORDER OF THE DAY

D. PUBLIC INPUT

Members of the public are welcome to address the Commission and Town Board. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Input segment of the meeting. This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agendized Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

E. CONSENT AGENDA

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

1. Approve Regular Joint Meeting minutes – October 18, 2016

F. FINANCIAL REPORTS

1. Approval of Voucher List – November 1, 2016
2. Budget Statements – September 2016

G. NEW BUSINESS

1. Refund of over charged water billing at 4398 Bull Rush Drive.

H. ADJOURNMENT

Accommodation Notice

Any person requiring special accommodation who wishes to attend this meeting should contact **(Administration at 832-1573)** at least 48 hours in advance

JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – OCTOBER 18, 2016

CALL TO ORDER/ROLL CALL

Meeting called to order at 7:00 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Jeff Nooyen, Travis Thyssen, Bruce Sherman, Jim Pleuss, and Angie Cain, Deputy Town Clerk

STAFF: Jim March, Town Administrator; Tim Bantes, Fire Chief; Bob Heimann, IT Director; Tom Marquardt, Director of Public Works; Bob Buckingham, Community Development Director; Julie Wahlen, Finance Director; Mike Patza, Town Planner; Karen Heyrman; Deputy Public Works Director; Mary Baxter, Administration; Mike Velie, Police Department; several Police Officers; Attorney Rossmeissl, Herrling Clark Law Offices

OTHERS: 1 signed attendance

PLEDGE OF ALLEGIANCE

President Schowalter led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Nooyen/Pleuss) to approve the agenda as printed. Motion carried.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approve Regular Joint Meeting minutes – October 4, 2016

Accept Monthly Report – September 2016

Motion (Thyssen/Sherman) to approve the minutes and accept the monthly report. Motion carried.

FINANCIAL REPORTS

Approval of Voucher Lists – October 18, 2016

San 1, 2, 3 & East Side – \$217,381.74; ACH – \$175,362.45

Motion (Pleuss/Nooyen) to approve the voucher list. Motion carried.

ADJOURNMENT

Motion (Nooyen/Thyssen) to adjourn. Motion carried.

Meeting adjourned 7:01 p.m.

These minutes were taken at a regular meeting held on October 18, 2016 and entered in this record book, October 20, 2016 by:

Angie Cain, Deputy Town Clerk

Joint Sanitary District No. 1, No. 2, No. 3 & East Side Utility District

INITIAL DRAFT

Dave Schowalter, President: _____

Jeff Nooyen, Commissioner: _____

Travis Thyssen, Commissioner: _____

Bruce Sherman, Commissioner: _____

Jim Pleuss, Commissioner: _____

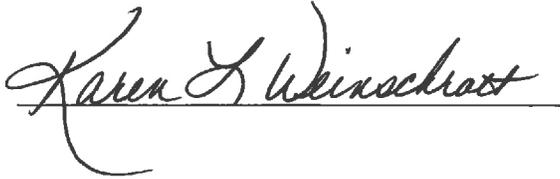
Karen L. Weinschrott, Secretary: _____

Julie M. Wahlen, Treasurer: _____

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
61						
90794	11/01/2016	HD SUPPLY WATERWORKS L	G220469	RUBBER METER GASKETS	61-00-10700	38.29
Total 90794:						38.29
90803	11/01/2016	MCPMAHON	903842	PERKINS ST WATER MAIN REPLACEMENT DESIG	61-00-10700	1,486.80
90803	11/01/2016	MCPMAHON	903844	INTEGRITY/MICHAELS DR WATER MAIN CONSTRU	61-00-10700	85.58
90803	11/01/2016	MCPMAHON	903873	WREN DR/CTH A WATER MAIN DESIGN	61-00-10700	30.80
Total 90803:						1,603.18
90807	11/01/2016	PJK CO INC	10018994	BOOSTER TELEMETRY	61-01-67801-390	180.00
Total 90807:						180.00
Total 61:						1,821.47
63						
90783	11/01/2016	APPLETON AREA SCHOOL DI	86206	AAMFON ANNUAL BILLING	63-03-82000-290	1,639.74
Total 90783:						1,639.74
90787	11/01/2016	CITY OF NEENAH	35868	INSURANCE	63-03-82000-134	154.35
Total 90787:						154.35
90803	11/01/2016	MCPMAHON	0903731	DRAINAGE CONSULT	63-03-82000-290	637.50
90803	11/01/2016	MCPMAHON	903853	MUD CREEK DREDGING PROFESSIONAL SERVICE	63-00-10700	140.80
90803	11/01/2016	MCPMAHON	903855	HICKORY FARM LANE STORM SEWER CONSTRUC	63-00-10700	77.00
Total 90803:						855.30
90805	11/01/2016	OUTAGAMIE COUNTY TREAS	111498	STREET SWEEPINGS DISPOSAL	63-03-82000-290	1,048.60
Total 90805:						1,048.60
90808	11/01/2016	PRECAST SOLUTIONS LLC	806	REPAIR STORM SEWER AT TOWN HALL	63-03-82000-340	179.97
Total 90808:						179.97
90816	11/01/2016	WE ENERGIES	0475-274-330	ELECTRIC BILL POND PUMPS	63-03-82000-220	7,250.15
Total 90816:						7,250.15
Total 63:						11,128.11
Grand Totals:						12,949.58

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
Grand Totals:					<u>8,273.36</u>

Karen L. Weinschrott, Secretary:



Date: 10/26/16

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
61					
10/21/2016	JP MORGAN CHASE	OCT16-195	CC-THE HOME DEPOT #4903THERMOSTAT WIRE FOR METER INSTAL	61-00-10700	61.47
10/21/2016	JP MORGAN CHASE	OCT16-196	CC-THE HOME DEPOT #4903THERMOSTAT WIRE	61-00-10700	204.12
10/21/2016	JP MORGAN CHASE	OCT16-197	CC-WW GRAINGERCABLE TIES FOR WATER INSTALL	61-00-10700	206.85
10/21/2016	JP MORGAN CHASE	OCT16-198	CC-DAVIES WATER #1476HOSE BIBS	61-00-10700	1,300.00
10/21/2016	JP MORGAN CHASE	OCT16-199	CC-WW GRAINGERCABLE TIES/WIRE FOR METERS	61-00-10700	120.74
10/21/2016	JP MORGAN CHASE	OCT16-200	CC-DAVIES WATER #1476LF 3/4 STR MTR COUPLINGS	61-01-66300-390	420.40
10/21/2016	JP MORGAN CHASE	OCT16-201	CC-CLEAN WATER TESTING LLWATER SAMPLES	61-01-67300-390	120.00
10/21/2016	JP MORGAN CHASE	OCT16-202	CC-WW GRAINGERGREASE AND GREASE GUN (50%)	61-01-67300-390	47.28
10/21/2016	JP MORGAN CHASE	OCT16-203	CC-NORTHSIDE TRUE VALUEDISTILLED WATER FOR WATER SAMPL	61-01-67300-390	11.28
10/21/2016	JP MORGAN CHASE	OCT16-204	CC-MCC95258-CLEAN STONE	61-01-67300-390	211.94
10/21/2016	JP MORGAN CHASE	OCT16-205	CC-CLEAN WATER TESTING LL0120160-IN-WATER SAMPLES	61-01-67300-390	120.00
10/21/2016	JP MORGAN CHASE	OCT16-206	CC-LINCOLN CONTRACTORMARKING PAINT-BLUE	61-01-67300-390	610.20
10/21/2016	JP MORGAN CHASE	OCT16-207	CC-BLACKBURN MANUFACTURINLOCATING FLAGS (50%)	61-01-67300-390	242.61
10/21/2016	JP MORGAN CHASE	OCT16-208	CC-CLEAN WATER TESTING LLWATER SAMPLES	61-01-67300-390	135.00
10/21/2016	JP MORGAN CHASE	OCT16-209	CC-DAVIES WATER #1476TAP CURB BOX LID WITH PLUG	61-01-67500-390	491.69
10/21/2016	JP MORGAN CHASE	OCT16-210	CC-DAVIES WATER #1476TAP CURB BOX LID WITH PLUG	61-01-67500-390	122.92
10/21/2016	JP MORGAN CHASE	OCT16-211	CC-DAVIES WATER #1476HYD MARKERS	61-01-67700-390	375.00
10/21/2016	JP MORGAN CHASE	OCT16-212	CC-DAVIES WATER #147624 HYD EXT KITS	61-01-67700-390	710.00
10/21/2016	JP MORGAN CHASE	OCT16-213	CC-BENS SMALL ENGINE NEW FIRE HYD PUMP	61-01-67700-390	487.25
10/21/2016	JP MORGAN CHASE	OCT16-214	CC-C & S SUPPLY INCPARTS FOR HYDRANT FLUSHING	61-01-67700-390	125.54
10/21/2016	JP MORGAN CHASE	OCT16-215	CC-COMplete OFFICE OF WISTHREE HOLE PUNCHES	61-01-92100-310	30.76
10/21/2016	JP MORGAN CHASE	OCT16-216	CC-LEXISNEXIS RISK SOL EPPEOPLE SEARCH (50%)	61-01-92300-210	50.00
10/21/2016	JP MORGAN CHASE	OCT16-217	CC-FOX VALLEY TECH PAYPATREGISTRATION FOR CLASS (25%)	61-01-93000-330	162.50
10/21/2016	JP MORGAN CHASE	OCT16-218	CC-PAYPATH S FEE FOX VALLPROCESSING FEE (25%)	61-01-93000-330	4.47
Total 161021010:					6,372.02
Total 61:					6,372.02
62					
10/21/2016	JP MORGAN CHASE	OCT16-219	CC-WW GRAINGERGREASE AND GREASE GUN (50%)	62-02-83100-390	47.28
10/21/2016	JP MORGAN CHASE	OCT16-220	CC-DAVIES WATER #1476FLAT RUBBER GUARD RINGS	62-02-83100-390	85.00
10/21/2016	JP MORGAN CHASE	OCT16-221	CC-DAVIES WATER #1476RUBBER GROUND RINGS	62-02-83100-390	55.00
10/21/2016	JP MORGAN CHASE	OCT16-222	CC-DAVIES WATER #1476RETURNED RUBBER GUARD RINGS	62-02-83100-390	55.00
10/21/2016	JP MORGAN CHASE	OCT16-223	CC-BLACKBURN MANUFACTURINLOCATING FLAGS (50%)	62-02-83100-390	242.61
10/21/2016	JP MORGAN CHASE	OCT16-224	CC-DAVIES WATER #1476SAN/HD MON ROCK MANHOLE LID	62-02-83100-390	903.00
10/21/2016	JP MORGAN CHASE	OCT16-225	CC-BATTERIES PLUS APPBATTERIES FOR LIFT STATION TELEMETR	62-02-83200-390	72.21
10/21/2016	JP MORGAN CHASE	OCT16-226	CC-FOX VALLEY TECH PAYPATREGISTRATION FOR CLASS (25%)	62-02-85100-330	162.50
10/21/2016	JP MORGAN CHASE	OCT16-227	CC-PAYPATH S FEE FOX VALLPROCESSING FEE (25%)	62-02-85100-330	4.47
Total 161021010:					1,517.07
Total 62:					1,517.07
63					
10/21/2016	JP MORGAN CHASE	OCT16-228	CC-GAN*WI NEWSPAPERS-CCCDPW PUBLICATION (61.7%)	63-03-82000-320	189.35
10/21/2016	JP MORGAN CHASE	OCT16-229	CC-FOX VALLEY TECH PAYPATREGISTRATION FOR CLASS (25%)	63-03-82000-330	162.50
10/21/2016	JP MORGAN CHASE	OCT16-230	CC-PAYPATH S FEE FOX VALLPROCESSING FEE (25%)	63-03-82000-330	4.47
10/21/2016	JP MORGAN CHASE	OCT16-231	CC-LINCOLN CONTRACTORFLAGGING TAPE	63-03-82000-340	7.16
10/21/2016	JP MORGAN CHASE	OCT16-232	CC-THE HOME DEPOT #4903PARTS FOR CATCH BASIN REPAIR	63-03-82000-340	11.10
10/21/2016	JP MORGAN CHASE	OCT16-233	CC-MILLS FLEET FARM 100FREEZER BAGS	63-03-82000-340	9.69
Total 161021010:					384.27
Total 63:					384.27

