

Algoma Sanitary District #1
January 12, 2006
Regular Monthly Meeting

- 1) Commissioner Alexander Irvine, with Commissioner Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District for January 12, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Rose Mraz, and Joel Edson. Russ Williams and his lawyer and several residents involved in the Leonard Pt. Road Sewer extension were present.
 - a) Alex noted the use of a tape recorder for the meeting.
 - b) Alex made a motion to approve the minutes of the regular meeting for December 8/second-Mike/carried unanimously.**
 - c) Mike made a motion to approve the cash receipts and investments report for water and sanitary for December as**
 - d) submitted/second-Alex/carried unanimously.**
 - e) Mike made a motion to approve the pending bills for sanitary and water for January/second-Alex/carried unanimously.**
- 2) Directors Report:
 - a) Review of District Statistics.
 - i) The District is currently using around 111,000 gallons of water a day. Well #2 facility in online and pumping water into the Municipal Water System.
 - b) Number of Water Customers.
 - i) December had 21 new homes for water. Total of 370 water permits out at the end December
 - c) Number of Sewer Customers.
 - i) 4 permits were issued in December. The year 2005 had a total of 72 new home constructions. 2004 had around 100 permits go out and 2003 had around 70 permits go out.
 - d) Status of contractor pay requests for Phase II versus bid prices.
 - e) Correspondence.
 - i) Nothing to report.
 - f) Review Director's Report – Nothing to report.
 - g) Upcoming 2006 Projects.
 - i) Phase III – The letters have been mailed out to the residents that are anticipated for Phase III. The localized informational meetings are set up for:
 - (1) January 23 (Town Hall) - Shorehaven, Leila Mae, Beechnut and Fleur De Lis.
 - (2) January 24 (Oakwood School) – Partridge Ct, Lake Breeze, Highland Shore, Leonard Point Rd and Sanctuary Place.
 - (3) January 26 (Oakwood School) – Waldwic Lane. Ray needs to attend this meeting because of it being a private road.
 - (4) January 30 (Town Hall) – Oakwood Rd, Yorkton, Westmoor and Bison Point.
 - (5) February 2 (Oakwood School) – Oak Park Dr, Manor Dr, Emmers Ln and Omro Rd.
 - (6) Kevin will send information to the Commissioners about timing of Phase III so there is not late fall construction. It will take the engineers 6 weeks to design 18,000 feet of pipe. The cost to design it would be \$61,000. If engineers wait until February 9 to start the design, it will run past March 16, which is in the schedule for the preliminary assessment. Kevin would like the design work done before March so that the District can review the maps and drawings and confirm which parcels are included. Then the District can proceed to the Preliminary Resolution in March. To keep within the time frame, Strand could start the design work on some of the sections where the District is confident the water main will be installed. Joel stated he had comments/complaints from residents that construction barely ended and they received their tax bills with the assessments on them already, thinking the charges wouldn't be on until the next year. Getting restorations started and grass growing before the fall helps also.
 - ii) Sewer video review
 - (1) Kevin just started to review these tapes – there is 16-20 hours to review. The tapes will help determine if any special repairs need to be done to the sewer mains and can be added to the contracts.
 - (a) So far a couple of leaks have been found with approximately 1-3 gallons/minute leaks.
 - iii) Bellridge subdivision:
 - (1) Kevin mailed letters to the property owners affected with the cost of the Leonard Pt. Road extension. Kevin added Russ William's phone numbers, and Advance Construction's phone numbers so the homeowners could call and discuss the construction with them prior to today's meeting and know the anticipated cost. The District is not recommending Advance for private property installation; however, this extension will be completed with a change order to save dollars. Specifically put in the letter was to

call Russ Williams to discuss the cost of the extension. There was discussion regarding the cost for the assessment and Joel and Ray said the assessments have to be equal and uniform if divided by parcel and not by linear footage. If the individual owners choose to negotiate with Russ, this is between them.

iv) State of Infrastructure report:

(1) This report will begin next month. Kevin will start putting together what the District has for space requirements versus the District's future needs. This will help determine what may be needed for the future growth of the District.

h) Schedule of update 2005 projects:

i) Sewer repairs completed - some leaks were repaired last month. Including Brooks Lane lateral that had a significant leak of several gallons per minute. A lateral on Leonards Point Lane that was tapped into the manhole was also repaired.

3) Public Forum – See specific agenda items.

4) Report from Committees:

a) Water Advisory Council.

i) Meeting was held Tuesday January 10th, one was also previously held at the Well # 2 facility.

5) **Old Business:**

a) Update of Safe Drinking Water Loan 2006 financing.

i) Kevin requested the loan for 2006 close in March. Ehlers will be sending a new cash flow schedule next week.

ii) Ormand Beach plat sanitary sewer main relocation and water main installation. – This project is for Keith Decker, wanting the sanitary sewer moved and also have water installed to all the parcels on Ormand Beach Ct. Previously the District made a motion to pay for half of the cost of the sewer to be moved. The water and sewer easements have been reviewed by the engineers to determine they are correct for this construction project and have been recorded.

iii) Waiver of Special assessment notices and public hearings - Keith Decker came in today with these signed from each of the parcel owners. Karen Redlin and Susan Lefebber signed for theirs, and Keith Decker signed for his two parcels. The Special Assessment payment election only had one option, and that was to pay for it. They all signed this form also.

(a) The resolution is only for the water assessment as the sewer relocation will be paid through a developer's agreement. Keith Decker is paying his share up front. The water will be financed by a special assessment against the affected properties - \$10,297 at a 4.5% interest. This amount covers entire construction, design, engineering, inspecting, publishing, and all costs that will be incurred to do this project.

iv) Final special assessment resolution for benefit of water system to affected parcels. **Mike made a motion based on the final resolution authorizing public improvement and levying special assessments against benefited property served by the Town of Algoma Sanitary District #1, Winnebago County, Wisconsin. Specifically certain properties on Ormand Beach Court having the addresses of 4922 (Parcel 0160826), 4910 (Parcel 0160824), 4906 (Parcel 0160823) and 4902 (Parcel 0160822)/second-Alex**

b) Update of East Central Regional Planning Commission revised sewer service area schedule.

i) No update.

6) **New business:**

a) Leonards Point Road Sewer Extension. The District invited the affected homeowners and the developer to attend this meeting to discuss the assessments for the sewer extension for Bellridge Subdivision. In order to go forward with this extension, the property needs to be included in the Sanitary District. This public meeting will be held at the Town of Algoma January 18.

i) There was considerable discussion regarding this extension.

(1) Russ Williams has been discussing his plans with the residents. Ray said whatever agreement he makes with them is between him and the homeowner and not the District.

(2) Kevin told them the ordinance states the homeowner has 6 months from the time of sewer main completion to hook up to the sanitary system.

(3) Mr. Brown, having a corner lot, is questioning the cost as he may wait for sewer to go down Sunkist. Kevin told him currently to have a sewer line extended, it is \$87.29. Kevin said if he waits for Sunkist, and is the only one requesting sewer, he could end up incurring a much higher cost as he may be the only one paying for the extension and would need to pay for the 184' cost. The District does not pay for the sewer main installation; it is paid for by the homes it goes past. There would be no offsetting cost like that which Russ Williams is offering the homeowners.

(4) Kevin said the corner parcels appear to have the ability to wait for Sunkist Rd for sanitary sewer. If that happens, the cost of this project would be split between the remaining 3 parcels.

(5) The parcel across the street in Bellhaven, whose property line is along Leonards Point Rd has a sanitary benefit already from the other direction and is not being assessed with this project.

- (6) The homeowners wanted to be assured that they would not receive a double cost – one for going down Leonard Pt. Road and one if the sewer goes down Sunkist.
 - (a) The commissioners told the homeowners that the District has never charged a corner property 2 times.
 - (7) Ray said the commissioners could give an expression of intent to honor the legislative intent in 660703 sub 3 which allows the deduction or exception when a parcel has assessment levied on two sides of the parcel. Mike and Alex agreed to this. **Mike made a motion for Ray to put this in writing that the corner residents will not be charged twice for the Sanitary Sewer./second-Alex.** The residents were satisfied with this.
- ii) Kevin discussed the cost and how assessments work. Kevin told them that special assessments paid in full by November 1st of the current year will incur no interest.
 - (1) The District does not normally finance the sewer system; however, the District will be offering them a 10 year assessment at 6.25% interest. Developers pay their cost up front and are not financed by the District.
 - (a) There will also be a CAC (contribution in aid of construction) in the amount of \$1,050.00 when Sanitary permits are taken out. The District purchased 10% of the Oshkosh Wastewater plant years ago. The CAC is how the District recovers the construction costs for previous lift stations, wastewaters treatments, etc., not future construction.
 - (2) The assessment gets the lateral up to the property line - generally it gets stubbed 6 feet past the property line (39 feet from the center of the road) as a contract requirement.
 - iii) Public hearing at the Town for property to be added to the Sanitary District is set for January 18, 2006 at the Town Hall.
 - (1) Kevin told the homeowners that he will also attend the public hearing to make any necessary statements and answer board member questions
 - (2) Mrs. Stine-Doemel will not be involved with the public hearing because her property is already included in the Sanitary District. The Town of Algoma and the County both have the understanding the parcel is in the Sanitary District – they have been paying the Ad valorem taxes for the last 8 years.
- b) Phase II water assessments.
 - i) 1583 County Meadow Court. – Mr. Chad Sweeting was not under the understanding that this property he purchased was participating in the water assessment payment. He received the final resolution while living at 1633 Lake Breeze and put this parcel in a deferred status allowing the new owners to make the decision to participate.
 - (1) Ray said per Assurance Title, Schedule B dated 3/15/05, it states there is possible assessments levied or to be levied by the Town of Algoma Sanitary District No. 1, Town of Algoma. Meaning Assurance was aware of the assessments and
 - (2) Mr. Sweeting was aware that there was an assessment in his closing structure that was notified to him.
 - (3) Chad responded for the parcel he owned prior to purchasing this one and did not respond to this parcel thinking there was no assessment on it.
 - (4) Per Ray both parcels were notified and the District received a response from both parcels. The title policy shows there was a possible assessment. The problem is that you have a purchaser who ended up being stuck with the answer provided by at the time of the assessments, the correct owner.
 - (5) No action taken.
 - ii) 2717 Omro Road. – Requested a change in his assessments due to going through a divorce. The wife was living in the house at the time and did not respond to the legal paperwork to defer the assessment. Staff recommends no action be taken, leaving the assessment as is and Mike and Alex agreed to not take action. Staff to send a reply to resident stating it was not approved.
 - c) Phase III water system.
 - i) Localized meetings. – Start at 7 p.m.
 - (1) Waldwic Lane on 1/26/06

Mike made a motion to adjourn/second-Alex/carried unanimously.

Respectfully submitted,

Sara Kettlewell _____

Approved: _____
Earl Lawrence, Commissioner

**Algoma Sanitary District #1
Regular Monthly Meeting
February 9, 2006**

- 1) Commissioner President Earl Lawrence, with Commissioner Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for February 9, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Pat Rank, Rose Mraz, Debbie & Ken Sorrenson, Judy Burton, Larry Umbreit, Wally Wagner, and Russ Williams.
 - a) Earl noted the use of a tape recorder for the meeting.
 - b) **Mike made a motion to approve the minutes of the regular monthly meeting for January/second-Alex/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts and investments report for water and sanitary for January/second-Alex/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for sanitary and water for February/second-Alex/carried unanimously.**
- 2) **Directors Report:**
 - a) Kevin thanked everyone for attending the informational meetings for phase III.
 - b) The assisted living facility will be addressed next month
- 3) **Phase III water system:**
 - a) Information received at localized meetings. Earl said he received favorable feed back from the meetings. Mike said he received more positive feedback than negative and was glad we had the meetings.
 - b) Approve the water main routes to proceed with an engineering design for Phase III. **Mike made a motion to authorize staff to proceed with the design of the water mains for the entire proposed phase III area except for Waldwic Lane/second- Alex/carried unanimously. Vote in favor – Alex, Mike and Earl – opposed – none.**
 - i) There will be a letter sent out to Waldwic Lane. Ray recommended including a date that the information is due back in order for them to have water with this phase.
- 4) **Public Forum**
 - a) Debbie Sorrenson, 2676 Shorehaven Lane, attended to discuss why she and several neighbors in her area are requesting to be added to the water system. Debbie discussed a number of reasons, and also the health issue caused because the arsenic is increasing in her well as well as a neighbor's well.
 - i) Earl told Debbie that because the road is private, the District requires easements prior to considering going down the Lane with water. Ray explained to her where she can find who owns what portion of the road to obtain the easements. Earl assured her he has no problem with going half way down the road if there is a health issue and Alex & Mike agreed.
 - ii) Earl told Debbie that she will need to work with the road association and the title company to see who has the authority to grant the easement(s).
 - iii) Earl told her that once the easements are in, the District would need to look at the cost of getting water to them.
 - iv) Mike said the sewer runs down the street on Shorehaven Lane and the District can check these easements. Earl also told Debbie that the District is not sure that water will go down North Oakwood Road yet.
 - b) No other public present other than those on the agenda.
- 5) **Report from Committees**
 - a) The Water Advisory workshop will be moved to February 21.
- 6) **Old Business**
 - a) Update of Safe Drinking Water Loan 2006 financing – The closing date was set for March 22; there is another possible closing date in April. Staff is putting together the letter that needs to be sent to the Public Lands. The DNR also needs this in writing to know where the money is going. The loan will be 2.365%.
 - b) Update of East Central Regional Planning Commission Sewer Service Area – There has been no update yet. Kevin is hoping within 2 months to have some info.
- 7) **New Business**
 - a) **Leonards Point Road Sewer Extension**
 - i) The District has received signed waivers of Special Assessment Notices and Hearings from all the affected property owners.
 - ii) The District has a signed Developer's agreement from Russ Williams on behalf of Bellridge Subdivision.
 - iii) Homeowners present wanted to be sure that the sewer extension will allow sewer down Sunkist for the 2 corner homes and Kevin said the District checked this and there is enough depth. Earl noted that the District will be funding part of the cost of this for future extension on Sunkist and Mike and Alex agreed. **Alex made a motion to adopt the Final Resolution authorizing public improvement and levying special assessments against the following benefited properties in the Town of Algoma Sanitary District #1, Winnebago**

County, Wisconsin. Specifically address 4205, 4219, and 4295 on Leonard Point Road and Property on Sunkist Road address of 1997. The assessments may be paid in cash or 10 annual installments at 6.25% per annum on any unpaid balance and the first installment shall include interest from June 1, 2006 through December 31, 2006/second-Mike/carried unanimously. Those in favor – Alex, Mike and Earl, opposed – none.

- iv) There was discussion as to when the contractor could start and when asphalt hot patch is available. Pat recommended early to mid April for the contractor to start as asphalt would be available by the time they reach the intersection.
- b) Phase II water assessments. – The Commissioners received a letter from Wally Wagner owner of Algoma Storage, 3435 Omro Road regarding his water assessments for P 002-014502.
 - i) Wally discussed his parcel to the commissioners and said it is for a storage facility and does not need water. He said somehow assessments were made and he didn't understand why there were assessments on this parcel. Wally said perhaps in the future he would want water, but not currently. There are 4 assessments on this parcel due to the size (484'). Earl asked how many service valves were put on the property and Kevin said that there wasn't any put on it yet as Wally would need to say where he wants them.
 - ii) Kevin explained that Wally signed forms for his other parcels but not for this parcel.
 - iii) Ray said he would like to look over this item and will give the legal opinion next month of various options. The commissioners asked Ray to look into this and see what options are available to the District and put it back on next month's agenda. Wally will come back to next months meeting.
- c) Request from Residents regarding sewer user fees.
 - i) Rogge Foods – They are requesting a reduction. Currently he is paying twice the commercial rate and looking for a reduced rate. He said they are no longer doing the cheese business and the current owner is using much less. **Earl made a motion to lower equivalent units from 2 to 1 on the commercial side with the caveat that staff verify that the flowage is at a rate within this equivalent unit/second-Alex/carried unanimously.**
 - ii) Cornell Catering – **Alex made a motion to change the user fee for Cornell catering from commercial to residential as they are no longer in business/second-Mike/carried unanimously.**
 - iii) Emmers Lane – Steve Reigh sent a letter to the Commissioners requesting a rebate of 2005 sewer user fee. There was discussion about these properties being sold and Earl recommended taking no action on this. The District will send a letter telling them no action was taken. Ray said to have them settle this at closing.
 - (1) Kevin discussed concerns with the ordinance and recommended a change to the ordinance. The current ordinance does not cover length of time for a parcel to be vacant. Kevin said this could lead to an administrative cost higher than it is worth. Earl said policy has been on properties vacant greater than 6 months previously.
 - (a) The Commissioners asked Kevin to draft a revision to the ordinance and to run it by legal for presentation at the next months meeting to address the concerns mentioned at this meeting.
- d) Phase II water assessment
 - i) 1305 Tammy Road – This was listed incorrectly in the agenda as 1305 but is actually 1304 Tammy Road. Joel said that Mr. Rost cleared the payment on the tax roll so he would not be delinquent.
 - (1) Kevin said that Tammy Road receive additional mailings as this area was in question to be included in Phase II. Earl said the homeowner was properly notified. This owner previously requested water on the October, 2004 survey that went out.
 - (2) Ray recommended leaving the assessment as is because financing was made due to the assessments.
 - (3) The Commissioners asked staff to draft a letter to the homeowner and indicate that with the information received, the Commissioners are leaving the assessments as is and have Ray review the letter prior to sending out.

Mike made a motion to adjourn/second-Earl/carried unanimously.

