

Lisbon Sanitary District # 1
Regular Meeting
August 21, 2019 7:30 PM or After the Joint Town Board & Sanitary District Workshop
Lisbon Fire Department – Richmond Station
N54W26455 Lisbon Road
Pewaukee, WI 53072

Dennis Golner called the meeting to order at 9:28 P.M.

ROLL CALL

Dennis Golner, Linda Beal and Mark Vesely present.

APPROVAL OF THE MINUTES OF THE JULY 17, 2019 REGULAR MEETING

Linda Beal made a motion to approve the July 17, 2019 regular meeting minutes as presented by Dennis Golner, seconded by Mark Vesely. All commissioners voted Aye. The motion passed.

CITIZENS COMMENTS

None

DISCUSSION ON RECENT CHANGES TO THE SEWER SERVICE CODE SPECIFICALLY RELATING TO GRINDER PUMPS

The commissioners directed Attorney James Hammes to draft an ordinance to reinstate the District's responsibility for the grinder pumps with the dates being retroactive to August 1, 2019.

Linda Beal to do additional research on different options, such as a policy change, to be presented at the next meeting.

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED RATE STRUCTURE

- a) CONNECTION/HOOKUP FEES
- b) COMMERCIAL RATES AND FEES
- c) OTHER SEWER RATES AND FEES
- d) TAX LEVY

Michael Sargent to prepare information for the next meeting to increase the rate to a break even point and to restore the reserves over a 5-year period. Michael Sargent to prepare a preliminary budget to be presented at the next meeting.

UPDATE ON LEID'S TIF DISTRICT

Kunkel Engineering Group is currently working on location a water source and the possible extension of sewer to the Leid's property.

REPORT BY BOARD REPRESENTATIVE

The board signed a resolution per a 2001 agreement with Sussex to give land to Sussex. The town board is working with Lannon, Merton, and Hartland on boarder agreements.

CORRESPONDENCE

Summary of flows by meter were presented in graphical and numeric form.

Summary of WE Energy usage was presented.

Minutes from the July 25, 2019 Special Meeting were presented, to have discussion and action at next regular meeting,

Letter from Attorney James Hammes to Dan Meier of Lynch & Associates Engineering Consultants LLC was presented.

The completed CMAR Report was presented.

Information on insurance policy renewal was presented.

A copy of the cooperative plan between the Town of Lisbon and the Town of Brookfield was received.

Received bill from Lynch & Associates Engineering Consultants LLC, presented and will be included in invoices to be paid at the next regular meeting.

APPROVAL OF CURRENT INVOICES

Invoices totaling \$44,631.77 were presented to be paid.

Linda Beal recommended that the invoice from Martelle Water Treatment in the amount of \$1,551.75 be held for receipt of original invoice for explanation.

Linda Beal made a motion to approve the other current invoices totaling \$43,080.02, seconded by Mark Vesely. All commissioners voted Aye. The motion passed.

APPROVAL OF THE JULY 2019 FINANCIAL STATEMENT

Linda Beal made a motion to approve the July 2019 financial statements as presented, seconded by Mark Vesely. All commissioners voted Aye. The motion passed.

ITEMS TO BE PLACED ON FUTURE AGENDA

- a) Approval of minutes from July 25, 2019 Special Meeting
- b) Engineering report
 - a. Richmond School
 - b. Flow meter
 - c. Water flow as measured at Jeanine metering station
 - d. Casey's Development and Leid's Property
 - e. Other
- c) Discussion and possible action on recent changes to the sewer service code
- d) Possible action on resolution for changes to the sewer service code
- e) Discussion and possible action on policy for appropriate use of grinder pumps
- f) Proposed rate structure
 - a. Connection/ hookup fees
 - b. Commercial rates and fees
 - c. Residential quarterly service rate
 - d. Tax Levy
- g) Discussion on preliminary budget
- h) Discussion on competitive bidding contracts for 2020
 - a. Engineering
 - b. Accounting
 - c. Repairs and maintenance for lift stations
 - d. Repairs and maintenance for grinder pumps
 - e. Snow plowing
- i) Update on Leid's Tif District

SET DATE FOR NEXT MEETING

The September regular meeting was set for Wednesday September 18, 2019 at 7:30 P.M.