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #1
2016 BUDGET STATEMENT
SEPTEMBER 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	515,980	41,791	359,073	70%	156,907
OPERATIONS AND MAINTENANCE	5,479,370	488,113	2,676,862	49%	2,802,508
Subtotal-Operating Expense	5,995,350	529,903	3,035,935	51%	2,959,415
DEBT SERVICE	470,000	-	275,000	59%	195,000
CAPITAL IMPROVEMENTS	1,016,920	150,380	663,979	65%	352,941
Subtotal-Capital Expenses	1,486,920	150,380	938,979	63%	547,941
TOTAL EXPENSE	7,482,270	680,283	3,974,914	53%	3,507,356
REVENUES					
Operating Revenues	6,627,826	687,924	4,433,314	67%	2,194,512
Capital Revenues	1,012,000	217,462	222,010	22%	789,990
TOTAL REVENUES	7,639,826	905,386	4,655,324	61%	2,984,502
Operating Net Income	632,476		1,397,379		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #2
2016 BUDGET STATEMENT
SEPTEMBER 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	%	REMAINING BUDGET
EXPENSES					
PERSONNEL	352,570	24,706	247,307	70%	105,263
OPERATIONS AND MAINTENANCE	2,369,855	138,408	1,215,339	51%	1,154,516
Subtotal-Operating Expense	2,722,425	163,114	1,462,646	54%	1,259,779
DEBT SERVICE	375,000	-	-	0%	375,000
CAPITAL IMPROVEMENTS	658,800	3,620	92,041	14%	566,759
Subtotal-Capital Expenses	1,033,800	3,620	92,041	9%	941,759
TOTAL EXPENSE	3,756,225	166,734	1,554,687	41%	2,201,538
REVENUES					
Operating Revenues	3,160,750	404,330	2,238,423	71%	922,327
Capital Revenues	612,000	216,735	218,087	36%	393,913
TOTAL REVENUES	3,772,750	621,065	2,456,509	65%	1,316,241
Operating Net Income	438,325		775,777		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #3
2016 BUDGET STATEMENT
SEPTEMBER 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	264,780	17,312	172,801	65%	91,979
OPERATIONS AND MAINTENANCE	823,957	40,039	258,242	31%	565,715
Subtotal-Operating Expense	1,088,737	57,352	431,043	40%	657,694
DEBT SERVICE	905,000	165,000	420,000	46%	485,000
CAPITAL IMPROVEMENTS	1,525,250	135,241	300,855	20%	1,224,395
Subtotal-Capital Expenses	2,430,250	300,241	720,855	30%	1,709,395
TOTAL EXPENSE	3,518,987	357,593	1,151,898	33%	2,367,089
REVENUES					
Operating Revenues	3,055,800	175,488	1,932,825	63%	1,122,975
Capital Revenues	3,437,500	398,255	398,684	12%	3,038,816
TOTAL REVENUES	6,493,300	573,743	2,331,508	36%	4,161,792
Operating Net Income	1,967,063		1,501,782		

**TOWN OF GRAND CHUTE
EAST SIDE UTILITY DISTRICT
2016 BUDGET STATEMENT
SEPTEMBER 2016**

	2016 BUDGET	CURRENT MONTH	2016 YTD	% BUDGET	REMAINING BUDGET
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EXPENSES