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

Algoma Sanitary District #1
Regular Monthly Meeting
March 9, 2006

- 1) Commissioner President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for March 9, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz.
 - a) Earl noted the use of a tape recorder for the meeting.
 - b) Alex made a motion to approve the minutes of the regular monthly meeting for February/second-Mike/carried unanimously.**
 - c) Mike made a motion to approve the cash receipts and investments report for water and sanitary for February/second- Alex/carried unanimously.**
 - d) Alex made a motion to approve the pending bills for sanitary and water for March/second-Mike/carried unanimously.**
- 2) **Directors Report:**
 - a) Kevin added additional informational items:
 - i) Ramco Inc., damaged a water line when they installed a service on Danbe Rd. Kevin said he sent them a letter but sent it to our legal advisor first before sending to Ramco. As long as they submit back a letter stating how they are going to meet or deal with the state statutes for plumbing, the District's Ordinance & concerns, and also submit a copy of their certificate of insurance, they can work in the town again to continue a good working relationship.
 - ii) Town of Algoma planning commission on March 8, 2006, had an agenda item on it to make water and sewer mandatory throughout the new subdivisions. It was discussed but no action was taken.
 - iii) Kevin wrote a letter to Strand Associates in regards to designing Manor Drive with two hydrants when DNR states 600' apart for hydrants. Kevin discussed this road with the Fire Department and they said they could adequately supply Manor Drive without a negative impact with two hydrants on the road instead of having three. When Strand submits the water plans to the DNR this will be discussed. There are 2 houses beyond the corner hydrant. This distance is around 700' in length.
 - iv) Kevin further defined the phasing system for the water system. This wording will meet the intent of the funding mechanism.
 - (1) Phase I is the Municipal Water System supply portion.
 - (2) Phase II is the Municipal Water System distribution system which is all the water mains and pipes going out in the water system. Phase II is furthered divided and includes the following.
 - (a) Sub Phase I is the corridor routes and the start of the distribution system.
 - (b) Sub Phase II is the expansion of the distribution system in 2005.
 - (c) Sub Phase III is the potential extension that we'll be looking at tonight for 2006. (Also known as Phase III)
 - v) Kevin sees a need for a policy to inform residents when there is an agenda item involving them coming up. This could be a form letter sent to them to tell the resident the date and time that they are going to be on the agenda. Currently the District has been making phone calls to inform the residents. It would be good to have a paper trail.
 - vi) Sewer video repair
 - (1) Kevin showed a video of Highland Shores, and going west towards the end of street where there is 70' of ductile iron pipe that has some buildup and possible corrosion. Kevin had Michaels pipeline look at it and they suggested cleaning it using chains and then tape it again, he said there may not be much damage to the pipe. Kevin brought Michaels in for a quote and will also obtain a quote to replace.
 - (2) Further upstream there is a leak averaging about 3 gallons per minute and this portion will be repaired in about 3 weeks.
 - (3) This video was successful. Most of the pipes look ok.
 - vii) Ormand Beach sewer and water extension is complete. Pressure tests have been done on the water main and 1 bacti test taken so far.
 - 3) **Public Forum**
 - a) No public in attendance.
 - 4) **Report from Committees**
 - a) Water Advisory Council
 - i) The Council concurred with the activities of Sub Phase III extension going forward.
 - ii) Oakwood Rd was discussed as it has two trees that will not be affected by the water main; however they may need to come down with the future road widening. The District will not take these trees down & upset the

residents unless the Town says the trees cannot be saved and request the District to remove them. This is an agenda item on the Town's next meeting 3/15/06.

5) Old Business

- a) Update of Safe Drinking Water Loan 2006 financing.
 - i) The meeting for the resolution of Financial Assistance Agreement is set for March 28, at 6:30 p.m. at the Algoma Town Hall.
- b) Update of East Central Regional Planning Commission Sewer Service Area.
 - i) The District received a map today showing the areas which East Central will add to the District's service area. This map will be followed up with a packet showing the back up and dates for a late March meeting with all the communities and then a second public informational meeting in April.
 - (1) Kevin is comfortable with the map as proposed. If all goes well, it should be to the East Central Commission for approval by the end of April 2006 in Appleton. There is a 40-acre parcel owned by a developer that Kevin would like to have included. The District will send a letter asking for this.
 - (2) Earl asked Kevin to evaluate it and report at the next District monthly meeting.
- c) Sub Phase III water system
 - i) Set time for Public Hearing on March 28, 2006
 - (1) This hearing will be at 7:00 p.m. at the Algoma Town Hall.
 - ii) Review design of water main
 - (1) The Commissioners are ok with the design. The drawings are up to code with the exception of the 2 hydrants on Manor Drive rather than 3. The District is basically meeting the code as hydrants are at the intersection, and one at the end of the road.
 - (2) To protect the road in Westmoor cul de sac, the fire hydrant is stopped short instead of going through the cul de sac to the Aurora property. If Aurora were ever interested in the water, they would pay for the cost of the extension.
 - iii) Review parcel list and map of potential Sub Phase III
 - (1) Kevin said the only roads removed were the private roads that the commissioners agreed upon at the last meeting.
 - (2) Additional changes staff is presenting:
 - (a) Removed parcel owned by Normon Solomon, 3168 Omro Rd, requesting not to get water service.
 - (b) Removed a parcel that is .07 acres and does not meet the 100 x 150 minimum lot size.
 - (c) Removed a small .12 acre, which is a non-buildable parcel.
 - (d) Removed a parcel that is 40' wide, which was leftover due to the possibility of a road and was bought by a neighbor next door. The town has declared this a non-buildable parcel.
 - (e) Incorporate large parcel list for multiple assessments.
 - (3) Kevin said there is a total of 220 parcels to be affected by this water main installation.
 - (4) This Water Assessment will be \$9,307.00; at an interest rate 4.5% starting 6/1/06. These amounts will be official when the resolution is adopted.
 - iv) Set date for acceptance of deferrals for special assessment response.
 - (1) Staff is requesting, as part of the ongoing assessment process, to have participation forms returned by April 24 because the results affect the roads in the final resolution; however, deferrals can be allowed up until the Final Resolution.
 - v) Accept the Engineers report plans and specifications.
 - (1) The engineer's plans and specifications will be in the office and available March 16th, which is stated in the preliminary resolution.
 - (2) Ray told the Commissioners that they do not need to accept the engineer's report at this time. There could still be changes arising from the public hearing.
 - vi) Adopt Preliminary Resolution
 - (1) **Alex made a motion to adopt the Preliminary Resolution declaring the Sanitary District's intent to exercise its police power pursuant to section 66.0703 of Wisconsin statutes, to authorize the construction of a water system: wells, well houses, elevated tank, distribution mains, and appurtenances there to, and levy special assessments upon certain property in the Algoma Sanitary District No. 1 benefited by the improvements. As outlined in resolution 3-2006/second-Mike/carried unanimously. Roll Call – Alex, aye/Mike, aye/Earl, aye.**

6) New Business

- a) Sub Phase II water assessments
 - i) Algoma Storage 3435 Omro Road, Parcel 002-014502
 - (1) Ray's research for this parcel shows that pursuant to 66.0703 sub 10 that the commission may reopen and reconsider the assessment after giving public notice or it can be done by waiver of Public Notice.

Thereafter there can be a resolution amended in order to place the other assessments in a deferred status for two reasons:

- (a) The benefit conferred is not coequal to the benefit conferred upon other parcels because there are no lateral hook ups available.
 - (b) The value may not be there if in fact the DOT plans to put a road through there, which diminishes the value.
 - (c) On that basis, because it's not a co-equal benefit, it could be reopened and amended. Ray suggests and the commissioners concur to going out of public hearing and into closed session to confer with council. **Alex makes a motion to go into closed session/second-Mike/carried unanimously.**
 - (d) **Return from closed session.** The commissioners propose staff further explore and develop a proposal regarding the assessment on Algoma Storage, 3435 Omro Road.
 - (e) This will be put on next month's agenda.
- b) Sewer Ordinance change for determination of vacated parcel sewer user fee deduction.
 - i) Ray requested to put this on next month's meeting.
 - c) Develop requests for proposals to repair sewer mains in 2006.
 - i) Kevin is looking to have 70' of ductile pipe on Highland Shores cleaned as discussed earlier. A few private laterals also need televising to see if repairs are needed. The Commissioners agreed to have these cleaned.
 - d) Sewer Ordinance change for the sewer user fee schedule
 - i) There is a 20 unit assisted living facility going in on Omro Road. This building has 4 wings with 5 separate living units on each for a total of 20 units plus other communal water usage for laundry and kitchen.
 - (1) There was discussion if this falls under multiple family residence and the consensus was that it does – the commissioners are in agreement that the sewer user fee ordinance is ok as is.
 - (2) Ray recommended that Kevin send a letter to the owner stating it is a multiple occupancy facility under the District's ordinance and explain how the user fee will be computed regardless of the occupancy rate.
 - e) 2887 Countryside Court – request water
 - i) One parcel in Countryside Court is already being served by Oak Manor Drive. In Phase II, the parcels in this area were removed based on their participation response prior to and after a follow up letter.
 - (1) After much discussion on whether to set a policy for staff to follow for additional parcels wanting water in the future, it was decided not to put a policy in writing but to handle each request as it comes in.
 - (a) The District will request to have a petition from 60% to 70% of the homeowners on the street requesting water. Once that is received the Commission will then reconsider action installing the water main.
 - ii) Kevin will write a letter to 2887 Countryside Court based upon this information.

Mike made a motion to adjourn/second-Alex/carried unanimously.

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

Algoma Sanitary District #1
Regular Monthly Meeting - April 5, 2006

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for April 5, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Rose Mraz, Scott Rennert, Wally Wagner, and a number of homeowners from Shorehaven Lane.
 - a) Earl noted the use of a tape recorder for the meeting.
 - b) **Alex made a motion to approve the minutes of the regular monthly meeting for March/second-Mike/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts and investments report for water and sanitary for March/second- Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for sanitary and water for April/second-Alex/carried unanimously.**
- 2) **Directors Report:**
 - a) Kevin added additional information items:
 - i) Kevin received a quote for a jetter that is included in the Commissioner packets. It costs \$30,000. \$15,000 a year has been set aside the last 2 years for this item. This item will need to be bid out due to the cost.
 - ii) With the recent jetting & televising, 2 leaks have been located. These leaks are about 10-15 gallons per minute. One is in a lateral under Highway 21 for a building that was abandoned. The other is on Oneida Ave. These will be repaired soon.
- 3) **Public Forum**
 - a) Jim Savinski, Oakwood Circle, discussed the condition the contractors left this road and ditches in. He said they left cuts in the road that will break away, and he asked if there are plans to fix this. He was told that the contractors will be doing a walk through April 20th and start restorations around April 24. The contractors will be addressing all the landscaping and settled and broken asphalt areas.
- 4) **Report from Committees**
 - a) Water Advisory Council – no new report due to this meeting being earlier than the Water Advisory Council meeting.
- 5) **Old Business**
 - a) Update of Safe Drinking Water Loan 2006 financing. - Closing is April 12, 2006. The funds will be used to pay off part of the Public Lands Loan on April 14th.
 - b) Review, develop opinion, and recommend change requests to the Sewer Service Area designation by East Central Regional Planning Commission. The District received verbal confirmation back from East Central Regional Planning that they are planning to add the additional property that the District requested. The Public hearing will be on April 27, 2006 and the final adoption is scheduled for April 28, 2006.
 - c) Sub Phase III Municipal Water System.
 - i) The Engineer's estimate shows the water main costing approximately \$1.6 million and with contingencies, engineering and legal the cost would be approximately 1,973,000 with \$7,000 of that being for a sanitary sewer upgrade on Highland Shores.
 - ii) Responses are still coming into the District
 - (1) After April 24th, staff will contact owners who have not responded.
 - iii) Concerns:
 - (1) The Department of Transportation owns the last 3 parcels on Emmers Lane and sent in information showing they are actually considered part of the state highway. This was never redrafted so the parcels still show up as residential parcels. The District received a letter and a copy of the statutes stating they are exempt from being assessed.
 - (2) Also on Emmers Lane, Mark Leibly's parcel and the next 3 parcels owned the by the Reigh's are being sold to Bay Lake Bank. The District received a deferred payment choice from the owners; however, these parcels will be closed on April 14 which is prior to the Final Resolution for Assessments which is May 11.
 - (a) Kevin forwarded all the legal paperwork to Bay Lake's contractor, Portside Properties.
 - (b) The Reigh's told Kevin that the City of Oshkosh gave approval to tap into the city water main. These parcels have been annexed to the city; however, Kevin has not seen any formal statement from the city approving hooking up to the water. Joel said the parcels will be on the Town of Algoma's tax roll this year because the annexation date was after January 1st.
 - iv) Concerns received at the Public Hearing.
 - (1) Earl said he concurs with the information that Mr. Lampe provided to the District. This information shows how his parcel was originally subdivided as 2 lots and Mr. Lampe said it should have 2

assessments instead of 3. Mr. Lampe now has 300' of road frontage on 1 parcel which really would be 300' on 2 parcels and thus 2 assessments. Mr. Lampe said he only combined it into 1 lot to help the developer out at the time he purchased the property.

- (2) For the remaining larger parcels with more than 1 assessment, Earl said the formula is correct in figuring assessments on properties. Properties 199' or less receive 1 assessment; 200' is 2 assessments unless other specific information is presented. This follows the Town's ordinance.
- (3) Well Abandonment' credits should stay consistent. There will be 1 well abandonment per well. The District will send the credit to the legal owner of the well. It is up to the residents to work out the credit among themselves if they share a well. Ray said the District will look over well agreements for homeowners to make ownership determination for them if paperwork is submitted.

d) Phase II water assessments. Algoma Storage 3435 Omro Road, Parcel 002-014502.

(1) The assessment (\$34,000.00) on this parcel is past the point of being deferred; however, legally Ray said the commissioners can change the amount due on this parcel as the benefits conferred are not co-equal to that provided to other similarly situated parcels. This parcel has 484' of road frontage; however, the State Highway may go through this parcel in the future.

(2) The District received a signed copy of the waiver of public notice of preliminary special assessments and public hearings.

(3) Resolution for final water main special assessment.

(a) Mike made a motion to adopt Resolution # 5-2006 of the Town of Algoma Sanitary District #1, whereas, the Algoma Sanitary District # 1, being a duly constituted, legally organized and functioning Sanitary District had on the 14th day of April, 2005, levied assessments on property for public improvements and; whereas, the Algoma Sanitary District # 1 has authority pursuant to Wisconsin Statute 66.0703(10) has the authority to amend prior assessments and; whereas, the Algoma Sanitary District # 1 finds that the benefit as conferred upon the following property located at 3435 Omro Road, Town of Algoma, State of Wisconsin, also identified as parcel number 002014502, is not co-equal to the benefits conferred upon other parcels assessed in the final resolution dated April 14, 2005 and; whereas, the determination of the benefits conferred is based upon a determination of the existence of a proposed road through the above described properties as well as the immediate non-availability of service by reason of the absence of service valves to said properties and; whereas, the property owners have pursuant to Wisconsin Statute 66.0703(7) signed and filed with the Algoma Sanitary District # 1 a proper waiver of notice and public hearing; it is therefore resolved as follows: The Algoma Sanitary District # 1 pursuant to 66.0703(10) hereby amends the final resolution dated April 14, 2005 affecting parcel #002014502, and determines that the correct assessment amount against said property shall be and is hereby fixed at \$13,000.00/second-Alex/carried unanimously)

(i) The owner will pay for the legal publication for this resolution. Ray recommends that the release be recorded.

e) Sewer Ordinance change for determination of vacated parcel user fee deduction.

i) Kevin discussed changing the ordinance to a single family residence that is temporarily unoccupied, Kevin recommends using greater than 9 months. This fee could be lowered to 30% of the normal charge had the building remained occupied and in use. Such discount shall be credited against the following years charge.

(1) Alex made a motion to accept the ordinance change as proposed by staff/second-Mike/carried unanimously.

f) Shorehaven Lane petition request for water in 2006 – The District received a petition from Mrs. Sorenson for water service to their Lane which was signed by 6 parcel owners. This shows that 5 homeowners are willing to pay for the assessments out of 16 parcels that would have an assessment. The original vote from the Road Association was 5 for the water and 23 not for the water. Mrs. Sorenson asked the Commissioners to look at the health hazard as they determine whether to put water down this road. Her level increased to 9.5 ppb. The new state level as of January 23rd, 2006 is 10 ppb for safe drinking water standards for arsenic.

i) There was considerable discussion, both pro and con, from Shorehaven Lane residents regarding water to this road which is a private road.

(1) Mrs. Sorrenson did considerable leg work and obtained the paperwork showing the Sanitary District has an easement on the road for Sanitary, Water and Storm sewer.

(2) Earl told the residents that no action is being taken this evening. Earl told the residents that before the District could consider taking the next steps on Shorehaven Lane the Commissioners would have to determine the following: 1. If water will be going down Oakwood Road first. 2. If yes, the District would then need to decide to move forward with an engineering study to see where a water main could go down Shorehaven Lane. 3. After the study, the District would obtain estimates of the cost. 4. At this point, the Commissioners would need to determine to go forward or not, if going forward; they would adopt a

preliminary assessment resolution and mail out notices to all the affected property owners, which would show the date of a public hearing.

- (3) This road was previously taken out of this phase of the Municipal Water System due to low participation responses.
- (4) Earl told the residents that the Sanitary District agreed with the Town Board to build a Municipal Water System and bring a benefit to as many people as possible using a voluntary method.