ADJOURNMENT OF MEETING

Linda Beal made a motion to adjourn the meeting at 10:00 P.M., Mark Vesely seconded the motion. All commissioners voted Aye. The motion passed.

Respectfully submitted,

Michael Sargent

Lisbon Sanitary District #1 Accountant

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above- stated meeting other than the governmental body specifically referred to above in this note

Check Nbr	Check Date	Payee	Check Amount	Memo	APPROVED	DENIED
2812	08/20/2019	Cramer, Multhauf & Hammes, LLP	\$ 2,205.00		\$ 2,205.00	
2813	08/20/2019	DeBelak, Joe Plumbing & Heating Company Inc.	\$ 2,506.58		\$ 2,506.58	
2814	08/20/2019	Diggers Hotline	\$ 204.80		\$ 204.80	
2815	08/20/2019	MARTELLE WATER TREATMENT	\$ 1,551.75	INVOICE 18231		\$ 1,551.75
2816	08/20/2019	TAX MANAGEMENT & FINANCIAL HORIZONS	\$ 2,173.55		\$ 2,173.55	
2817	08/20/2019	Village of Lannon	\$ 10,725.96		\$ 10,725.96	
2818	08/20/2019	Village of Sussex	\$ 24,996.64	INV 4741 & 4742	\$ 24,996.64	
2819	08/20/2019	WE Energies	\$ 267.49		\$ 267.49	
TOTAL			\$ 44,631.77		\$ 43,080.02	\$ 1,551.75

REASON FOR DENIAL:

THE MERTELLE WATER TREATMENT BILL WAS DENIED FOR LACK OF ORIGINAL INVOICE. MERTELLE WILL BE CONTACTED TO OBTAIN THE MORE DETAILED INVOICE.

8/20/2019 9:43 AM

Check Register - Full Report - ALL
ALL Checks
CHECKING

Page: 1
ACCT

Dated From: 8/20/2019 From Account:
Thru: 8/20/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
2812	8/20/2019	Cramer, Multhauf & Hammes, LLP	
100-00-52100-000-000		LEGAL FEES	2,205.00
		Total	2,205.00
2813	8/20/2019	DeBelak, Joe Plumbing & Heating Company Inc.	
100-00-55000-000-000		MAINTENANCE & REPAIRS	2,506.58
		61249	
		Total	2,506.58
2814	8/20/2019	Diggers Hotline	
100-00-57000-000-000		MISCELLANEOUS EXPENSE	25.60
		190750701	
100-00-57000-000-000		MISCELLANEOUS EXPENSE	179.20
		190650701 PP2	
		Total	204.80
2815	8/20/2019	MARTELLE WATER TREATMENT INVOICE 18231	
100-00-55000-000-000		MAINTENANCE & REPAIRS	1,551.75
		INVOICE 18231	
		Total	1,551.75
2816	8/20/2019	TAX MANAGEMENT & FINANCIAL HORIZONS	
100-00-50500-000-000		DEPUTY SECRETARY & BOOKKEPPIN	1,942.70
		3744	
100-00-53500-000-000		POSTAGE	230.85
		3744	
		Total	2,173.55
2817	8/20/2019	Village of Lannon	
100-00-60100-000-000		SEWAGE TREATMENT EXPENSE	10,725.96
		2019-3	
		Total	10,725.96
2818	8/20/2019	Village of Sussex INV 4741 & 4742	

8/20/2019 9:43 AM

Check Register - Full Report - ALL

Page: 2

ALL Checks

ACCT

CHECKING

Dated From: 8/20/2019 From Account:
Thru: 8/20/2019 Thru Account:

Check Nbr	Check Date	Payee	Amount
100-00-60100-000-000		SEWAGE TREATMENT EXPENSE	23,972.65
100-00-55000-000-000		MAINTENANCE & REPAIRS	200.00
100-00-55000-000-000		MAINTENANCE & REPAIRS	1,099.24
100-00-54100-000-000		UTILITIES	39.89
100-00-55000-000-000		MAINTENANCE & REPAIRS	140.00
100-00-60100-000-000		SEWAGE TREATMENT EXPENSE	-455.14
		INV 4741 & 4742	
		Total	24,996.64
2819	8/20/2019	WE Energies	
100-00-54100-000-000		UTILITIES	267.49
		Total	267.49
		Grand Total	44,631.77