PERSONNEL	8,000	-	-	0%	8,000
OPERATIONS AND MAINTENANCE	30,000	4,061	10,402	35%	19,598
Subtotal-Operating Expense	38,000	4,061	10,402	27%	27,598

CAPITAL IMPROVEMENTS	-	-	-	0%	-
Subtotal-Capital Expenses	-	-	-	0%	0

TOTAL EXPENSE	38,000	4,061	10,402	27%	27,598
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REVENUES

Operating Revenues	44,685	6,019	35,683	80%	9,002
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TOTAL REVENUES	44,685	6,019	35,683	80%	9,002
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Operating Net Income	6,685	1,958	25,281		
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AGENDA REQUEST

11/1/2016

TOPIC: Refund of over charge of water billing.

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Sanitary District 1
Department Reporting: Public Works	Submitted By: Thomas J. Marquardt, P.E., Director of Public Works <i>JM</i>

ISSUE: Shall the Sanitary Commission authorize the refund of a documented overbilling of \$3,796.02 over the course of 3 years-8 months due to a mismatched meter/meter head installation.

BACKGROUND/ANALYSIS: In the course of installing the new water meters, we were contacted by Mr. Nicholas Steffano at 4398 Bull Rush Drive. He has lived at this address since the house was constructed and the original meter was installed. When the original water meter was installed, a 5/8-inch meter was installed with a 1½-inch electronic head. The result of this erroneous combination was for every 10 gallons of water used, 43 gallons was being recorded for billing. Upon installation of the new meter, the actual use was now being recorded for billing. Staff informed the customer that our PSC tariff allows the utility to be limited to 24 months of adjusted billing when an error is discovered. In this case, it was the utility’s error that resulted in the over billing and we have documentation that it started from the day the meter was installed.

RECOMMENDATION: It is staff’s recommendation is to refund the customer for the entire 3 years, 8 months due to the fact that we can verify that the overbilling occurred for this entire time. The total refund would increase from the 24 month total of \$2,264.24 to a 3 year-8 month total \$3,796.02. In general, we don’t have this detail of documentation on an overbill or underbill so staff falls back on the 24 month PSC limit. In this case, every gallon is documented.

FISCAL IMPACT: BUDGET
 The budget impact would increase from \$2,264.24 to \$3,796.02, an increase of \$1,531.78.

ATTACHMENTS: Attachment No. 1 - Correspondence from Mr. Steffano

Nicholas and Julie Steffano
4398 Bull Rush Dr.
Grand Chute, WI 54913

Town of Grand Chute Public Works
ATTN: Angie Mauthe

10/26/2016

Dear Grand Chute Public Works

In October of 2016, I received my first water bill after having my water meter replaced. I realized it was significantly lower than previous bill over the last 3 years and 8 months I have lived at this address. I promptly visited the Grand Chute Public Works office to ask for past bills usage to be investigated. I believe I dealt with Angie who was very understanding and proceeded to ask to have my previous meter tracked down and tested.

After roughly two weeks, Angie contacted me letting me know that you had found the meter that was removed, had it tested, and that it tested to be far out of calibration. For every 10 gallons of water that passed through, it was registering 43 gallons of water, leading to water usage to be over billed by 430% or nearly \$3,600 since I purchased the house new in February of 2013. Angie notified me that I would be credited roughly \$2,100 for the overbilling over the last two years, however due to restrictions through the Public Service Commission, I would not be reimbursed for the nearly \$1,500 I am owed for the previous 1 year and 8 months.

I am requesting consideration of the full reimbursement for the duration of my residence for the previous 5 full quarters and 1 partial quarter previous to finding the meter out of calibration. I am requesting that this be placed on town board agenda for discussion of this reimbursement. The basis for this request is due to the meter malfunctioning or being out of calibration for my entire residence and not having any other way to measure the correct water flow for my household. We are very conscious of water use and environmental sensitivities, and I ask that full reimbursement be considered based on the condition of the water meter being not within my control.

Thank you for your consideration.

Nick and Julie Steffano