6) New Business

- a) Sanitary District upcoming reports required by State Statute. These are listed for information purposes.
 - i) The Consumer Confidence Report (CCR) is due July 1.
 - ii) Compliance Maintenance Annual Report (CMAR).
 - iii) The annual Public Service Commission report was sent in last week. This report shows additions to the Municipal Water System Infrastructure, the District's testing of hydrants and valves, and accounting information.
 - iv) Federal Audit - This is due because of borrowing more than \$500,000 from the Safe Drinking Water loans in the previous year.
- b) 1890 Sunkist, Scott Rennert's request to have sewer service and be added to the Sanitary District.
 - i) Scott attended the meeting as he would like sewer service to his lot. There was discussion of elevation for service determination for his lot.
 - (1) The District received a letter from Schmidt Brothers Custom Homes proposing this home can be connected to the sewer system based on the elevations submitted by the District. Strand was hired to do this survey. The grades shown meet the state requirements and also go 1% greater slope than that.
 - (a) Kevin said they need to make sure of the basement grade and that the sewer lateral is in the proper elevation prior to construction.
 - (2) Scott cannot hook up to the sanitary main prior to being in added to the District.
 - ii) **Mike made a motion to add 1890 Sunkist Road to the Sanitary District/second-Alex/carried unanimously.** The Town of Algoma Board members need to act on this to have the parcel added to the Sanitary District. It will be on their next agenda with a public hearing the 3rd week of May.
 - iii) Finalize Developer's agreement with property owner. – The District will draw this up.
 - c) Copper corrosion discussion of pipes previously installed on private property
 - i) Several copper lines installed during 1998 on Pine Ridge Road by Van Handel for Andrew Homes have failed. So far there have been 4. Andrew Homes covered the entire cost of the first two homes, thinking it might have been from a form spike. After the 3rd one was found, a soil sample has been sent in for analysis to MES. The copper pipe is also being analyzed for the District. Copper pipe installed last year will be analyzed versus the failed pipe.
 - ii) Mr. Backus, owner of Andrew Homes sent a letter to all of his customers, telling them this occurs with dormancy and not using the pipes. Mr. Backus has looked into this and said it has happened in a couple of municipalities in the state where there is absolutely no water in the pipes.
 - d) Water bottling.
 - i) The District will give out bottled water at the Town of Algoma's Fire Department picnic.
 - (1) The District will come up with a label for the bottles and discuss this more at the Water Advisory meeting.
 - e) Additional item for discussion - Unpaid water bills.
 - i) There was discussion as to how to handle unpaid water bills.
 - (1) The Commissioners instructed staff to follow the PSC regulations for disconnection and send a notice of disconnection if the balance is not paid after two unpaid billings for the account.

Mike made a motion to adjourn/second-Alex/carried unanimously.

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

Algoma Sanitary District #1
Minutes – May 11, 2006

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for May 11, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Rose Mraz, and a number of residents from the Town.
 - a) Earl noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - b) **Mike made a motion to approve the minutes of the regular monthly meeting for April/second-Alex/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts and investments report for water and sanitary for April/second- Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for May/second-Alex/carried unanimously.**
- 2) **Director's Report**
 - a) The Commissioners had no additional comments or questions to follow up with the Director's Report submitted previously.
- 3) **Public Forum**
 - a) There was no one present to discuss matters other than what is on the agenda.
- 4) **Report from Committees**
 - a) Earl said the council looked over the participation for the various areas and agreed with the recommendations from the Utility Director as to which properties to take out or leave in Sub Phase III Construction.
- 5) **Old Business**
 - a) East Central Regional Planning Commission.
 - i) The public hearing was on April 27, 2006 and the Final adoption April 28th 2006.
 - (1) The Commissioners were pleased that the District's additional request for the sewer service area was accepted by East Central.
 - ii) The Town's comprehensive plan needs to be certified by ECRPC. The Town's plan needs to be on the agenda for East Central to find out what additional items East Central may want.
 - ii) Review of Sub Phase III bids to determine cost versus assessment.
 - i) Kevin previously gave out a projected cash flow schedule for 20 years. Kevin had an updated spreadsheet showing an additional \$260,000.00 of contingencies which would show the worse case scenario. These spreadsheets use the area for Sub Phase III based on the recommendation of the Water Advisory Council. Kevin said the only update to Sub phase III was that he added 75 connections in 2008. This assumes that approximately 50% of sub phase III hook up. The total estimated hookups would be 790 connections at the end of 2008. At the start of this month, the District had 450.
 - (1) The 20 year Cash flow analyses show an ending positive cash flow.
 - ii) The water advisory council proposed to take Manor Drive, Partridge Court, and Highland Shores out of sub phase III. They did recommend going down Omro Road to the gas station and to contact Bay Lake Bank on Emmers.
 - iii) Kevin said the bid for the total cost for Sub Phase III water main installation came in at \$1,578,000. Kevin worked with the numbers and took out the areas recommended (leaving 104 participating and 54 defers) and then the cost is approximately \$1.2 million. The percentage paid by assessments, looking at total assessments will be 89% of the cost. The balance of this comes out of rates.
 - (1) Kevin broke down the costs for the various areas recommended to be taken out to show the financial impact; he also added the arsenic results on the maps.
 - (a) Manor Drive had a high of 78 for arsenic down to 7 of the ones tested; and noted some wells in this area are running dry. 9 of 15 are participating in this area. This is a sensitive area as they have the water quality and quantity problem.
 - (b) Partridge Court – This is interesting as it's a cul-de-sac and these parcels are smaller in width. There are some high levels of arsenic 39 and 14 which are above the current safe drinking water level. There are 8 of 19 participating here.
 - (i) Kevin feels this area could be looked at closely to continue, as the financial impact would pay 69% of the construction under the current participation level.
 - (2) Highland Shores – Mr. Hurkman attended and pleaded for water. He said his neighbors are not cooperating and are saying no, but he said his well is going dry. On a rainy day like today, he does not have any problem, but other days he has a problem. He said he is so close to where there is water.
 - (i) Kevin said you can basically see a water hydrant from his area. Mr. Hurkman said there is a lot for sale and the new owners may want the water.

- (ii) The financial analysis is based on going all the way down the road and the District would be funding 45%. Earl asked Kevin to come up with a financial analysis for part of the road. Kevin said some of the south side of the road is not assessable as they were previously assessed.
 - (3) Omro Road – Gary Lerch changed 2 parcels to participate today after the maps were printed. 5 out of 9 are participating if the District goes just to the end of Gary’s properties. Earl said the water advisory council recommended including commercial property here. It would cost the District about \$34,000 to fund this area.
 - (4) The remaining larger areas in this phase have enough participation without evaluating. Including these areas would get water main down Oakwood Road to Shorehaven Court.
 - (5) Leonards Point Road – This area would complete a loop which overrides other considerations; however, the percentage for this area is high enough.
- c) Sub Phase III Municipal Water system.
- i) Accept participation decision responses received to date – Kevin said out of all the mailings, there are only 20 homes that did not respond. The District tried to call everyone; the church did not respond but did pay in full (this check will be held until after the Final Resolution). Kevin also went by and knocked on doors to try and contact everyone. **Mike made a motion to accept the non-responses as positive responses as the District did for previous phases/second- Alex/carried unanimously.**
 - ii) Review responses from preliminary assessment. – The Commissioners discussed sending out a letter to several areas as this is the last phase being planned by the District. They agreed to send a letter out to Manor Drive, Partridge Court, Highland Shores, and Omro Road as these areas are close to being financially able to fund the system if a parcel changes to participate.
 - (1) The Commissioners set the next meeting May 19 at 4:30 p.m. Staff will get a letter out to these areas.
 - (2) Alex asked about Emmers Lane. Kevin said the DOT parcels will be taken out, as they are not assessable. Bay Lake Bank decided to go with the city as they were told by the city that they had to use city water and they will be taken out.
 - iii) Hurkman letter – Highland Shores. Mr. Hurkman asked if he doesn’t get water now, how long he would have to wait.
 - (1) Earl said that he would not get water until his neighbor’s approach the District and Ray said that even if they want water next year, it could take longer as it is expensive for a short run and they may want to wait for other requests then.
 - iv) Adjust assessments based on parcel owner input
 - (1) Ron Lampe – 1721 N. Oakwood Road. Mr. Lampe gave the Commissioners information at the public hearing and again requested that he have his number of assessments reduced. He said he and his wife favored service previously and still want water.
 - (a) He built his house on a 150’ parcel before he purchased 2 other lots. He’s asking to be assessed for 3 lots as they were surveyed as 3 lots and not 4. He combined 2 lots to help the prior owners without violating state law.
 - (i) Earl said his information makes sense that this is 3 lots and not 4 and feels the assessments should be reflected to show this. Alex and Mike agree and will reduce his assessments by 1 amount on parcel # 002-004002.
 - (2) Huntington - Mr. Huntington said he is concerned as he said he is the only person on Waldwic receiving water currently, Kevin said that his neighbor to the South is also affected from Oakwood Road. Mr. Huntington said he had a number of conversations with Kevin.
 - (a) Mr. Huntington asked where the District obtained the amount of his road frontage being greater than 200’. Kevin said the county’s records show his parcel to be exactly the 200’. Mr. Huntington said that is fine, but it’s not greater than 200’. Mr. Huntington questioned why he has 2 assessments on his parcel.
 - (i) Earl explained that the Town says that on 200’ of frontage, you can put 2 structures. This assessment is not based on what is on the land now, but what could be put on the property.
 - 1. Mr. Huntington disagrees with this. Earl said the previous gentleman showed that you could not put 4 structures on his parcels.
 - 2. Kevin agreed that heaven forbid a home burns down; they could put 2 houses in this area. Ray said to do assessments differently would have everyone else subsidize his parcel; therefore, the Commissioners have no alternative.
 - a. Mr. Huntington said he lived there 30 years and has a Waldwic address. Earl said the address does not matter, but that he could be served. Mr. Huntington said he does not get an improvement from the water main installation.
 - b. Earl said Waldwic Lane is not included, as they do not have frontage on Oakwood Road. Mr. Huntington said that all of Waldwic owns Oakwood Road.

- i. Earl said if there is a buildable lot adjacent to Oakwood, the District will fix the records to assess them. The other owners on Waldwic do not own frontage on Oakwood Road.
 - ii. Earl mentioned the fact that if we went by footage instead of single parcel the assessment would be different.
 - (b) Mr. Huntington said it is no value to him, and Ray said it may not be to him personally, but it is a benefit to the property assessed. Earl said you can defer this.
- (3) Rhoden – Mr. Rhoden said he is in the same situation as Mr. Huntington. Mr. Rhoden asked what if he gets a document that his property can not be divided in the future. Ray said he does not know how Mr. Rhoden can do this.
 - (a) Karen Ryf asked if these 2 owners could draw up a deed restriction. Earl said the next owner could change this. Karen said this stays with the property, but Ray said he does not concur with this. These can be changed in the future. Earl said you can say no and defer.
 - (b) Mr. Rhoden said if you call these 2 assessments, why don't you put in 2 valves. Kevin said the District can put in the 2 valves currently.
 - (c) Mr. Rhoden said he is ok with his election.
- v) Determine parcels to include in Sub phase III – This is moved to May 19 at 4:30 p.m.
- d) Sanitary District upcoming reports required by State Statutes.
 - i) Consumer Confidence Report (CCR) – This is currently drafted on a tri-fold with 1/6 for the label. Kevin said using this style will reduce the costs, but he would still like to do a newsletter later then.
 - ii) Compliance Maintenance Annual Report (CMAR) – This is on line now and Kevin will do the data entry for the report.
 - iii) Public Service Report – The auditor e-mailed this to the PSC on the final due date. Rose said she had to keep after the auditors to get this report out and told them the District doesn't operate this way.
 - (1) Joel called Clifton Gunderson in Oshkosh to discuss the Town and Sanitary District's audit reports. Joel said the Town still did not receive their audit and this is the first time since he's been Treasurer that there was no financial report available to the public at the April annual meeting. Rose said the District did receive the audit report after a number of requests, but it was late.
 - (a) Joel was told the responsibility lies in the Milwaukee office for the tardiness of the audit.
 - (i) Joel was told that tardiness is not tolerable; however, this problem has been taken over by Mr. Hart, Clifton Gunderson's head person for the State of Wisconsin. The Oshkosh Office does not have control over this matter as the head auditor is a partner with the Milwaukee office.
 - (ii) This is the last year of the District's 3-year contract with them.
 - (b) Joel said he told Clifton Gunderson he is surprised that there has been no formal communication from anyone that the information is tardy and that something will be done. Joel was told that Mr. Hart wants the audit completed before talking to anyone.
 - (i) Supposedly this is a serious issue with them; however, Joel said he told them he disagrees with waiting for the audit to be completed.
 - iv) Financial Audit – The District's audit requires a Federal Audit Due to use of Federal Funding through the Safe Drinking Water Loan.
 - (1) Clifton Gunderson sent this special audit in late.
 - (a) Earl wants to know what the District can do about the auditor's tardiness. Joel recommends writing Mr. Hart a letter if he does not return a call to Joel by next week.
 - (i) Mike asked if this is a joint letter. Joel said he'll put separate letters together for the Town and District.
 - (b) Ray said Clifton Gunderson most likely carries mal-practice insurance should the District be affected negatively for bonding because of the lateness of Clifton Gunderson.
- e) 1890 Sunkist - Scott Rennert's request to use sewer service and be added to Sanitary District.
 - i) Kevin said he will attend the public hearing to be held at the Town's meeting on May 17 to be sure everything goes ok.
- f) Discussion on next steps on responding to requests for water on Shorehaven Lane - Earl said water will run down Oakwood Road and Shorehaven Ct. so water is available there.
 - i) Earl told the Shorehaven Lane residents in attendance that there are 2 issues to look at and solve prior to installing water mains.
 - (1) The first issue is the private road.
 - (a) The District desires to work with the residents or not go down the private road. The District needs to know the legal authority for the road is in agreement with the construction that would take place and how and who will pay for the road if it is destroyed. The road will be damaged as construction trucks go down to install water main.

- (2) The second issue is financial.
 - (a) The people wanting to participate now would pay about 48% of the costs of the extension. The remaining 52% of the construction cost need to be made up – some is paid by water rates but not all of the balance.
- (3) Earl said there are a lot of people here to speak on this issue. Earl asked if there is anything new to add. There was considerable discussion again, both pro and con for the water. The majority in attendance at this meeting do not want the water.
 - (a) Debbie Sorrenson questioned going down Leila Mae to avoid homes not wanting water and Earl said the cost would be about the same. Going down Leila Mae would not give the District the possibility of additional assessments. They would also need easements.
 - (i) Karen Ryf asked where exactly this would run in from Leila Mae and Kevin said that no plans are made for this.
 - (b) Debbie said the people wanting water may possibly raise funds and pay for the project. Ray said if they do, the financial agreements are between them and the other homeowners and not the District as each parcel would receive an equal assessment.
 - (i) Karen Ryf asked if the homeowners wanting the water pay for it, does this override the 70% participation. Earl said the 70% the District uses is really financial and does not take care of the consensus of the private road.
 - (4) The homeowners said they are tired of this dragging out and want to know how many times they need to come in. Earl said that when a homeowner requests water, the Commissioners have the obligation to look into it so he does not know how many times this could be an issue.
 - (5) The Commissioners told the homeowners that unless the 2 stipulations are met, water main will not go down Shorehaven Lane. Mike said he agrees with everything Earl said and Alex agreed and added that the District is not out to be negative about anything and have the responsibility to keep the system working.

6) New Business

- a) Award Contract 1-2006.
 - i) Jossart Brothers is the low bidder and Alex asked if they are ok.
 - (1) Pat said they are working on insurance documents and they should be there Monday.
 - (a) Kevin said their insurance company has no existing claims for them. They sent paperwork promptly when asked for and now are tweaking the paperwork.
 - (2) Kevin checked with people they worked for and did not receive any complaints.
 - (a) They were late 1 time, but this was not due to them, but the soil.
 - (b) Their bank has a 6-figure loan available and it's not fully drawn so it looks like they have plenty of funds.
 - (3) This estimate came below the engineer's estimate so the District can be comfortable with the bid.
 - (a) Ronet and Don Parker were about \$11,000 higher than Jossart which shows the bids were right on.
 - ii) Pat said he needs to know which areas will be taken out and recommended to base this on a change order and say which sheets to delete.
 - (1) Kevin said he will develop something on the 19th.
 - (2) The contractor seems to want to get going quickly.
 - b) Final Assessment Notice for Sub Phase III - The Commissioners will do the Final Assessment Resolution May 19.
 - c) Dot Project Highway 21 / 41 interchange.
 - i) Tom Bucholz, Project Manager for the Highway 21 and Highway 41 project attended to discuss this project. Mr. Bucholz had a display, which is also on their website. They will be reconstructing the 21/41 interchange.
 - (1) The first phase of the project is to do local road improvements, namely the Witzel overpass will be upgraded, Washburn Street will be upgraded, and some local road work along Koehller Street. This will be done in 2009.
 - (2) The intent behind this is to get the local work completed so that when they do work on Highway 41 and need to shut the interchange down, there will be a connection street across Witzel.
 - (a) Mr. Bucholz said this is complicated as the City of Oshkosh is starting a portion of Washburn Street this year as a project of their own, so they will need to relocate some things as part of this year's project.
 - (3) Mr. Bucholz said a project of this size impacts everyone, not just people that travel, but also utilities.
 - (4) Financial responsibility
 - (a) Mr. Bucholz said that the normal policy on DOT projects is that if it is in the right of way of Utilities, they pay to move the Utility. This project is unique because it is a Freeway project and on Freeway projects funding is different than normal.