8/20/2019 9:43 AM

Check Register - Full Report - ALL
ALL Checks
CHECKING

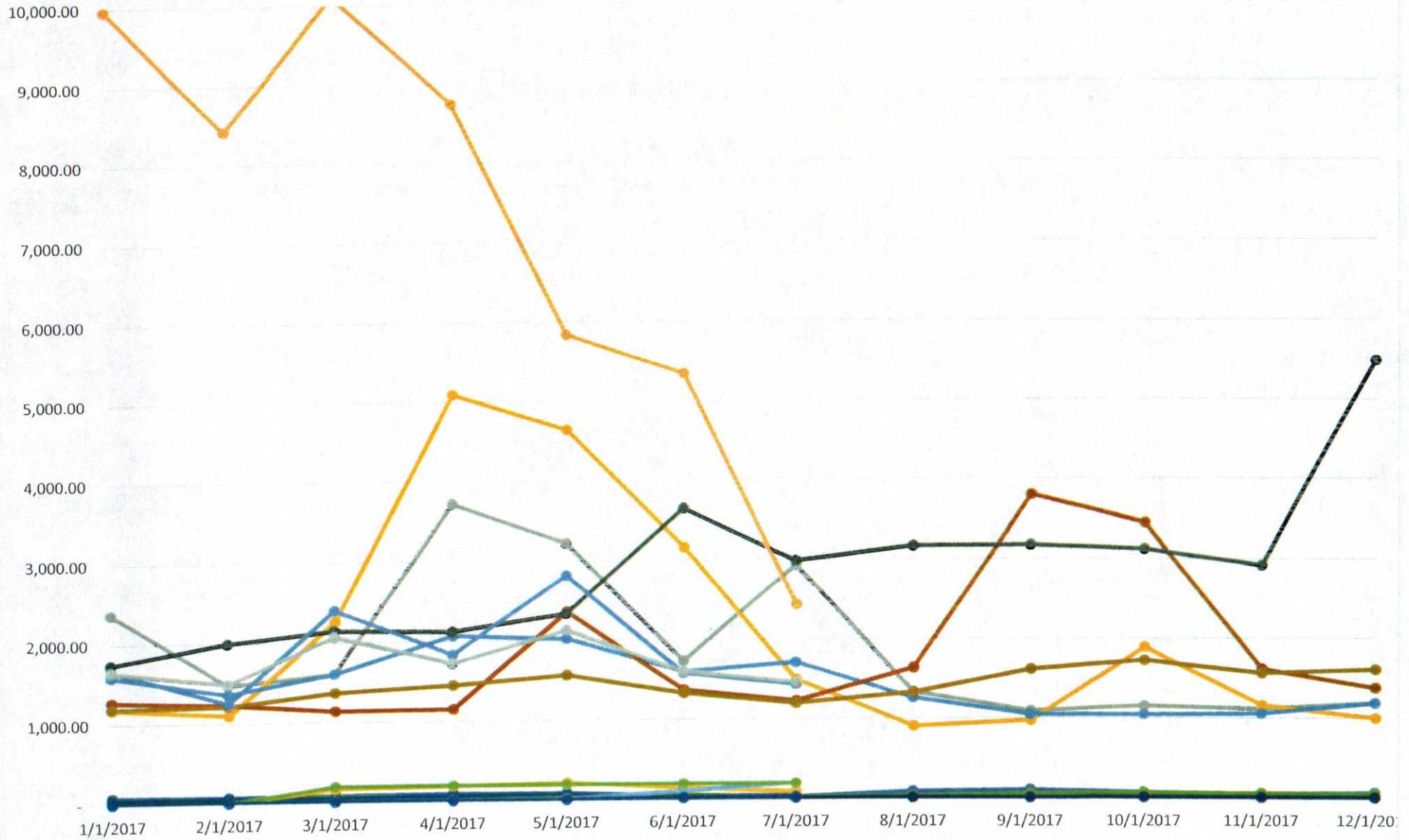
Page: 3
ACCT

Dated From: 8/20/2019
Thru: 8/20/2019

From Account:
Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	44,631.77
Total Expenditure from all Funds	44,631.77

