

**Special Commissioners Meeting**  
**July 23, 2013**  
**8:30 a.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

<b>Commissioners Dickinson, McNeiley, and Santaga, Administrator Nelson, Accounts Clerk Thompson</b>
<b>Operations Superintendent Nelson &amp; Operations Assistant Ignatowski</b>

**AGENDA**

**Public Appearances**

- Attorney Christopher Schultz, District Legal Counsel; Jim Filicetti, KJ Tax & Accounting

**If a commissioner or staff member requested an agenda item it will be followed by their initials, Dan Dickinson (DD), Ricky McNeiley (RN), Jeff Santaga (JS), Debbie Nelson (DN) and Norm Nelson (NN) and they will introduce the issue(s) associated with it, provide supporting information, and recommend a course of action.**

**Public Comments**

This is a meeting of the Waterford Sanitary District Commissioners in public for the purpose of conducting the District's business and is not to be considered a public community meeting. At the beginning of each meeting Commissioners will receive limited information from District residents and property owners, but no action can be taken. For any specific agenda item, at the discretion of the Commission, the public may be allowed to provide comments on those agenda items.

**District Business**

1. Commissioners will engage in final review, negotiation and edits, and then possibly take action on a three (3) year agreement with renewal provisions, between District and KJ Tax & Accounting, LLC pursuant to District RFP #050813 and KJ Tax & Accounting, LLC proposal #1150. Said RFP and proposal speaks to potential outsourcing of District book keeping and accounting functions.
2. Commissioners will discuss and possibly take action on giving Staff authorization and instructions for giving KJ Tax & Accounting access to certain District records, should KJ Tax be hired.
3. Discuss and possibly take action on reducing the number of days and/or hours the office is open to customers.
4. Discuss and possibly take action on changes to administrative staffing levels, employee job description, organizational structure and compensation, and other processes relative to this topic.

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

Agenda was written and approved 07/19/2013 by President Dan Dickinson prior to posting.

E-mail & posed agenda 07/19/2013, Town of Waterford Town Hall (outside), Tichigan Lake Civic Center (outside), Ron's Service Station (inside), emailed to newspaper, Lynn Tamblyn (WRCSO)