- (i) On Freeway projects if you are in the right of way when you are forced to move, to get out of the way of the work, it's a 90% DOT pickup 10% local.
 - 1. Now the issue will be what is driving the Washburn move. Tom stated obviously the Washburn move is part of the DOT project
 - 2. In turn, the discussion was that the City of Oshkosh will bill a portion as determined by agreements to the Sanitary District and the DOT will pick up 90% of this and the burden will be less.
 - 3. Policy is still the same, where the District is on private easement by Kwik Trip, the DOT picks up 100% paid.
 - 4. The DOT this year needs to set up agreements with the city, and will once the City gets farther along in their design and obtains better estimates. The DOT will pay 90% and it's up to the intergovernmental agreements between the City and the District what the City bills the district.
 - ii) Mr. Bucholz said everything will be widened, and Highway 21 will be flip-flopped and be on top of Highway 41. This is mainly to reduce the impact to Lake Butte des Morts.
 - iii) Earl said there needs to be negotiation to see what goes in the 90%.
 - (1) Mr. Bucholz said that the city will be running a Sanitary Line opposite of what it is now. The city and the Sanitary District will need to work out an agreement that the DOT will not be involved with.
 - (2) Ray said if the DOT has a contract with the city, reserving his thoughts on whether the 90/10% is right or wrong, nothing stops the DOT from putting the District in the contract as a 1st party beneficiary. Ray said this is rather than the District negotiating an agreement with the city.
 - (a) Mr. Bucholz said he is not directly involved with these utility agreements so he can not speak for this, but Ray asked him to pass this concept along to whoever is.
 - (b) Ray said this eliminates another set of papers between the City and District.
 - (c) Cindy O'Connor will be the Utility Coordinator. Julie Debush moved up to State wide review.
 - iv) Mr. Bucholz said this project is unique as the city is taking on the Washburn project themselves. Usually the DOT has 1 right of way plat that names Utilities and makes it easier to work off. The City has their own plat, and he does not know if the Sanitary District is listed as a Utility on their plat. He said this will take some time.
 - v) Mike asked for the timetable.
 - (1) Washburn and Witzel Street 2009
 - (2) Highway 41 & 21 starting in 2010 through 2011, and complete the Neenah area in 2012.
 - d) 4295 Leonard Point Road petition for Water – The District extended the water main down Leonard Point Road for Omro. The district will need to tap the main and bore across to this property. The owners signed the petition for water, the waiver, and the participation form.
 - i) **Final Resolution 7-2006 - Alex made a motion to adopt Final Resolution #7-2006 authorizing Public Improvement and levying a special assessment against 4295 Leonard Point Road 0020015 in the amount of \$8,460.25 for the purpose of water improvements/second-Alex/carried unanimously.**
- 7) Adjourn – Mike made a motion to adjourn at 8:45 p.m./second Alex/carried unanimously.

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

Algoma Sanitary District #1
Minutes – May 19, 2006

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the special meeting of the Algoma Sanitary District #1 for May 19, 2006 to order at 4:30 p.m. Also present were Kevin Mraz, Ray Edelstein, Rose Mraz, and a number of residents from Partridge Court and Manor Drive.
 - a) Earl noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - b) **Mike made a motion to approve the minutes of the regular monthly meeting for May/second-Alex/carried unanimously.**
 - i) **Alex made a motion to change the minutes under new business for the DOT to 3rd party and not 1st party/second-Mike/carried unanimously.**
- 2) **Public Forum**
 - a) There was no one present to discuss matters other than sub phase III.
- 3) **Old Business**
 - a) Accept participation decision responses received to date.
 - i) Sub Phase III Municipal Water System – Kevin said the District sent out a letter to residents on Manor Drive, Partridge Court, Omro Road and Highland Shores. This allowed the District to notify the residents prior to removing them from Sub Phase III. The District did receive participation changes as listed below.
 - ii) Review response from preliminary assessment.
 - (a) Partridge Court – There was 1 non response and this went to defer, and one other response went from participating to deferring which brings their participation level down to 6 yes's and 13 no's.
 - (b) Manor Drive – Two residents changed their assessment from deferring to participating. This elevated them to 11 yes's and 4 no's.
 - (c) Oakwood Road - Mr. Huntington changed his 2 equivalent unit of assessments to defer both. Previously he had 1 yes.
 - (d) Omro Road – Mr. Irvine changed to 1 participate and 2 defers and Mr. Lerch made 2 changes – for his personal house and rental property from defer to participate and farther down, the animal hospital changed from defer to participate.
 - iii) Determine parcels to include in sub phase III.
 - (a) Earl said they received a spreadsheet from Kevin that if they proceed with the water committee recommendations, with the adding back in of Manor Drive and Omro Road to the animal hospital, but with removing with Partridge Court, and the other areas previously agreed to, it shows a positive cash flow.
 1. There was discussion regarding going down to the Animal Hospital on Omro Road. To the east of Conrad, there are 3 participating and 8 deferred. This shows as 34% paying for the assessment only. Kevin said on Omro Road he is comfortable going just to the East of Conrad which would pick up the commercial property as recommended by the Advisory Council.
 - (b) Kevin made the following recommendations:
 1. Remove 100% of Emmers Lane.
 2. Remove the Parcel on Conrad. - It's an empty lot and Kevin talked to the owner who said he has no reason to sign up for the water. He never responded previously.
 3. Remove Partridge Court completely.
 4. Remove Highland Shores – Kevin said you could go part way to serve 4 parcels; however; Kevin said it doesn't make financial sense to do just the small extension.
 - a. Mr. Hurkman previously came in as his well is running dry, he did not show arsenic and Earl said he has the ability to hook up to his mother's well.
 - b. Kevin said if they were to do Highland he would prefer to do the whole thing but with the financing, it is better not to do any of the Road.
 5. Omro Road – Only go to the East of Conrad to pick up the commercial property.
 - (c) Alex, Mike and Earl agreed to go with Kevin's recommendations. Earl said this uses the water advisory recommendation with the addition of keeping Manor Drive and also to go on Omro Road just to the East of Conrad which will get to the commercial parcels.
 1. Earl asked for an updated address or parcel listing for the Final Resolution and the District didn't have 1 available yet as Rose was waiting for the Final Resolution. Rose had a draft listing of the proposed recommendations, but not a final list yet. Kevin had a map of Omro Road indicating which parcels to remove which is the backup to the list. The Commissioners said to use the proposed list as exhibit B and strike the parcels from the Preliminary parcel list to come up with an updated list(exhibit A) for assessments.
 - b) Final Assessment notice for Sub Phase III

- i) Final Assessment resolution – **Mike made a motion to adopt Resolution 6-2006 (See attached); also, to clarify exhibit A, the preliminary assessment exhibit A sub phase III assessments was modified to remove Partridge Court, Lake Breeze Road, Highland Shores and Leonard Pt. Road, Emmers Lane in its entirety, and reduce the affected parcels on Omro Road to go with the Director’s recommendation of including the following parcels: 0020107, 002010702, 0020108, 0020701, 0020703, 0020707, 0020708, 0020698, 002010701, and 0020704 as presented on Exhibit B which will be modified into a single exhibit A/second-Alex/carried unanimously.**
 - c) Award contract 1-2006 for construction of sub phase III.
 - i) The low bid was Jossart Brothers, Inc. for \$1,583,675.00. This comes with the recommended approval of the District Director and Engineer. There was nothing found to indicate problems with this contractor. Kevin said their insurance was tweaked and is in good form now. **Alex made a motion to award the bid for Sub Phase III to Jossart Brothers/second-Mike/carried unanimously.**
 - d) Approval of contract services with Strand Associates, Inc. for inspection services of Sub Phase III – **Mike made a motion to go with Strand/second-Alex/carried unanimously.**
 - i) Kevin said this was quoted at \$145,000 for sub phase III.
- 4) **Mike made a motion to adjourn at 5:20 p.m./second Alex/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

**Algoma Sanitary District #1
Minutes – June 8, 2006**

- 1) Commission Secretary Alexander Irvine with Commissioner Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for June 8, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, and Rose Mraz. Hosien Moghadam was present as he is on the agenda. Commissioner Earl Lawrence was excused.
 - a) Alex noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - b) **Mike made a motion to approve the minutes of the regular monthly meeting for May/second-Alex/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts and investments report for water and sanitary for May/second- Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for June/second-Alex/carried unanimously.**
- 2) **Director's Report**
 - a) Kevin said that the District has several additional water assessments as several homeowners petitioned for water.
 - b) Kevin is watching the Sanitary Flow as the District is getting near the 1million gallon per day flow which triggers a new rate for treatment costs with the City. At times the District is getting close. Repairing leaks has helped keep this lower.
 - c) Kevin received bids for seal coating the District and the Tower area. The cost so far is \$240.00 each for here and well #1. This is comparable to having staff do the work.
- 3) **Public Forum**
 - a) Mr. Moghadam was present to discuss his participation form for sub phase III and stated that he received a call from the District April 22 reminding him that he did not reply yet. He then mailed his reply 2 days later and kept a copy of this. He called the District about 2 weeks ago for something different and found out that the District did not receive his paperwork. He is on this meeting under new business and the commissioners moved to this section now.
- 4) **Report from Committees** – No meetings to report on.
- 5) **Old Business**
 - a) Sanitary District upcoming reports required by State Statuettes.
 - i) Consumer Confidence Report.
 - (1) Alex and Mike said the tri fold style is good for this report. This report needs to be out July 1. Last year the District did a large newsletter incorporated with this report but is changing it this year. The Water Advisory will look this over on Tuesday. Kevin said the report has a few additional notes incorporated into the report this year. It was decided to send this to everyone with a water valve.
 - ii) Resolution to approve Compliance Maintenance Annual Report document. – The DNR now requires the District to complete this report and it has specific questions from the financial end to the operation and maintenance portion of the sewer system.
 - (1) Kevin discussed this report and said the District received 100 points or a score of A on both the financial and operation end. **Mike made a motion to accept the Compliance Maintenance Annual Report as prepared and presented by staff and submit the same to the DNR/second-Alex/carried unanimously.**
- 6) **New Business**
 - a) Dot Utility Agreement for Payment for Relocation and Replacement of Municipal Utility Facilities Located on Public Held Lands Required by Freeway Construction.
 - i) There was discussion regarding the agreement the DOT wants signed by June 15 regarding the Highway 21/41 project. Kevin said this agreement became developed now due to the City of Oshkosh's Washburn project. Kevin discussed this project with the DOT and arranged for them to finance 90% of the construction so now Kevin has received this agreement.
 - (1) Kevin had a number of meetings with Dave Patek, the Director of Public Utilities for the City of Oshkosh, regarding the Washburn project. At one of the meetings, Mr. Patek gave Kevin a copy of the 1977 agreement the District has with the City and highlighted a couple of parts indicating the District should contribute money. Kevin asked him for a contract regarding the cost and at one of the meetings was told the District would not receive a contract regarding this. Ray recommends that the District should not move forward without a contract from the City.
 - ii) Ray said the District believes that the City's original plan was to pay for this project out of the City's general or segregated funds as they did not make application for the state split until Kevin put them onto it. They were going to spend over a ½ million dollars of city taxpayers' money when they do not have to as the DOT would pick up a lot of the cost.
 - (1) Kevin said the District's Engineer estimated the sewer work for this project at around \$225,000.00; therefore, the 10% is around \$22,000 to 25,000.00.

- (2) Ray talked with Warren Kraft, legal counsel for the City, last Thursday or Friday and indicated to him that the relocation is not addressed as part of the agreement the District has with the City. During a different phone call, Mr. Kraft agreed that this issue is not covered in the agreement.
- (3) Ray's conclusion is that this is the City's project and the District is happy with the way things are. Ray does not want the District to get a bill for 10% of the work as the District already saved the City money.
- (4) Kevin said Washburn is being redesigned per conversations with the Director for a couple of reasons:
 - (a) Highway 21
 - (b) The road needs to be revised to support the future businesses that are going to be installed there while Racette's will be moved.
 - (c) New facilities coming in require this road to be rerouted and they have it designed already.
- (5) The District can service them with the utilities that we have there – the sewer behind Racette can serve the largest facility going in and the other 2 structures. Ray agrees what the District has will service them and the District does not have to change anything. In effect the City is asking that it be changed. Ray said there would be some benefit to the District but not as if we must do this to service the companies. The District already saved them a lot of money and Ray does not like the idea of the District paying the remaining 10% of their project, because what then are they paying.
- (6) Kevin's main concern was that before the District talked to the DOT and found out they would cover 90% of the costs, Mr. Patek's 1st question was how much of this is the District going to pay. At that point, Kevin did not see any designs, plans or estimates.
 - (a) Kevin asked Mr. Patek on Wednesday how the contract for the remaining 10% cost was proceeding and Mr. Patek told Kevin that the District would not receive an agreement from the city and that Mr. Patek wasn't going to argue it. Kevin told him he just wanted to discuss this so there is no concern later on and everyone knows what the cost is and can budget for it so there is no confusion later.
 - (b) Today Kevin met with Mr. Patek and Pat Rank to find the best location for the flow station. The number one concern is for safety as the District has staff there twice a week and the City does twice a month. They did pick a good location for this and had a few choices. Mr. Patek asked the District to go further south which would also work for the District.
 - (c) The District asked for the proper elevation so that when the District moves the sewer from Brooks Lane to have it flow to the south it lines up with their manholes which they already have designed and accounted for.
 - (i) The District asked for 2 (8" laterals) coming out of Washburn and the easement so we do not have to tear up the road in the future for developments.
 - (ii) Regarding the flow station move, Kevin told Mr. Patek that the District would pay 100% of this for materials and installation and asked for this as a separate item so we know our cost. The DOT reimburses property in easements at 100% rather than 90%. The flow station is in an easement.
 1. Ray said the DOT hasn't put it in writing yet that they will pay 100%, but they did tell Kevin this. Ray would prefer this in writing so they don't say we don't have a document regarding this. Ray said it is difficult to get the DOT to change contracts and said if Kevin is ok with it, he won't stand in the way. Kevin said they are developing an agreement for properties in the easement. Currently they expect you to send the full bill and they will send you the 100% back. This is why Kevin was ok with telling the City this.
- iii) Kevin asked Ray if the District has a reason at this point to sign the DOT agreement as currently, it's the city's project being bid out next month through the city. Should the District wait for the highway 21 project? Ray doesn't know why the DOT wants this now. Kevin asked if we could state that we are not under construction at this point in time and that this agreement doesn't come in to play yet. This agreement would be into play for 4 years. Ray does not want the District to sign off on the DOT agreement this evening as he wants the District to have a contract with the City first regarding the Washburn project as to who is covering the 10%.
 - (1) Ray is not sure of the next move, but recommends going to the City Manager or sending out a letter and send a cc to all the council members, making a point of telling them the District saved them a 1/2 million dollars and tell them we want to get this done, but we are not making any progress with their Director. The District will have costs over and above the installation due to engineering and legal.
 - (2) Ray said the District could approve the contract with the DOT subject to an agreement with the city. The DOT agreement would sit here then until we have an agreement with the City. They want the agreement by June 15. Ray said that the City would proceed without these anyhow and not worry about state money which he disagrees with. Ray said the District does not want a bill for 10% for a project that the District does not need to do. Ray said the relocation should be under a separate agreement at 100%. Alex asked what the District should do.

- (a) Ray said Kevin should put together a letter with dates and facts, why this is not essential for our purposes and send it on the District's letterhead. Address to Dave and reiterate that the District saved lots of money and do not want to hold them up but we do want a contract. If they come back and say the old one covers it, it does not. Ray said as of last Thursday or Friday Warren Kraft has taken this same position that it does not. Alex and Mike agreed to a letter and include the money issue and send to Wollangk, Kraft and Council members. It was also recommended that Kevin be prepared to show up at their public forum on Tuesday.
- b) Water system Special Assessment. – There are 3 assessments involved in this addition – Mr. & Mrs. Laibly, Mr. & Mrs. Berdelman, & Mr. & Mrs. Tangye.
- i) Accept easement for Sanctuary Place. – The District has the easements for the 2 required parcels.
 - ii) Accept Waiver of Special assessment preliminary notices and public hearing. – Each of the parcels signed the waiver and participation forms for assessments. Strand put the easements together.
 - iii) Final Special assessment resolution for **Mike made a motion to adopt the final resolution No. 8-2006 authorizing Final Resolution authorizing public improvement and levying special assessments against benefited property in the Town of Algoma, Winnebago County, Wisconsin/second-Alex/carried unanimously and include the installment assessment notice/carried unanimously.**
- c) Resolution to deny claim by Kim Hanson – Kevin said the District did not flush the hydrant near her house or upstream of her house that would have created ice or an impact like that near her home. Kevin said the District's staff is not responsible for any ice build up near her parcel. **Mike made a motion for Ray to deny Kim Hanson's claim and direct Ray to send out the denial/second-Alex.** Kevin already talked to the District's insurance agent regarding this.
- d) Assessment request for 2853 Shorehaven Court - Hosien S. Moghadam.
- i) Ray asked if the District received anything from him and the District didn't. Ray asked Mr. Moghadam if he put a request into the post office to have this piece of paper traced which he said he didn't. Rose said that every once in a great while 1220 Oakwood Road receives our mail and we also receive their mail once in a while. Kevin said for the funding mechanism the District is potentially adding 3 parcels this evening paying over the 20 years which is the over all picture. Mr. Moghadam is the only house on Shorehaven Court that did not respond which is why he received the phone call. Changing this one will not change the participation for this area.
 - ii) Ray said that things happen in the mail and said if the Commissioners choose to allow this assessment to be deferred you can as this was brought to the District's attention timely and is just a little late. Mr. Moghadam didn't think to follow up with the District and the District didn't give out 2nd calls. Ray recommended that Rose call 1220 Oakwood Road to see if they possibly have it, and that Mr. Moghadam files a trace with the Post Office. Mr. Moghadam asked what happens if this doesn't get changed and he was told that he would be on the 20 year installment.
- e) James Rhoden requests to adjust assessment levied for parcel based on Recorded Quit Claim Deed to restrict parcel division. Mr. Rhoden has 200' of frontage on N. Oakwood and the District levied 2 equivalent units of assessments on his parcel due to the fact that it could be subdivided and 2 homes built. The cut off was the 199' as according to the Town's ordinance, you can divide it at 200'. He has deferred both assessments, but wants the equivalency of 1 removed with the quit claim deed. Ray said that the deed is not recorded yet and therefore does not mean any thing. Ray recommended not doing anything without the recorded document. Ray said until the restriction is recorded there is nothing to act on. This is deferred pending receipt of proof of recorded instrument.
- f) Resolution identifying company for soil testing of Phase III – Kevin received a bid from STS that shows their unit rates and also received a quote for proposal from MES. Kevin said the District used MES this past year and they did an exceptional job for the District. Both rates are fairly comparable with MES being slightly less; therefore, Kevin is comfortable going with MES. Alex and Mike agreed to go with MES.
- g) Act on financing for the Sub Phase III Municipal Water System. Authorize and direct staff to start application for a State Trust Fund Loan.
- i) Kevin discussed the funds the District has and what is needed for Sub Phase III of the Municipal Water System. Ehlers looked over the information submitted regarding funding and Dave's statement was to keep funds available for operation and possible structural changes as the District is out growing its space. The District has just over \$700,000 of available funds that are not restricted, mainly left from the General Obligation Bond a couple of years ago which was to be used for overhead, etc. The District still has some money left to draw from the Public Lands Funds to cover the first part of Sub Phase III which needs to be drawn by August 1 and this is at 4.25%. The District needs approximately \$692,000.00 for the balance of Sub Phase III. Public Lands has funds available and you only draw what you need. The interest rate on this for 20 years is 5% currently. Mixed with the other interest this puts the District near the 4.5% for the residents. Staff recommends going for \$750,000 for 20 years; however, the District only draws what is needed. Jossart is planning on starting June 19 to dig and the pay request would come in July. With the contract in hand, Kevin

was told that this would suffice to take the draw. The District needs the authorization to obtain a loan with Public Lands. **Alex made a motion to have staff apply for a loan with Public Lands for \$750,000.00/second-Mike/carried unanimously.** Next month the resolution would come; this motion starts the application process.