FLOW



- 17 RICHMOND SCHOOL
- 17 LISBON FIRE HOUSE
- 17 WILLOW SPRING
- 17 JEANINE FLOW
- 17 PLAINVIEW FLOW
- 18 RICHMOND SCHOOL
- 18 LISBON FIRE HOUSE
- 18 JEANINE FLOW
- 18 WILLLOW SPRING
- 18 PLAINVIEW FLOW
- 19 RICHMOND SCHOOL
- 19 LISBON FIRE HOUSE
- 19 WILLLOW SPRING
- 19 JEANINE FLOW
- 19 PLAINVIEW FLOW
- 19 HAMILTON FLOW
- 19 HAMILTON FINE ARTS FLOW
- 19 TEMPLETON FLOW
- 19 HAMILTON SILVER SPRING

8/20/2019 10:45 AM

Statement of Revenues & Expenditures - Detail

Page: 1
ACCT

Dated From: 1/01/2019

Fund: All Funds

Thru: 7/31/2019

	2019	2019
	July	Total

Account Number			
100-00-40000-000-000	USER FEES	62,376.47	214,830.36
300-00-40000-000-000	USER FEES		
	USER FEES	62,376.47	214,830.36
100-00-40100-000-000	PLANT CAPASITY CHARGE		
	SUSSEX PLANT PASSTHRU		
100-00-41000-000-000	TAXES REVENUE		
200-00-41000-000-000	S/A PRINCIPAL		
	S/A PRINCIPAL		
200-00-41500-000-000	S/A INTEREST		
	S/A INTEREST		
100-00-42000-000-000	MISCELLANEOUS CAPITAL PROJECTS		
400-00-42000-000-000	MISCELLANEOUS CAPITAL PROJECTS		
	CAPITAL CONTRIBUTION		
100-00-43000-000-000	INTEREST INCOME	532.52	5,420.99
200-00-43000-000-000	INTEREST INCOME		
300-00-43000-000-000	INTEREST INCOME		
	INTEREST INCOME	532.52	5,420.99
100-00-45000-000-000	FINANCE CHARGE	950.00	1,463.54
	FINANCE CHARGE	950.00	1,463.54
100-00-48000-000-000	MISCELLANEOUS REVENUES	99.75	810.12
	MISCELLANEOUS REVENUES	99.75	810.12
100-00-48001-000-000	REIMBURSEMENTS FROM THE TOWN		
	REIMBURSEMENTS FROM THE TOWN		
200-00-49000-000-000	CAPITAL CONTRIBUTIONS		
300-00-49000-000-000	TRANSFERS IN		
	CAPITAL CONTRIBUTIONS		

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

Account Number	2019 July	2019 Total
Total Revenues	63,958.74	222,525.01

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

	2019	2019
	July	Total

Account Number		2019	2019
		July	Total
100-00-50000-000-000	COMMISSIONERS FEES		1,660.00
300-00-50000-000-000	PRINCIPAL EXPENSE		
	PRINCIPAL EXPENSE		1,660.00
300-00-50100-000-000	INTEREST EXPENSE		
	INTEREST EXPENSE		
100-00-50500-000-000	DEPUTY SECRETARY & BOOKKEEPIN	1,768.40	11,154.80
	DEPUTY SEC & BOOKKEEPING	1,768.40	11,154.80
100-00-51000-000-000	TRAVEL		
	TRAVEL		
100-00-52100-000-000	LEGAL FEES	1,522.50	9,502.50
	LEGAL FEES	1,522.50	9,502.50
100-00-52200-000-000	AUDIT & ACCOUNTING FEES		10,000.00
	AUDIT & ACCOUNTING FEES		10,000.00
100-00-52500-000-000	BANK CHARGES	24.50	117.00
	BANK CHARGES	24.50	117.00
100-00-53000-000-000	PUBLICATION FEES		
	PUBLICATION FEES		
100-00-53500-000-000	POSTAGE	253.85	713.55
	POSTAGE	253.85	713.55
100-00-53700-000-000	INSURANCE		100.00
	INSURANCE		100.00
100-00-54000-000-000	SUPPLIES	66.73	156.15
	SUPPLIES	66.73	156.15
100-00-54100-000-000	UTILITIES	334.17	2,434.09