h) Award bid for purchase of Sanitary Jetter. The District received a bid for \$29, 996 from Envirotech Equipment and one for \$42,430 plus \$800.00 for shipping from U S Jetting for a jetter. This was publicly bid. Kevin didn't like that the engine is air cooled on the jetter from U S Jetting, so Kevin called Dave Boge with Envirotech to be sure that theirs is liquid cooled and it is. This jetter will just fit in the garage to keep warm in the winter to prevent freeze ups. Kevin said it's due to the fact that there is water in there and you do not want this to freeze while going to a job if there is a plug to fix. Kevin said the District just paid Great Lakes \$10,800 and half was basically for jetting and with jetting 10% of the sewers yearly, this equipment will pay for itself in the long run. Jet Pro just cleared a sewer Main on Brooks Lane due to some infiltration in the last manhole and this cost \$300.00 for one small section. Mike said it would be good to start our own program and not wait for people to get here. You need the sewer clean and then can hire someone to televise, and this would be half the cost. A camera on the equipment would have been an additional \$80,000.00 which isn't in the budget currently. Kevin recommended purchasing this and Mike agreed Envirotech is a good company. This was specked to fit in the garage at the District. Alex asked Mike what the city does and he said they have their own equipment for this also. Kevin said the operators looked into several kinds of jettors and were also happy with this unit. Alex asked if this is in the budget and Ray said it has been on the wish list for a couple of years. **Mike made a motion to purchase the jetter as presented from Envirotech by Kevin/second-Alex**

7) Open House – Staff is coming in at 8:30 with the ribbon cutting at 9:15. The District is working on displays for this. Omni paint just finished painting the interior and did a great job. The previous painter was doing very sloppy work and just painting over wires and not the back side and they also painted pipes the same way and after having them out 3 times and they just did not do a good job. Kevin said he would call the head office and the painters would be there saying they were finished so Kevin sent them a letter regarding this and hired Omni Glass to finish the project. Omni was right on the ball and knew what Strand was looking for as they painted the first well house.

a) Kevin said there is a cake and some snacks for the open house and invites were sent out to local government heads.

8) Adjourn

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

Algoma Sanitary District #1
Minutes – July 20, 2006

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for July 20, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Rose Mraz, Jim Rhoden, and Julius Leivian.
 - a) Earl noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - b) Alex made a motion to approve the minutes of the regular monthly meeting for June/second-Mike/carried unanimously.**
 - c) Alex made a motion to approve the cash receipts and investments report for water and sanitary for July/second Mike/carried unanimously.**
 - d) Mike made a motion to approve the pending bills for July/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) Kevin wanted to highlight that the District billed out 461 meters and there are 513 meters out now. The total new charges were \$44,468.00 this quarter, and the District budgeted \$42,000 for this quarter so we are ahead of schedule.
 - b) Omro has 22 meters which the District reads for them. They used 389,000 gallons for the quarter and unmetered usage for flushing, testing was 200,000 gallons. Adding the 2, there is only a negative 15,000 gallons unaccounted for which is right in line with expectations.
 - c) Personal vehicle usage – Kevin discussed vehicle mileage and was asked to put it on next months agenda and work up different scenarios – such as using your own vehicle, purchasing a truck, mileage reimbursement, monthly car allowance, purchasing a vehicle for the Director. Ray said to also check with the insurance if a personal vehicle is in use.
- 3) Public Forum
 - a) There was no Public present to discuss matters other than items 5c and 6c on the agenda.
- 4) Report from Committees
 - a) The Water Advisory Council decided not to meet until September. The Water Advisory Council was interested in getting water to the end homes on Waldwic Lane with a water main extension if possible. Dr. Janssen requested water and is willing to pay for a long lateral. Since his request, 3 additional homeowners are interested and the District also would prefer the extension rather than a single lateral. The District would be able to get 600 feet of main which may be difficult to get in later. Earl asked the Fire Department members if they were in favor of this even if this would have about a \$10,000 District cost to have a Fire Hydrant on the end, and they were in favor of it. Kevin said that Dr. Janssen is aware he may need a hydrant in his yard if this goes.
- 5) Old Business
 - a) Sanitary District upcoming reports required by State Statutes
 - i) The Consumer Confidence Report was sent out and on time.
 - b) Assessment request for 2853 Shorehaven Court, Hosien S. Moghadam
 - i) Mr. Moghadam filed with the Post Office to look for his lost mail. Earl requested that Rose call Mr. Moghadam to see if the Post Office sent him a response to the search. This will be put back on next months agenda. His deferral would not have made a difference to the participation rate in the area.
 - c) James Rhoden previously requested the Commissioners to adjust his assessment levied to the equivalency of 1 and not 2 and is basing this request on a Recorded Quit Claim deed to restrict future partial division.
 - i) Earl asked Mr. Rhoden if he had any additional information to add regarding his parcel and he said he didn't, that he is at the meeting to see what the Commissioners decide. Earl said he was not at the previous meeting and mentioned that Ray gave an opinion. Ray said he is more comfortable that this is 1 parcel, but he is uncomfortable that it is 200'. Ray said the basis of the District's assessments is based on the distance and if someone had 400' and did the same thing, the cost is much higher. Kevin said that both of Mr. Rhoden's assessments are in the deferred status. Mike asked Ray if future owners are bound by the deed and Ray said you can record anything but that doesn't mean they will be enforced, Ray said there use to be all kinds of restricted covenants on record that are not enforced. Ray said if both are deferred, there is no benefit for the quit claim deed. Mr. Rhoden said he does not want to sell and have to pay the 2 assessments. Mr. Rhoden said the length is not the issue and Ray said the length is as assessments need to be levied in an equal and rational fashion. This would create an exception and the next person who comes in with 400' would only pay 1 assessment. Ray said this affects the District's financing and uniformity as you are carving out exceptions every time you have a large parcel and \ this is how the funding is determined. Kevin told Mr. Rhoden that the District does have assessments that have stayed deferred throughout the sale and stayed deferred after the sale.
 - (1) Earl said that his understanding of the purpose of the assessments is that it serves as a basis to pay for the improvements and they also provide support for a portion of the cost for the Public Fire Safety and Water System. The Assessments do not cover the entire cost, with 30% coming out of the user fees. Earl said he

cannot vote to change it even though there is only 1 lot and 1 house as the cost is so much per foot so he can't make the exception for this property. Earl said this is a fair and equitable way to assess and is not uncommon. Unlike most assessments, the District chose not to collect 100% of the cost through assessments so he will not reduce it to 1 assessment due to the length.

(2) Alex said he has the same situation as his wife owns enough frontage to divide it into 3 assessments and he previously voted for the way the District is operating.

(3) Mike said he concurs with the other 2 commissioners not to make an exception in his situation because where would the District stop.

(4) Alex said it is a big problem to try to be fair with everyone and the District knows from past experiences that if there is a loophole people will come in to change. Earl said it is hard to be 1 foot off. Earl asked Mr. Rhoden if he had any other comments or statements and he had none.

d) Preamble and Resolutions for application for State trust Fund Loan for Municipal Water System. - Joel asked who came up with the resolutions and Ray said the Public Lands did in order to give you money. Ray said the District used the same wording with the first loan from Public Lands. Joel said the SD had to assess the same amount of principal and interest for bonding and Kevin explained that with this loan you need not tax unless you have insufficient funds. The District has new assessments which will cover the bonds so taxing will not be necessary. Joel still had questions about the Water Utility being able to tax for this so Ray looked up the stats so everyone is comfortable with this resolution. Ray agreed that taxing only comes into play if there are not sufficient funds. Kevin said Dave Wagner looked over everything including Sub Phase III and agreed there are sufficient assessments to cover the loan. Joel said if Dave is comfortable with this then it's ok. Ray reviewed the applicable statute, and said the concept is that if assessments don't cover the cost, you do need to levy a tax, but only for insufficient funds.

i) **Alex made a motion to adopt the Resolution (9-2006) to approve and authorize an application to the Board of Commissioners of Public Lands, State of Wisconsin for a loan for Seven Hundred Fifty Thousand And 00/100 dollars (\$750,000.00) from the Trust Funds of the State of Wisconsin for the purpose of financing the installation of a municipal water system and for no other purpose/second Mike/carried unanimously.**

ii) **Mike made a motion to Resolve further that there shall be raised and there is levied upon all taxable property, within the Algoma Sanitary District #1, in the County of Winnebago, Wisconsin, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes/second-Alex/carried unanimously.**

e) Resolution No. 8-2006 – Corrected

i) Rose said there was a typo on resolution 8-2006 in the address which said 852 and not 352. Rose corrected this prior to posting, publishing, and sending out. Earl said to let it be noted that there was a typo and it was corrected and mailed correctly.

6) New Business:

i) DOT Conveyance of rights in land of Municipal Utility Facilities Located on Public Held Lands Required by Freeway Construction.

i) Earl noted the project numbers on the paperwork for the DOT Conveyance of rights do not match. The 2 segments match but the last 2 digits do not match. The Utility project ID matches but the Project ID does not match. Ray believes the Utility ID is a DOT number. The parcel numbers match. The District is tabling this until the project ID gets cleared up.

ii) City of Oshkosh Conveyance of rights in land of Municipal Utility Facilities Located on Public Held Lands Required for Washburn relocation.

i) The District received this conveyance from G. J. Miesbauer & Associates, hired by the City of Oshkosh to draft it for them. Ray made a change to the form to indicate that 100% of the cost will be paid by the City of Oshkosh. Ray said this contract and the DOT contract are closely connected. There was considerable discussion regarding the project. The District decided not to stand in the way of the city's project but Ray said the District is getting no where in discussions with the City and that the city is not willing to give the District a contract showing what they want the District to pay for the project. Earl asked what would happen if the District did nothing this evening and Ray said he believes that the City would turn around and proceed regardless. Ray would like a separate stand alone contract and is not able to obtain one. The District discussed granting the Conveyance of rights to the City as the City does not have an easement for their work without it. Kevin asked how the District will know if the City agrees to the Conveyance. The Commissioners would like Ray to draft a letter to the City of Oshkosh regarding the significance of the contract indicating it is not just a small project and there could be issues. The District signs the Conveyance and will have it recorded after completion and payments are received. The agreement came from G J Miesbauer & Associates, Right of Way

Acquisition Specialists contracted by the City of Oshkosh to draw up the document and it is to be returned to them. The District has the audit agreement also which will show the costs.

(1) Mike made a motion to approve the acceptance of the Conveyance of rights in land from the Town of Algoma Sanitary District to the City of Oshkosh as outlined in the description from G.J. Miesbauer, Inc. and as revised by the District for Parcel #106/second-Alex/carried unanimously.

iii) 534 Oak Crest Drive written request.

i) Mr. Leivian said he and his wife are in their middle 70's and taking on the assessment for 20 years which adds an extra \$800.00 or so on the taxes for the first few years. They have been battling this dilemma back and forth so he wrote the letter asking to be changed from participating to defer status but in the meantime they have been back and forth again and decided not to cause problems and asked to have the Commissioners rescind his letter and he'll stay participating.

(1) The Commissioners thanked him for coming and Mike thanked him for reevaluating his decision. Mr. Leivian thanked the District for the fine job they are doing.

iv) Hunters Court – 1st addition sewer and water developer's agreement to design.

i) So far Mr. Mathusek has not signed this document. The District's ordinance states that the District does the design, installation and the planning for sewer installation which means the District chooses the engineer which Kevin said Mr. Mathusek does not understand.

(1) Mr. Mathusek stopped in yesterday and discussed this with Kevin. Kevin said one of the sewer lines is too shallow to service his entire parcel. The District doesn't need a lift station because it can go the other way and avoid additional operation costs and additional pumping (3 times) which would be an unusual cost. Mr. Mathusek wants this completed this winter in order to sell lots in the spring. Joel said Hunters Court final plat has not been accepted by the Town yet.

(a) Strand will put together a scoping letter using proposed roads.

(b) Kevin was asked to write the town board the concern of the requirement of gravity sewer through Apple Acres.

(2) The tough thing here is the District needs to go through a tiny parcel owned by Mr. Jero, one of the District's parcels, Russ Williams and then Apple Acres owned by Midwest. Kevin said he met with Russ Williams and also Midwest at separate times, to discuss this with them so they are aware of what is going on to not blind side them.

v) Audit Report and Determination of next years audit.

i) The Commissioners received a sheet showing the facts regarding this year's audit. The main problem with this years audit was the tardiness of Clifton Gunderson.

ii) Joel recommends staying with Clifton Gunderson. Joel asked Renee why the audits were late and Renee told him she was assigned 4 Utility audits to do and she worked with our audit first and did not like the work done by last years audit and decided that all 4 needed to be redone. Renee did the work with time deadlines and tried to get these done. She then had to go back and redo work.

(1) Renee changed the allocation of indirect costs by the total cost of the project rather than trying to isolate the costs. This shifted some cost from the water utility to the sanitary utility.

(2) Joel said Renee still needs to redo the PSC report from last year. Rose said she e-mailed Renee the end of last week and was told it would be completed sometime this week and then forwarded to the District.

(3) Joel recommends getting it in writing that there are time limits to meet. Joel believes the hardest part of the audit is over. Earl asked if Renee is well suited and knows what's up to go forward and Joel agreed. Earl recommends listing the milestones, put this in writing and then back on next month's agenda. Kevin asked if there would be penalties or a percentage reduction if timelines are not met and Joel will help the District put this together. Alex and Mike agreed to pursue using Clifton Gunderson again based on Joel's recommendation.

iii) The Commissioners discussed the Town's annual report, which is late this year due to their audit and agreed to put information in it again. Joel said the cover will be a Fire Truck by a hydrant.

vi) 3190 Waldwic Lane – Dr. Janssen stopped in prior to the meeting as he couldn't stay. He mentioned besides the 4 residents that Kevin is aware of wanting water; there may be 2 additional residents in favor. This would come through Lake Breeze. Estimates for assessments range from \$9,800 to \$12,500 depending upon how many are involved and what they want. The District is still working on this.

vii) Phone & Internet Service

i) The District handed out information regarding what the District has for phone and internet service which will be used as a bidding document to see what other companies can offer.

ii) The District is looking to try to save money on services and improve quality of service.

(1) The District has been having trouble with SBC and they have been out quite often for repairs. The same lines will be used, but the District is mainly looking for a better cost.

iii) The Commissioners said to continue looking for bids.

7) Adjourn – **Mike made a motion to adjourn at/second Alex/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

**Algoma Sanitary District #1
Minutes – August 10, 2006**

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for August 10, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz. David Janssen, Tom Burke, and Tom Dreifuerst were also present. Earl noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - a) **Alex made a motion to approve the minutes of the regular monthly meeting for July/second-Mike/carried unanimously.**
 - b) **Alex made a motion to approve the cash receipts and investments report for water and sanitary for July/second Mike/carried unanimously.**
 - c) **Alex made a motion to approve the pending bills for August/second-Mike/carried unanimously.**
- 2) Director's Report
 - a) Kevin made note of the following:
 - i) A project may be coming up on Leonard's Pt. Road regarding a sanitary connection for a parcel which may be sub divided. The District needs to come up with the assessment cost.
 - b) The District is trying out a valve exerciser – This equipment will reduce fatigue, increase productivity, and could reduce an injury by the repetitive motion. Operators need to exercise the valves sometimes several times to keep them in working condition.
 - i) The DNR requires the District to keep track of the turns per valve. The District also will keep track of valves if they exceed 100 foot lbs torque and recheck a couple of times to be sure pressure is not increasing. The PSC requires yearly data on the number exercised and the total in the system and the number repaired.
 - c) Strand has responses to the questions sent to them jointly from the District and the Town of Omro. Kevin said he discussed the sewer ones with Paul Dreis and Paul would like to present the sewer and water answers in September to the Commission. It was decided to hold a workshop for this and then discuss the District's infrastructure report that Kevin is putting together. They tentatively chose August 31 as Earl, Mike Alex, and Joel said this time would work. Ray said he needs to know what is happening, but he cannot recommend anything.
 - d) The District adjusted floats at Brooks Lane and were real successful. The pumps were running about 2.5 minutes each run cycle and after the adjustments it is 4.9 minutes with each run cycle. This reduced the starts for each pump by 30 per day. This station was used as a trial site.
- 3) Public Forum –Dr. Janssen, Tom Burke, and Tom Dreifuerst were in attendance to discuss Waldwic Lane.
- 4) Report from Committees
 - a) No meetings to report on.
- 5) Old Business
 - a) Assessment request for 2853 Shorehaven Court, Hosien S. Moghadam.
 - i) No action – Information not received from the Post office.
 - b) Audit Report and Determination of next years audit.
 - i) Clifton Gunderson sent the District a letter regarding the audit proposal. Joel said he called Renee to change the date of receiving reports to March 15 so paperwork is ready for the Town's annual report. Kevin said that the agreement shows a 10% penalty if they do not meet deadlines. Rose talked to Renee and they will also change the date for the PSC report to March 15.
 - (1) **Mike made a motion to approve Clifton Gunderson as the auditor for fiscal year 2006 for the Algoma Sanitary District #1 as outlined in the proposed contract with the modification of the report dates/second-Alex/carried unanimously.**
 - c) Hunters Court - 1st addition Sewer and Water Developer's Agreement to design.
 - i) There was discussion regarding the assessment for water – Gerry Mathusek (Hunter's Court) was assessed \$369,890.00 for his parcel. At the time of his assessment, he was assessed for his preliminary plat. The District didn't install his services at that time as Gerry did not have a final plat. The District received an easement from Gerry and installed water main corridor pipe in order to install the water main to the District's Water Tower.
 - (1) Kevin worked up the numbers for his assessment in 2005 dollars due to the change in his plat. The current bid prices from Jossart Brothers would do the work for about the same cost as in the original assessment. Ray asked if this plat was approved yet and Joel said the town hasn't approved the final plat yet. Joel said there is a deferred assessment on the parcel and Earl asked what the District does with the assessment on the parcel once the parcel is subdivided for the final plat. Ray said once the plat is approved, if the assessment is paid off, there is no problem. If the assessment is to be passed on, it needs to reflect an assessment for each parcel number. Ray recommended recording the assessment on the parcel for Hunter's Court and the Commissioners agreed to record this.

- (2) It was agreed that no work is done for Hunter's Court until the Developer's agreement is signed.
- (3) The District will discuss sewer to this plat in the future. You need to go through 3 parcels first. The District can gravity serve this parcel with sewerage flow and will not install a lift station.
- d) Department of Transportation request for Conveyance of rights in land of Municipal Utility Facilities located in Public held lands required by Freeway Construction.
 - i) This is the item from last month that had different Project ID numbers. Since then, the DOT responded that the difference is because of the drawings, so this concern is removed. There is an audit agreement and map that goes with this conveyance. The exhibit agreement with the DOT shows that the District is including 11 items and includes the City of Oshkosh's telemetry allowance which will be directed to the City of Oshkosh, but the District wanted covered. The agreement shows all the sewer construction that will be created by the new Washburn route and shows it to be funded 100% due to the easement and the crossing under the Highway. Ray said this covers having the costs covered as the City of Oshkosh wouldn't take care of it. Kevin said the agreement is saving the District and the City lots of dollars.
 - ii) Earl said he didn't see the Force Main listed and Kevin said the Force Main doesn't have to be rerouted as it cascades into the manhole on the north side of 21 and will flow by gravity under highway 21 and be rerouted through the new 18" gravity sewer because it cascades into that upstream manhole. Earl asked Kevin to have the Force Main inspected when it is open and Mike and Alex agreed. Kevin said he will drain it back and verify the condition of the force main.
 - iii) The exhibit going to the city shows the flow metering station and the electric service. Kevin said the District doesn't expect to see any cost for this. The design for the metering station is about 13' down. Kevin said he asked Strand to design an egress and ingress system as the District accesses this twice a week and this will assure safety measures in place to get in and out of the flow station.
- e) NTD's quote for phone/internet service
 - i) Kevin feels the District should change phone companies as there will be a savings. The proposal includes the pager, internet and phone service. The internet will be wireless to the building. With the normal calls the District makes, NTD's cost will be less.
 - ii) The District's Commissioners looked over the agreement and said no to a contract for 60 months. Rose said NTD said it would be less, but will get this in writing. Rose mentioned that the internet service may need to stay with a 3 year contract due to installation costs. **Mike made a motion to switch to NTD for a term not to exceed 12 months for phone service/second-Alex/carried unanimously.**
 - (1) There's no agreement with AT&T to cancel. This was checked, and AT&T had the City of Algoma's agreement misfiled under the District's agreement.

6) New Business

- a) Waldwic Lane Water Main Extension – Decisions regarding this are deferred until the next agenda
 - i) Kevin told Dr. Janssen that he has a copy of the official plans which is available for him to take and look over. Kevin also gave him a draft staff proposal showing the assessment cost. The plans show the extension coming from Lake Breeze Road from Mrs. Williams and Mrs. Cleveland's property. Mrs. Williams will accept an easement and Mrs. Cleveland is willing to meet with Kevin regarding this. This will be bored in. This construction will help the District with a loop to have water pressure from both sides.
 - (1) There will be a fire hydrant on Mr. Burke's property and there will be 3 or 4 water services off this.
 - (2) Dr. Janssen asked if they can stay off Dr. Andreini's property to avoid having to assess them. Kevin said the District can stay off their property. Dr. Janssen said he will talk with the Andreini's as there are additional properties wanting water down from them. It requires more easements to get to the additional properties wanting water.
 - (3) Earl said the District needs to address the road issue and have a document which says the District is not responsible for repairs to the road. Kevin said that currently the majority of the construction will be bored in. The District may need 1 to 2 dump truck loads of gravel to backfill around the services and Fire hydrant and 1 mini hoe. Earl said he wants papers that the District is not responsible for the cost of any repairs and the affected homeowners will agree to pay for whatever happens. Kevin asked Ray what the homeowners need to give the District for this. Ray said once the Title Company figures out ownership of what part of the road and how far, this will tell the District what signatures are required. No one knows for sure who owns the lane. Dr. Janssen said he has an easement to the road but does not own the road. Ray said once ownership is determined the District can get the agreement.
 - (4) Kevin told Dr. Janssen that the District holds over about 30% of the cost for future construction costs and Earl explained that part is recouped through Fire Protection, water rates and future construction. Earl said that occasionally people ask for reimbursements out of future construction because they believe they pay for the full assessment.
 - (5) Kevin had the draft participation schedule for Dr. Janssen also where he can pay in full by November 1st or pay over 20 years.

- (6) Dr. Janssen asked about the timeline. Kevin said that if all the easements are granted and all signatures in place by September 14, the work could begin this fall.
- (a) The District would not get the additional properties until next year. The hydrant as planned will stay where it is and another permanent hydrant would be 600' east.
- ii) Accept required water utility easements for extension.
- (1) Deferred to next months agenda.
- iii) Accept petition for water service and participation of water system special assessment form.
- (1) Deferred to next months agenda.
- b) Sunkist Road sewer extension request for final five homes not on District sewer service.
- i) A homeowner called to discuss sewer for the homes remaining on Sunkist – nothing in writing yet. If all 5 homes go, this would be a normal length extension for manhole placement.
- c) Change order to sub phase III contract to include watermain within our proposed water service boundary area outside of Town of Algoma under inter-municipal agreement.
- i) This was for the Town of Omro's Sanitary District bids as they were going to throw out all the bids; the lowest bidder, Advance Construction reviewed their bid and it turns out that they miss bid an item and it was \$16,000 too high. This is logical as it was bid as a curb stop & price per foot of service so they reduced the item by the service so this reduces their contract about \$16,000 so now the Town of Omro Sanitary District will approve the contract. The District doesn't need to be concerned with this change order.
- d) Water Security Discussion
- i) Alex read several articles about water safety. Alex asked if the District is doing anything about this or thinking about this.
- (1) Kevin said Alex had good questions and during the facilities infrastructure session, he will go into more details. Kevin said the latest quote he asked for was for a door alarm out at the water tower that will send a signal each time the door opens so you will know if something has entered the facility and you can call and get the sheriff out there to take a look at it.
- (2) Earl said there are the fences out there.
- (3) There was discussion regarding video cameras.
- (4) Kevin said the District and the sheriff receive calls from neighbors if they suspect something.
- (5) Ray recommended checking for cross connections at random as it's in the Ordinance.
- (6) The District may start requiring a backflow preventer on new construction.
- e) Zastrow Homes submitted letter – requesting District Assistance.
- i) No action for District to take. This is an issue between property owners. No letter from District required.
- f) Determination to purchase a third vehicle versus compensation or mileage reimbursements of personal vehicle usage.
- i) This is Kevin's request for support of his vehicle.
- (1) Alex said he belongs to a state organization that reimburses people for mileage at the Federal level. He said this is a possible way for the District to reimburse for mileage. Earl said the EAA reimburses at the Federal level also. Joel said the University has a fleet of vehicles available and if not available reimburses at the Federal level. Mike said the City reimburses a few cents less than the Federal rate and that people have to keep track of their mileage.
- (2) Kevin said a District owned truck would give recognition and homeowners would know who is present.
- (3) The District's insurance company prefers a company owned vehicle so they know what they are insuring.
- (4) Kevin said he purchased his truck originally to get around to sites and off road to various locations as the District didn't have a truck then.
- (5) The commissioners are undecided as to what to do for sure. The Director's vehicle wouldn't need to be as large as the operator's vehicles. There was no direct budget for a vehicle purchase in the 2006 budget. The Commissioners discussed reimbursing by mileage rather than an expense account. Ray said using a reimbursement for the next 3 or 4 months would give the District good numbers to look at and data to fall back on in the future. Vehicles would cost less come December and January.
- ii) **Alex made a motion to reimburse at the Federal rate for mileage/second-Mike/carried unanimously.**
This will be revisited during the beginning of 2007. In the meantime, Kevin is to track his mileage.
- 7) Mike made a motion to adjourn at 8:15 p.m./second Alex/carried unanimously.

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Alexander Irvine, Secretary

**Algoma Sanitary District #1
Minutes – September 14, 2006**

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for September 14, to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Pat Rank, and Rose Mraz. The District expects Gerry Mathusek to attend and will move to his agenda item when he arrives.
 - a) The District is recording the meeting for the purpose of the minutes. No one else is recording the meeting.
 - b) Mike made a motion to approve the minutes of the regular monthly meeting for August second-Alex/carried unanimously.**
 - c) Mike made a motion to approve the cash receipts and investments report for water and sanitary for August/second- Alex/carried unanimously.**
 - d) Alex made a motion to approve the pending bills for September/second-Mike/carried unanimously.**
- 2) Director's Report
 - a) Additional items
 - i) Olde Apple Acres has 3 additional lots in phase I with 1 hooking up to the water which did not have an assessment These lots were changed and to be included with the next addition, however, the contractor had the original plans showing that they were to receive a water service so between the timing of the change, they received water service valves. Kevin discussed these lots with Midwest and Midwest paid for the water assessments. The paperwork will be completed next month.
 - ii) Kevin said he discussed using 4.15 % for the projected increase to budget items with Joel.
 - iii) The District has saved over \$4,000.00 on material for the sales tax so far for Sub Phase III by direct purchase of material.
 - iv) Two residents on Manor Drive wanted both laterals on 1 lot; however, they changed their mind after Kevin discussed this and told them the District doesn't recommend that.
 - v) Great Lakes repaired a manhole on Brooks Lane which was leaking for a repair of \$772.00. The District will save over \$1,600 yearly in sewerage treatment costs from this repair.
- 3) Public Forum - Gerry Mathusek, the Developer for Hunter's Court-1st addition is in attendance to go over item (b).
- 4) Report from Committees – The Water Advisory Committee met Tuesday.
 - a) Earl said just when the District thought construction would be completed; there are a number of streets asking for water now.
 - i) There is enough potential for a possible Sub Phase IV which may not be until the spring of 2008. The residents need to discuss this amongst themselves.
 - b) A few residents attended the Town meeting and stated they were unhappy regarding the road repairs. Kevin said he followed up with the residents from the Town's Public Forum portion of their meeting and discussed the roads. These roads have already been repaired and the residents are satisfied.
 - c) The District told the committee that the District will start looking into the 3rd well which was designed in the original system.
- 5) Old Business
 - a) Assessment request for 2853 Shorehaven Court, Hosien S. Moghadam
 - i) No action at this time. It was suggested to take this off the agenda unless Mr. Moghadam brings in information from the Post Office.
 - b) Hunter's Court 1st addition
 - i) Discussion of existing water assessment & water construction.
 - (1) Mr. Mathusek said he needs a clear outline of how the water will be installed. The District previously assessed the parcels in his Preliminary Plat and will install the service valves when he has the final plat. The District installed a main from Hunter's Court to get to the Tower. Hunter's Court 1st addition was assigned an equivalent number of assessments which were deferred. Gerry said he doesn't understand how the District assessed on a preliminary plat and Earl said that was what the District had to go by. The assessment is \$399,000 at 3.75% and Earl said the District made the commitment to service this plat at that price. Earl explained that the assessment has an amount for the supply portion of the service also and not just mains. There was discussion regarding the cost and Earl told Mr. Mathusek that the current cost works out just about the same as the original assessment.
 - (a) Ray said the District previously did the legal work for these assessments. Ray said it is too late to challenge these assessments unless there was a substantial change in the design with something way off. If that is the case, Mr. Mathusek could then try to change the assessment. Ray said the anticipation with the previous assessments was that the plat would be done reasonably soon. Mr. Mathusek said that he has fewer lots in the development now.

- (i) Pat said the water mains would cost around \$200,000.00 now and with the supply assessments, the cost is just about a wash.
 - 1. Mr. Mathusek previously received the scoping letter which shows the cost.
- (ii) Mr. Mathusek gave the district the check for \$2,000.00 deposit for the design; however, Kevin said the District still needs the Developer's Agreement signed.
 - 1. The engineering will not be designed until a final plat is ready. Mr. Mathusek said he lost 6 to 8 lots due to wetlands and retention ponds.
 - 2. Ray said Gerry could sign the developer's agreement subject to final approval by all governmental entities including the Town on plat approval and the county on zoning. Once this is done, then it can go out for bidding.
 - 3. Gerry asked who he could use for an engineer and Earl told him it's in the ordinance that the District does the engineering.
 - a. Gerry wants a copy of the ordinance where it shows this and Kevin will send him another one.

ii) Sewer Construction

- (1) Kevin said that East Central, which is the advisory committee to the DNR, approved including his parcel in the District's service area. The DNR received this in April and it takes 3 to 4 months to do an environmental assessment based on the additions so this should be out within a month or 2. The District needs to have this prior to installing sewer mains. Kevin called E.C. today and expects this to be approved within the 2 months.
 - (a) Ray asked if there was any reason this would not be approved and Kevin said that he expects the DNR would go with E.C. as they do all the leg work for the DNR. E.C. spent since 2004 to come up with the current plan and it's a 30 year plan. The City of Oshkosh is on the E.C. board and Earl said he never heard of it not going, but the meetings need to be completed. Kevin said that by the time Gerry gets to the county, this should all be completed as they've had 5 months already.
- (2) Kevin said these parcels No. 0020180 and 0020178 are both in the SD. This was done July 21, 2004 by the town board and this was recorded June 27, 2006.
- (3) Pat said they looked at the grades for sewer service. Easement acquisitions will determine the design. It may have to cross the creek. There are several areas to go through to get service. Olde Apple Acres – 1st /Williams property/Jero property and the District's property. Gerry said that Mr. Jero does not want excavating on his property at the present time. Gerry will have to work the easements out with the developers. Kevin said you need to also target a future road.
- (4) Gerry asked about another Lift Station to go the other way. Kevin said this property can be serviced by gravity; therefore, he does not want another lift station. The District already made sure gravity will work for the balance of the town. Earl said the rest of the sanitary service is planned through gravity. Kevin said the cost of the lift station is one thing, but the ongoing maintenance and labor for this would be way too high for the benefit of 39 parcels and an added cost to all residents. The sewerage would need to be pumped 3 times versus currently, it would flow gravity. There would be electric costs also. This plat is trying to be developed prior to sewer being this far Kevin said the next step is for Gerry to approach Mr. Williams and Midwest to see what will be best for all in obtaining the easements. Gerry asked if the option of a lift station is out, and the Commissioners felt it was too expensive. Kevin said the maintenance is too high. Kevin said the District looks at the large scale including the 50 and 100 year turn around, not just the short term for an immediate benefit. Kevin does not believe how 39 homes could pay for the support of the system and how the District could just charge them. Gerry said his alternative would be to go with mounds and Kevin said the county does not allow mounds when you are in a District. Gerry said he'll design the sewer, and Earl reminded him the District designs all the sewers and water mains for consistency. The District subcontracts out the engineering and will not change from this. The District has argued this point several times over the years with Developers and it is cost effective for the District to design developments based on the best for the District. Earl said in the long run 1 unified designed system is what the District decided to do. Kevin said for the District to service the entire community with 5 lift stations is just outstanding. This is where using a different engineer which is not the District's engineer may come up with a plan that could be horrible for the residents sewer user fees. The District has the lowest sewer user fee in the Fox Valley Area. Gerry is unhappy with this and said it's a monopoly and he disagrees with this. Joel said this has been the same for all developers and is fair. Gerry said bidding out the construction but not the engineering is not right. Mike said years ago there were problems with this and the District stayed with Strand. Gerry said he is not going to sign the development agreement until he knows the cost and it shouldn't be higher than what he could hire.