Dated From: 1/01/2019

Fund: All Funds

Thru: 7/31/2019

Account Number

2019
July
Total

	UTILITIES	334.17	2,434.09
100-00-54500-000-000	REPLACEMENT		
	REPLACEMENT		
100-00-55000-000-000	MAINTENANCE & REPAIRS	3,117.52	49,767.18
400-00-55000-000-000	CONTRACTORS		
	CONTRACTORS	3,117.52	49,767.18
100-00-55100-000-000	MAINT AND REPAIR BILLED TO CUS		-10,000.00
	MAINT AND REPAIR BILLED TO CUS		-10,000.00
100-00-55500-000-000	ENGINEERING FEES	8,529.75	29,597.26
400-00-55500-000-000	ENGINEERING FEES		
	ENGINEERING FEES	8,529.75	29,597.26
100-00-56000-000-000	DEPR EXPENSE		
	DEPRECIATION EXPENSE		
100-00-56500-000-000	LOSS ON DISP OF FIXED ASSETS		
	LOSS ON DISP OF FIXED ASSETS		
100-00-57000-000-000	MISCELLANEOUS EXPENSE		179.20
400-00-57000-000-000	MISCELLANEOUS EXPENSE		
	MISCELLANEOUS EXPENSE		179.20
100-00-58500-000-000	INTEREST & FISCAL CHARGES		
	INTEREST & FISCAL CHARGES		
200-00-59000-000-000	TRANSFERS OUT		
	TRANSFERS OUT		
400-00-60000-000-000	HOOKUP FEES		
	HOOKUP FEES		
100-00-60100-000-000	SEWAGE TREATMENT EXPENSE	36,956.37	331,826.33

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

Account Number	2019 July	2019 Total
SEWAGE TREATMENT EXPENSE	36,956.37	331,826.33
Total Expenses	52,573.79	437,208.06
Excess of Revenues Over (Under) Expenditures	11,384.95	(214,683.05)

8/20/2019 10:44 AM

Balance Sheet Detail Report
BALANCE SHEET - ALL FUNDS (SUMMARY)

Page: 1
ACCT

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

Account Number		Debit	Credit
100-00-10100-000-000	CHECKING		7,517.41
	CHECKING		7,517.41
100-00-10200-000-000	MONEY MARKET		2,450.55
	MONEY MARKET		2,450.55
200-00-10500-000-000	S/A RECEIVABLE		
	S/A RECEIVABLE		
300-00-10500-000-000	INVESTMENTS		
	INVESTMENTS		
300-00-11000-000-000	INTEREST RECEIVABLE		
	INTEREST RECEIVABLE		
100-00-12000-000-000	REPLACEMENT CASH	174,403.03	
	REPLACEMENT CASH	174,403.03	
200-00-12000-000-000	INVESTMENTS SPEC REV.		
	INVESTMENTS SPEC. REV.		
300-00-12000-000-000	DUE FROM SPEC REV		
	DUE FROM SPEC. REV.		
100-00-12100-000-000	INVESTMENTS POOLED ACCT	77,528.54	
	INVESTMENTS C.D.	77,528.54	
100-00-12200-000-000	SEWER USER FEES RECEIVABLE	26,474.35	
	SEWER USER FEES RECEIVABLE	26,474.35	
100-00-12300-000-000	Accts Rec- Interest		
	ACCTS RECEIVABLE-INTEREST		
400-00-13000-000-000	DUE FROM GENERAL FUND		

8/20/2019 10:44 AM

Balance Sheet Detail Report
BALANCE SHEET - ALL FUNDS (SUMMARY)