Pat said that they are competitive. Earl said he had hearings over 9 years ago as the District had to convince him also when he became a commissioner and Earl said it has been proven less expensive for the owners of the system (residents). It has been proven that the District is the least expensive for the maintenance of the system. Ray said it's tough, because some point in time there could be benefits.

- c) City of Oshkosh Washburn and sewer relocation update.
 - i) Kevin has a meeting with the DOT on September 27 to discuss the District's conveyance. They noticed that the District in both the easement audit agreement and the conveyance of rights and lands that we listed the flow station twice. Originally the District wanted this in the 90% agreement which was going first so the District wouldn't lose out on this 90% and then later on listed it in the easement agreement as it takes longer but pays 100%. The District's engineer and Kevin will go to Green Bay to be sure everything is laid out correctly now.
 - ii) Kevin hasn't received a reply from the City of Oshkosh so he doesn't know the status of their construction or the cost or when they will proceed. They have not sent back the conveyance signed yet for the easement the District granted them.
- d) Transfer is complete on the new phone/internet service
 - (i) The District transferred to NTD and so far everything is going good.
 - (ii) Charter Internet was cancelled today.
- 6) New Business
 - a) Discuss the Strand water and sewer report and the Director's Facility Report.
 - i) The District held a workshop with the Town of Omro and Strand. The Commissioners felt it was a good workshop on both sides.
 - b) Discuss the Director's Facility Report
 - i) The Commissioners are pleased with the report so far and directed Kevin to continue working on it. This will be a working plan for the District for future needs.
 - c) Finalize Budget schedule timeline
 - i) The District set October 4 at 5:00 for the budget workshop. The District's regular meeting is moved to October 11.
 - d) Waldwic Lane water main extension
 - i) Kevin is still working on the easements to get water to Dr. Janssen. The homeowner wants to build an attached garage to her house and the easement would be under the garage and the District doesn't want mains under a structure.
 - ii) No action at this time. Kevin will put this back on when he has the easements and can go forward.
 - e) DNR Water Sanitary survey report
 - i) The District has completed a water sanitary report where the DNR comes through and inspects all the water facilities to verify sanitary conditions. There were no major deficiencies, but 2 minor deficiencies were found at well #2 which was a construction error. They put in a screen that has 16 lines per inch instead of 24 lines per inch and it wasn't stainless steel. This screen needed to be removed to install a new screen. Mike asked if Kevin had the screen here or if he had to buy it, Kevin said he paid just over \$3.00 for the screen. This is just on a vent pipe that goes into the backwash tank. It goes over the air gap. Earl asked what the other deficiency was and Kevin said that there were 2 screens at treatment facility #2.
 - f) Appoint Algoma Sanitary District #1 Public Records Custodian
 - i) Per the ordinance, Earl is the responsible party for public records. Earl would like to designate the Office Manager. Earl said to put the document on the next months meeting for adoption.
- 7) Adjourn – Alex made a motion to adjourn at 8:10 p.m.

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner

Algoma Sanitary District #1
Minutes – October 11, 2006 - 6:00 p.m.
1220 Oakwood Circle

- 1) Commission President Earl Lawrence, with Commissioner Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for October 11, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Rose Mraz, Rob Wallace, Debbie & Kent Sorrenson, and Marilyn Griffin.
 - a) Earl noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - b) Mike made a motion to approve the minutes of the regular monthly meeting for September/second-Earl/carried unanimously.**
 - c) Mike made a motion to approve the cash receipts and investments report for water and sanitary for September/second-Earl/carried unanimously.**
 - d) Mike made a motion to approve the pending bills for October/second-Earl/carried unanimously.**
- 2) Director's Report
 - a) There's a concern on Leila Mae where the contractor was on private property to bore a service in. There was no apparent damage and no communication afterwards from the homeowner with any follow-up concerns. There's equipment in the ditches but that is in the right of way.
 - b) Compliments were received for the field engineer. Residents on Bison Point and Oak Park said he is doing a terrific job.
 - c) Kevin is in the process of doing a cathode protection pilot program on Leila Mae & Beechnut. It's 2200' long and will have 10 sacrificial anodes, spaced about 200' apart. Every section of pipe will be 100 feet from the anode. The pipe will fluctuate in and out of the water table. The anodes get attached to copper bonding strips. The cost is \$1,900.00 for the study. Ray asked what this does and Kevin said that the theory is to protect pipe over a long term. This is a 20 plus year study and you check for breaks. Earl and Mike were for the study.
 - d) The preconstruction meeting for the Washburn sewer is Friday with the City of Oshkosh.
- 3) Public Forum – Only the individuals mentioned above are present and will discuss during specific agenda items.
- 4) Report from Committees
 - a) There was one member of the Water Advisory committee at the meeting.
 - b) Earl told Joel that the District brought up buying land for buildings or a park with the Town, but no one from the Town board or Council Town Planning was present.
- 5) Old Business
 - a) Hunter's Court 1st addition Sewer & Water Developer's Agreement.
 - i) No agreement signed.
 - b) City of Oshkosh Washburn sewer and water relocation update.
 - i) See New Business 6c.
 - c) Debbie Sorrensen's request for water service.
 - i) Debbie said that Kevin told her she is to be on the agenda to get her questions answered as Kevin said he needs the Commissioners' direction for projects. Debbie said she still wants water; however, her neighbor decided not to grant an easement due to the possibility of their yard being torn apart due to a water leak in the future.
 - ii) Debbie asked if the Commissioners would overlook the 70% to bring water to those requesting water due to health concerns.
 - (1) Earl said the District does not have results showing the area has water health concerns.
 - (a) Earl said he would allow a greater number of deferrals but when the room is full of people saying they don't want the water main there or the opportunity to defer so without extenuating evidence as far as health issues in hand showing a major health issue, Earl is not sure how he would go back and force the water down the road.
 - (2) Earl said the District told the Town at the start of the water system that this would be a voluntary system and that is where the 70% came in. The District tries to avoid going by homes not wanting or needing the water.
 - (3) There was discussion regarding possible ways to install water to the Sorrensen's.
 - (a) Earl said he is willing to get other accesses if they could find one; the District just is not able to get there. If Debbie could get an easement to her property, Earl would be willing to put the line in. Earl said they could bore services in. Her neighbors did not want to sign as the water line could break and then the property needs to be dug up. Earl said it is up to her to talk to her neighbors.
 - (b) Earl told Debbie he moved as his block didn't receive water service, so he understands where she is coming from.
 - (c) Debbie questioned going down drainage ditches and using that easement. She asked if the District would be prohibited. Kevin said the District would need an easement over the easement and some

drainage easements do not allow anything in the area. Ray said it would say in the restrictions for the easement

- (4) Debbie asked what would happen if they agree to pay for the road and Earl said that the road is only part of it as the homeowners would still have water assessments. Debbie asked what they can do for their house where they have iron bacteria that need chlorinating and are told not to chlorinate the well due to arsenic. She is frustrated that she cannot get water from the District and they also cannot treat their own water. Debbie said she called 2 companies today regarding RO systems.
 - (a) Canopy said they have actually pulled RO systems out as they were not working properly.
 - (b) RO systems are not certified to take arsenic out.
 - (c) Debbie said they had an RO system when they moved in and she took it out as the water tasted awful.
 - (5) Debbie said some properties may go up for sale and then the new owners may decide to have water which could increase the percentages. Debbie asked how many additional yes's are needed to go down their lane. Kevin said the general idea is the assessments pay for the extension. Kevin said there is a narrow parcel in question which may not receive an assessment, so there are 17 parcels so they need 11 to 12 willing to pay the water assessment.
 - (a) Earl said if they have bad water samples and it need not be just arsenic, that there are other concerns to bring these in.
 - (b) Debbie said they have a number of 50' lots on the road and asked if this helps cover the cost. There are some parcels much larger and Earl said that no one pays the entire cost as part does come out of the water rates. Earl said the District does not know an answer until the parcels say yes and then the District gets to the public sealed bid opening.
 - (6) Earl said in other areas where the District went past homes, the homeowners were fine with deferring and were not completely against the water main. The District needs cooperation among the neighbors. Debbie wanted a copy of the District's ordinance showing the 70% and Earl said it's not in there. It would be in the Town's minutes where the District gave the guidelines. Earl said some areas are lower than 70% but the entire system maintains 70% for funding and needs to maintain this.
 - (7) Mike asked Debbie if homeowners would change their minds if the road was paid for but Debbie doesn't believe it will. She believes the people are just plain against the water system. Kevin told Debbie he has a bid for \$3.10 per square foot and the road would be 18' across and 1,000' length for the area in question. This is just the length for the parcels interested. This would be approximately \$56,000.00. This is just ripping out and going over and does not include a gravel base. This extension has not been designed yet.
 - (8) Kevin said the District needs to bond for funds for this area and may not receive bonding without enough homes paying for it.
 - (9) The District would need a surveyor also to say exactly where the easement is and see how the road sits in the easement. The easement was granted in 1979.
 - (10) Debbie questioned Waldwic and the easements. Kevin said at this point in time, the District does not have a correctly located signed easement.
 - (11) Earl and Mike told Debbie it would be worth her effort to try and get an easement if possible.
- d) Algoma Sanitary District #1 Public Records Custodian.
- i) Designate an alternate Public Records custodian.
 - (1) **Mike made a motion to appoint the Office Manager as the alternate Public Records Custodian/second Earl/carried unanimously.**
 - (2) **Mike made a motion for public records to be looked over between the hours of 8:00 to 11:30 and 12:30 to 4:30 on Tuesdays through Fridays/second-Earl/carried unanimously.**
- 6) New Business
- a) Budget for 2007.
 - i) Earl asked Joel if he had any comments on the proposed budget for 2007. Joel said it was consistent with the amounts from the Budget Workshop. Mike did not have any questions on the budget. Rose said the tax levy was based on the same percentage as the previous year and that the budget incorporated the comments for the changes from the workshop.
 - ii) **Mike made a motion to approve the proposed budget for publication/second-Earl/carried unanimously.**
 - b) Sewer user fee for calendar year 2008.
 - iii) Earl suggested reviewing the data later as Alex is not here. Kevin said his thoughts for this would be for the Commissioners to develop the parameters for the expenditures to be covered by the sewer user fee and what you want to be included in the fee. Then the District will project this out. Earl said to keep this on the agenda and he would like to review the fees for the other districts in East Central.
 - (1) Staff will look at all costs and expenditures for the sewer user fees and the increase amount to the City of Oshkosh next year and develop the numbers.
 - c) Washburn reimbursement from DOT.

- i) All the costs have been finalized for the amount due from the DOT. Most of the project will be reimbursed at 100% except for some for mains.
- d) Sewer Permit Increase
 - i) The Commissioners decided to increase sanitary permit fees to more closely match the cost of man hours. **Mike made a motion to increase the sanitary permit fee from \$40.00 to \$150.00 effective January 1, 2007/second-Earl/carried unanimously.**
 - (1) Staff will send out a letter to contractors.
- e) Retained earnings to be dedicated for 2007 projects
 - i) Kevin wanted all projects documented so the residents know what's been proposed and planned. With the budget the way it is now, there is an amount to be used from reserves. Earl said he wants the money out of reserves, but not dedicated to any particular activity.
- f) Water Service to 002-1073 – Highland Shores
 - i) Currently there is no water main to this property. To get water to this parcel, you need to go past other parcels. Diagonally it can go through the easement and then you can hook it up. There is a T on the fire hydrant in the area. Kevin said the possible short term service idea of this is that if the main is not installed, you could bore a lateral over to the corner of the property which would be about a 164' service to get to it. We have enough pressure and volume of water to be adequate for this length.
 - (1) You do need to cut across the road, but there is a sewer and water easement on this Lane for the whole road. The easement covers the width of the road. The District would stay within the easement.
 - (a) Kevin said the surveyors would need to be out there to identify exactly where the easement is. Kevin said when the sanitary easement was drafted; it also included water.
 - ii) Mr. Wallace said he will be building a home and with the cost he expects to spend, the resale value of putting a well in does not make any sense at all. Mr. Wallace said he wants to know how the District can accommodate him.
 - (1) Mr. Wallace said the neighbor's house sits on 3 lots and with the District's assessments, this would be 3 assessments. Earl said the neighbor could CSM it into 1, or defer any number of the assessments. This owner also owns a parcel across the street in the cul de sac. This owner does not want numerous assessments so Mr. Wallace said he was not able to get water with this past summer's project.
 - (2) Mr. Wallace said he is committed to start building by Thanksgiving and was wondering if it was too late this year for water. The contractor will be out of town in mid November. Kevin said they are installing some mains in this area in the next 2 weeks.
 - (a) The cost to the District up front if a main goes in would be expensive – around \$18,000.00 plus or minus. Earl asked if this was designed yet, and Kevin said this has been designed as an entire layout, but not a temporary line. These parcels were removed this year from the contract.
 - (3) Mr. Wallace said he is looking to occupy as early as March, 2007 and as late as May, 2007.
 - (4) November 10 is the latest that the contractor is looking to work if it's for the main. If just the lateral goes in, this could be hired out at a different time. Earl asked if there were other laterals that run this long. Kevin said the District doesn't have any other that long, but there are a couple of homeowners using long laterals. However, this year, there will be some installed in cul de sac's that will be approximately 115' where the District is using 2" poly pipe. The longest one would be on Oakwood where the District did one through an easement.
 - (a) Earl recommends getting water to this parcel as it is not outside what the District has done previously. Earl told Mr. Wallace that he would have to get all the paperwork signed and back to the District - the waiver of public hearing and assessments, and the participation form. The assessment would be roughly \$9,307.00 which was assessed this summer. Mike agreed with this. Earl said the assessment would increase by additional interest amount as it will not be on this years tax roll. Kevin said he can try to get the same bid tab as this summer's work. The final for this will be in November.
 - (b) Kevin said he is opening up this area in the next 2 weeks and will know if there is a water problem installing laterals. Kevin said that last year there was no problem in the area.
- g) Review of District debt ratios.
 - i) Staff completed the ratios today, but did not have time to take a second look at the numbers. Kevin said the columns are in the spreadsheet for starters but the accuracy needs to be double checked. The Commissioners said to wait until next month to go over these.
- h) Well abandonment rebate request for 4358 Bellhaven Lane.
 - i) This is the 2nd time request extension for this property. Earl asked why he would want to do this a 2nd time. Kevin said the District received a letter that due to serious illness in the family, that he was never able to complete the connection previously. The homeowner is not hooked up to water to date. The Commissioners decided there is nothing to take action on until the homeowner hooks up as there is no well to abandon. Earl

proposed to respond that the commissioners will not take up the subject until a service has been obtained and the abandonment form has been received at the District.

i) Special Assessment for Phase III.

i) Election to pay in full by November 1 – There was a request from a homeowner to go over 20 years rather than paying in full by November 1. Earl said the District has in the past allowed this change if the request came in prior to November 1. **Mike made a motion to allow the change in election to pay over 20 years for Parcel No. 002-3308/second Earl/carried unanimously.** Kevin said the District sent out a letter to those choosing to pay by November 1 and that is what triggered this letter. This is the only request the District has received in writing.

j) Letter from DNR.

i) Table top exercise for emergency response program.

(1) This deals with the Public Health Security and bio-terrorism.

(a) The DNR has a grant and there is no charge to the district. The DNR comes in and asks questions and you act out the scenarios.

(i) Earl said this is a good program, but to evaluate staff time and do it when there is time.

7) Adjourn – **Mike made a motion to adjourn at 8:45 p.m./second Alex/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Alexander Irvine, Secretary

Algoma Sanitary District #1
Budget Hearing and Regular Monthly Meeting
Minutes – November 9, 2006 - 6:00 p.m.
1220 Oakwood Circle

Budget Hearing - Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the Budget Hearing to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Pat Rank, and Rose Mraz. Earl noted that there was no one from the Public in attendance to discuss the District's budget. The budget was published in the Oshkosh Northwestern and Kevin said the affidavit from the Oshkosh Northwestern was received showing the budget was published. **Mike made a motion to adjourn the budget hearing and then open the regular monthly meeting/second Alex/carried unanimously.**

- 1) Call regular monthly meeting to order – Earl noted that the meeting has been called to order.
 - a) The District is using a tape recorder. No one else is using a recorder.
 - b) Alex made a motion to approve the minutes from the regular monthly meeting for October and the Special meeting for November/second-Mike/carried unanimously.**
 - c) Mike made a motion to approve the cash receipts & investments for the Sanitary & Water systems/second-**
 - d) Alex/carried unanimously.**
 - e) Mike made a motion to approve the pending bills as submitted/second-Alex/carried unanimously.**
- 2) Public Forum: There is no one from the public in attendance for the regular monthly meeting.
- 3) Director's Report:
 - a) District statistics – Kevin noted that the District had 6 installations of water lines today and 4 of these also hooked up the meter. Phase III is ready for hook up - the last piece of pipe was installed Monday. Restoration must be complete this Friday for this year and there will be a punch list for next spring.
 - b) Correspondence – Kevin said he informed McClone Insurance of the District's lawsuit against the City of Oshkosh so they are informed what is going on.
 - c) Kevin called the DNR and discussed what is happening with the Washburn project so they know what is going on.
 - d) Projects coming up. The well house on Thackery has a drainage swale that was never installed when the building was built. The utilities may need to be lowered. The prework invoice from WI Public Service said the cost is about \$4,000.00 and Kevin told them the District will not accept to pay this as the District did not have them install the electric at the elevation installed. Through discussions with Public Service, it is the developer that verifies that the final grade is within 6" of final grade. The District's building was put in prior to the utilities being put in. This grade creates a pond in the adjoining lot that is overflowing into the District's yard.
 - i) Earl asked if the area could be contoured without changing the utilities. This could be solved with a culvert, but the utilities would still not be correct.
 - (1) Kevin talked to Ken Neubauer and he approved installing a culvert which would cost around \$1,000.00
 - ii) The commissioners prefer to have the utilities at the proper elevation.
 - (1) Kevin said he will continue working on this.
 - (2) Kevin called the Developer but he is not available until the end of November. This may fall back to whoever did the plat design for the developer.
 - e) Kevin submitted a publishing to the Northwestern for public sealed bids for a truck purchase. The bids will be opened December 7.
 - f) Kevin was talking with the Town of Omro as they are discussing putting their Fire Protection Fee on the tax roll. They are looking at how and why to put it on the tax roll. Kevin discussed the fire at Turn Key Auto as the hydrant was less than a quarter of a mile away and this may have helped save infrastructure while the parcel is not in the Omro Sanitary District or on the water system.
 - g) The jetter will be delivered to the District on Monday. Kevin checked with Norm Mueller regarding storage and he wants \$300.00 per month to store the jetter; however, he came down to \$8.00 a day and Earl said this may not be unrealistic due to the heating bill if the door is opened a lot in the winter. The cost is still more than the District wants to spend.
 - h) The Aurora flow station. The District purchased an aluminum large hatch door to replace the manhole cover.
 - 4) Report from Committees – None.
 - 5) Old Business:
 - a) City of Oshkosh Washburn sewer and water relocation update
 - i) There was discussion regarding the status of the Washburn project – Ray said the City of Oshkosh was served on November 3 with the complaint and the temporary injunction. The city has 20 days to respond to the injunction.
 - ii) The DNR has not heard anything from the city regarding approvals for the change the city is anticipating regarding the location of the Sanitary District's metering station.