Page: 2
ACCT

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

Account Number		Debit	Credit
=====			
	GENERAL FUND DUE CAPITAL PROJ.		
=====			
100-00-14000-000-000	TAXES RECEIVABLE	9,954.23	
=====			
	TAXES RECEIVABLE(GENERAL FUND)	9,954.23	
=====			
200-00-14000-000-000	TAXES RECEIVABLE		
=====			
	TAXES RECEIVABLE(SPEC. REV.)		
=====			
100-00-15000-000-000	DUE FROM OTHER FUNDS		
=====			
	DUE GENERAL FROM OTHER FUNDS		
=====			
100-00-15200-000-000	DUE FROM SPECIAL REVENUE		
=====			
	DUE GENERAL FROM SPEC. REV.		
=====			
100-00-15300-000-000	DUE FROM DEBT SERVICE		
=====			
	DUE GENERAL FROM DEBT SERV.		
=====			
100-00-15400-000-000	DUE FROM CAPITAL PROJECTS		
=====			
	DUE GENERAL FROM CAP. PROJ.		
=====			
100-00-16000-000-000	UTILITY PLANT	4,357,503.71	
=====			
	UTILITY PLANT	4,357,503.71	
=====			
100-00-16500-000-000	ACCUMULATED DEPR.		1,440,251.16
=====			
	ACCUMULATED DEPR.		1,440,251.16
=====			
TOTAL ASSETS		3,200,545.84	
=====			
100-00-21000-000-000	ACCOUNTS PAYABLE		31,650.49
=====			
	ACCOUNTS PAYABLE		31,650.49
=====			
100-00-21100-000-000	DUE SUSSEX		
=====			
	DUE SUSSEX		
=====			
100-00-25000-000-000	DEFERRED REVENUE TAXES		45,300.00

8/20/2019 10:44 AM

Balance Sheet Detail Report
BALANCE SHEET - ALL FUNDS (SUMMARY)

Page: 3
ACCT

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

Account Number	Debit	Credit
=====		
DEFERRED REVENUE TAXES-GENERAL		45,300.00
=====		
200-00-25000-000-000 DEFERRED REVENUE TAXES		
=====		
DEFERRED REVENUE TAXES-SPC REV		
=====		
200-00-25100-000-000 DEFERRED REVENUE - S/A		
=====		
DEFERRED REVENUE - S/A		
=====		
100-00-26000-000-000 NOTE PAYABLE		
=====		
NOTES PAYABLE		
=====		
200-00-26100-000-000 DUE TO GENERAL FUND		
=====		
DUE GENERAL FROM SPEC. REV.		
=====		
300-00-26100-000-000 DUE TO GENERAL FUND		
=====		
DUE GENERAL FROM DEBT SERV.		
=====		
400-00-26100-000-000 DUE TO GENERAL FUND		
=====		
DUE GENERAL FROM CAP. PROJ.		
=====		
200-00-26400-000-000 DUE TO/FROM CAPITAL PROJ. (400)		
=====		
DUE SPEC. REV. FROM CAP. PROJ.		
=====		
400-00-26200-000-000 DUE TO/FROM SPEC. REV. (200)		
=====		
DUE SPEC. REV. FROM CAP. PROJ.		
=====		
200-00-26300-000-000 DUE TO/FROM DEBT SERVICE (300)		
=====		
DUE SPEC. REV. FROM DEBT SERV.		
=====		
300-00-26200-000-000 DUE TO/FROM SPEC. REV. (200)		
=====		
DUE SPEC. REV. FROM DEBT SERV.		
=====		
300-00-26400-000-000 DUE TO/FROM CAPITAL PROJ. (400)		
=====		
DUE DEBT SERV. FROM CAP. PROJ.		
=====		

8/20/2019 10:44 AM

Balance Sheet Detail Report
BALANCE SHEET - ALL FUNDS (SUMMARY)

Page: 4
ACCT

Dated From: 1/01/2019
Thru: 7/31/2019

Fund: All Funds

Account Number

Debit

Credit

400-00-26300-000-000 DUE TO/FROM DEBT SERVICE (300)
DUE DEBT SERV. FROM CAP. PROJ.

TOTAL LIABILITY

76,950.49

100-00-30000-000-000 FUND BALANCE

3,350,800.40

FUND BALANCE-GENERAL

3,350,800.40

200-00-30000-000-000 FUND BALANCE

FUND BALANCE-SPEC. REV.

400-00-30000-000-000 FUND BALANCE

FUND BALANCE-CAP. PROJ.

300-00-30000-000-000 FUND BALANCE

FUND BALANCE-DEBT SERV.

TOTAL FUND EQUITY

3,350,800.40

GRAND TOTALS

3,200,545.84

3,427,750.89