- (1) Moving the District's station from the approved location will cause the District to not measure a portion of the flow going into the city.
 - (2) The city will not be in compliance with the approved DNR project and this will be a violation of plan revision. The District does not know exactly where the station will be installed by the City, or if the District will have an access to the station. This affects property that is in the city and in the Algoma Sanitary District Sewer Service Area.
 - (3) The District attempted to sit down with the City to discuss issues, but the City is not interested in discussing the project with the District. The City sent a letter indicating that they would charge the District after the project is completed.
 - (4) Kevin told the city that the District does not operate this way.
 - (5) Earl asked Ray if the District was doing everything we can at this point or if there is something more the District can do. Ray said the District needs to wait and see what the City is doing.
- iii) It was discussed that if the city moves the District's station where they last indicated in their letter, regardless of what the District approved of previously, it could cost over a million dollars to correct this in the future. Due to the drop, the elevation may not be sufficient. The District would need to purchase land that does not conflict with utilities.
- 6) New Business:
- a) Budget for 2007
 - i) **Mike made a motion to adopt the budgets as presented/second-Alex/carried unanimously.**
 - b) Sewer user fee for calendar year 2008 to be based on accounting audit of calendar year 2006.
 - i) Kevin said staff is recommending using the most recent audit year in the computation to determine the user fee. Using the 2005 audit will still give the District time to adjust user fees for 2008 during May, of 2007. Earl asked to put this back on the February agenda to see where the District is.
 - c) Washburn reimbursement from DOT
 - i) The opinion of cost is \$455,000 and the actual cost to the District will be approximately \$25,000. The District is saving about \$430,000 by discussing this with the DOT and obtaining State and Federal funding for this.
 - d) Water Service to Parcel No. 002-1073 Highland Shores for Rob Wallace
 - i) **Earl made a motion to accept the waiver of Public hearings and Preliminary assessments for Parcel 002- 1073/second-Mike/carried unanimously.**
 - ii) **Alex made a motion to accept the Final Resolution authorizing Public Improvement and Levying Special Assessments against benefited property in the Town of Algoma, Winnebago County, Wisconsin. Specifically certain property at Highland Shore Lane, Parcel No. 001-1073, (Resolution No. 12-2006)/second-Mike/carried unanimously.**
 - e) Review of District debt ratios
 - i) Kevin explained the spreadsheet showing the District's debt ratio. This spreadsheet shows the District's debt versus the cost to the parcels in the Sanitary District. The spreadsheet assumes all assessments would be called and you use cash on hand to clear the bonds the District has. This is just a tool to show the debt versus cash on hand when looking at future debt.
 - ii) Earl said to pull out the deferred and see the chart.
 - iii) The operational chart will be completed in the spring.
 - f) Sewer User Fee Rebates
 - i) **Mike made a motion to approve the sewer user fee credit to go on the 2006 tax roll for Parcel No. 002-1014 - McDonald and Parcel No. 001-0111/second-Earl. Mike – yes, Earl yes, and Alex abstained/carried 2 to 0 with 1 abstention.**
 - g) Well abandonment extensions
 - i) The District has a list on contractor letterhead for the parcels requesting the extension for well abandonment. All are for phase II and most will be completed this fall yet, 1 is waiting for the frost. **Mike made a motion to allow the well abandonment for the affected parcels until April 1, 2007/second-Alex/carried unanimously.**
 - h) **Mike made a motion to go into closed session to discuss staff employment matters/second-Alex/carried unanimously.**
- 7) The Commissioners returned from closed session after discussing staff reviews and employee matters. There was no other further discussion at this time.
- 8) Adjourn – **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted, _____

Rose Mraz, Office Manager

Approved: _____

Earl Lawrence, Commissioner

Algoma Sanitary District #1
Minutes – December 14, - 6:00 p.m.

Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the meeting to order at 6:00 p.m. Also present was Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz.

- 1) Public Forum: There is no one from the public in attendance for the regular monthly meeting.
- 2) Call to order.
 - a) Earl noted that the District is using a tape recorder. No one else is using a recorder.
 - b) Alex made a motion to approve the minutes from the regular monthly meeting for November /second-Mike/carried unanimously.**
 - c) Mike made a motion to approve the cash receipts & investments for the Sanitary & Water utilities/second-Alex/carried unanimously.**
 - d) Mike made a motion to approve the pending bills as submitted/second-Alex/carried unanimously.**
- 3) Director's Report
 - a) District statistics – The District has 602 water permits issued and is moving right along.
 - b) Correspondence:
 - i) The District received the approval for the DNR tabletop exercise for emergency preparedness. During March, the DNR will come and do a 2 hour sit down with Kevin to discuss and set up the scenario and then later in March or in April, they come back and sit down with staff, the Fire Department and other interested parties (County Health Dept, etc.) and do the planned 3 hour exercise.
 - (1) Kevin applied for this as it will be a good practice to see how staff would react to an emergency and see where improvements can be made. The commissioners agree that this will be good practice for the District.
 - c) The District submitted a disconnection form to the PSC today as they will look it over and let us know if it has all the necessary wording.
 - d) Dave Hildebrandt submitted a letter to the District regarding his water assessment; this is included in the packets. He is from sub phase III. This will be added to next months agenda.
 - e) David and Sally Coleman sent a letter to the District regarding their assessment. They were in sub phase II and made their first payment on their tax bill last year. This will be put on next months agenda.
 - f) Matt Salzseider sent a letter regarding installing two 6 inch sanitary services next to Kolb's for commercial buildings. They are not going into the property and just want to get the laterals across Omro road when the ground freezes about 3 to 5'. They are planning on hiring Jossart Brothers to bore across the road. The main is around 15' deep.
 - g) The Aurora flow station is completed and has a larger hatch (4' x 2'6") now rather than just the manhole. It was a sloppy mess previously where it was located and they were able to move it a bit. The grass seed will be put in next spring.
 - h) Well #1 – The flow line (drainage swail) was never installed and the District currently put in an 8" culvert. The District was able to avoid the wires and not require moving them. Public Service wanted \$4,000.00 to move the wires. Kevin is working with the developer, Mr. Tenpas to determine which of 3 entities is responsible for the mix-up. It was originally surveyed, staked or graded incorrectly.
- 4) Public Forum – This was listed 2 times – no one from the public is in attendance.
- 5) Report from Committees
 - a) Earl said there was a water advisory council meeting this week and he heard there was some good discussion regarding future land purchases. There was someone from zoning and planning at the meeting. There was discussion to see if it is feasible to purchase land together with the Town.
 - i) The District needs land for an additional well and a new administration building; and the Town is considering purchasing land for a park area and a new town hall. The Fire Department may be included in the move. Nothing has been formalized as there are just discussions at this point to see what works best for all involved. The District now has a feel for what the Town is considering.
 - (1) Kevin said Joel had a good point, that if the District moves out, the Fire Department may stay where they are and use our parcel to expand.
 - ii) Kevin said the District's goal is to have the wells a mile apart so they do not affect the static level in the other wells. Kevin would like to have the District's 3rd well and a new administration building on the same parcel as this would save travel time for one of the operators.
 - iii) Kevin said he explained to the Water Advisory Council that the District needs to consider set backs when purchasing a site. There are set distances indicating how far wells need to be from gas stations, landfills, etc.
 - iv) The District is considering going south of Highway 21. If you choose a further west point, you need to consider the cost of getting sewer and water to the site which would be an investment for now; however, the cost would be offset as new developments go in.

- v) You need to consider road service also, and the District needs to know where dedicated roads will be.
 - (1) Joel said the cost of roads should not be a cost of the Town Residents alone and should include county money for them.
 - (2) Kevin said if Clairville were mapped, he could look in that area.
 - (3) Joel said the Parks Committee now is interested in doing something south of 21.
 - (4) If the District purchases land alone, we would go further south than the Town is interested in going.
 - vi) The Commissioners agreed to concentrate the search where the main roads are.
 - (1) Kevin said there will need to be many discussions with property owners and developers.
 - b) Joel said there was discussion regarding the next newsletter. It was recommended that the District talk about how people will go about getting water extensions in the future.
 - c) Kevin said the District may start to consider tours for schools and Bob Nadolske had a good idea when he said a tour may be informative for the realtors. This is just in the thinking stages.
- 6) Old Business:
- a) City of Oshkosh Washburn sewer and water relocation update. – Kevin sent out information on the Palmer Bolwus type of flume. This flume is a + or -3 % accuracy.
 - i) When compared to that, it appears this will work fine and is easy enough to clean. Kevin doesn't see any draw backs with it. Even if the District went to a water meter to monitor flow, they are + or – 1.5% so the error level is fine. This flume will allow you to install it with only a 6” drop on the downstream side of it and not end up with a constant false high reading.
 - (1) Previously, Kevin was worried that it would only go down to 350 gallons a minute or so and still be accurate; the District is finding some flumes that go down to 10 gallons a minute and still have a high accuracy range.
 - (2) The good thing about finding this flume and working through this with the City is that one can be put at the original location near the NR gas pipeline to monitor all the sewerage and also leave the availability of a drop north of Highway 21.
 - ii) Kevin said the City still is concerned that the Town may become a village; and they believe the District would become part of the village and if we stop serving the Washburn location, the city wants to be able to have a location to move the flume. Kevin is working with Steve Ghode and things are getting in motion. The City is looking at this flume and it looks like it will be approved by them also.
 - b) The City needs the payment agreement from the District. The requirement is that the District needs to approve that the District will pay for everything North and West of the previous flume. The DOT has already indicated they would fund everything North & West including the metering manhole for the project. The work will be covered at a minimum of 90% and the majority will be covered at 100%.
 - i) The total cost, not counting the highway 21 changes to be completed in the future is estimated at \$287,000 for construction and about \$34,000 for city engineering for their design and an additional 12% of the contract.
 - (1) Kevin said he told the city that the District would be doing the inspection for our station.
 - (2) After receipt of the payment agreement, the city will acknowledge the District has ownership including the manhole and everything beyond that as long as the District pays for it.
 - (3) Ray asked if there is a DNR approval at this point. Kevin said the DNR dropped it until the ownership issue was agreed to.
 - (a) Ray asked at what point the District can dissolve the injunction. Kevin said the city stopped sewer construction and shifted to water mains. Kevin said the city still needs to change some elevation plans and he will keep Ray informed.
 - ii) Ray recommended that Kevin makes sure the DOT will pay for any revisions and the commissioners agreed to obtain this.
 - iii) **Earl made a motion to approve the letter to be sent to the City of Oshkosh indicating the District will expect the invoice from the city for this Project/second-Mike/carried unanimously.**
 - c) The City of Oshkosh has not responded to the District's request for public records yet. Ray said to send another letter asking why they haven't responded to the request. Kevin said there has been no denial for records from the city either.
- 7) New Business
- a) Review and act on public notified sealed bid results for vehicle purchase. This was posted in the Northwestern and sent out to the local entities so they were all aware that the District is looking for another truck. The lowest qualifying bid came from Racette Ford and this is an acceptable truck. Their bid includes everything the District asked for and these are checked off. Other bidders did not check everything off the list.
 - i) Ray asked if they were the only one who met everything the District asked for to be a conforming bid and Kevin said they were the only one with everything checked off. You could order the truck at another place, but with add ons, the cost would be about the same.
 - ii) The District budgeted \$28,000.00 for another truck, and all bids came below that.

- iii) This truck can haul 6,800 pounds. The Commissioners said they would like to have at least 2 trucks available to pull the jetter. This truck would need the electrical adapter for the brakes and Kevin said the operators can put that on.
- iv) **Mike made a motion to purchase the Ford F150 from Racette/second-Alex/carried unanimously.**
- b) Act on claim from Kim Hanson – Ray said there is nothing to act on. Ray talked to the office handling the defense on both ends and said nothing needs to be completed at this time.
- c) Commission review of office requirements – Earl asked for this to be put on the agenda at this time for the Commissioners to review and see if they want to change or add any requirements. There were no comments at this time.
- d) Approve spending expenditures for 2006 and 2007. Kevin said there are a few expenditures that were approved previously, but some expenditures are over his monthly stipend so he wanted the commissioners to know about and ok the following items and related costs prior to purchases.
 - i) Another oxygen cylinder – This is budgeted for and under the budget.
 - ii) Water leak audible locate device. The district has been going around listening to hydrants and has tested 3 different kinds. The least expensive one of an acceptable quality is \$3,050 and \$3,000 was budgeted. There is money left from other water system tools - \$3,500 was budgeted which wasn't spent yet. Kevin is asking to spend about \$1,000.00 of this currently.
 - iii) Another item is for a fire hydrant diffuser along with the 25' hose. This is for the large nozzle so you don't pump into the ditch. Water goes out a 25' hose and gets diverted – Mike said the city has one of these and it works nice. Kevin would like to get out of ditch area for discharge. This was budgeted for
 - iv) A pistol grip fire hose nozzle that goes on the hoses to be used for many types of things.
 - v) Miscellaneous lab glass wear – some large glass wear for cleaning the pipettes so they can be slid into it with some HCL. Currently the District is cleaning with dionized water but eventually you want to soak pipettes overnight.
 - vi) Electric trailer brakes – This was not budgeted for, but there is \$1,750 left for tools and the staff can install this. This is for the Chevy.
 - vii) Office computer for the Utility Clerk. Received 2 quotes with the lowest from Dell.
 - viii) Trash pump for trench work in case there's a watermain break which will handle 1" solids with a 20' discharge hose to get it outside of the excavation area.
 - (1) Previously this was quoted for \$595.00 but it didn't handle the 1" solids. This one is \$1,129.00 with a Honda engine so they are reliable from experience.
 - ix) 2007 items – 2 programs from Workhorse – Utility Billing and Fixed Assets Program which were budgeted for.
 - a. This will be installed prior to the next meeting, but the District wants it approved previously.
 - x) Earl said the list of additional items is still within the capital budget. **Mike made a motion for Kevin to purchase the items/second- Alex/carried unanimously.**
- e) Accept assessment payment in full for parcel no. 002-2207. Mrs. Kaufmann wanted to pay in full without interest, but it was not put in writing so she did not receive our reminder letter. Her check is deposited in the bank. Earl previously indicated that if she pays prior to the tax roll going out he would be ok with this payment. **Alex made a motion to accept the assessment payment in full for Parcel No. 002- 2207/second-Mike/carried unanimously.**
- f) Deferred Compensation Plan – Internal Revenue Code section 457. North Shore Bank came and discussed their plan with staff. They have CD's or mutual funds you can choose from. This is available to all staff and commissioners. Contributions will be tax deferred and you can start taking it out at age 55. This would cost the District about an hour of time to get set up and after that about 15 minutes per month and also the cost of the ACH transfer. The transfer is about \$5.00 per month. **Mike made the motion to have the District adopt resolution number 13-2006 to set up the Deferred Compensation Plan/second-Alexander/carried unanimously.**
 - i) The commissioners agreed this was a fair plan to offer to the employees. Earl said to set up a policy and include how often you can change your contribution amounts.
- g) Other New Business
 - i) Joel wanted to indicate that he received the Festival Food Card for \$25.00 from the District and he was uncomfortable with it. Joel said he felt it was appropriate for the employees only. The District sent a Happy Holiday Card to employees, commissioners, and Joel. Ray said he felt it was fine for staff, but will check into the matter for elected officials. Ray will have this next month.
 - (1) Joel said the board set his compensation and this went above that.
 - (2) Kevin indicated he felt it was sent out well deserved as everyone has put in due diligence and tried to do their best for the District so this was a small memento for what everyone was doing.
 - (3) Kevin asked Ray if there was a difference between the card and buying a turkey. Earl asked if this would be taxed if it's not stated for a particular item.

- (a) Rose said she read the IRS information and found where if it is under \$100.00 that it is not taxable.
- (4) Ray asked who made the decision to give out the cards and Kevin said he did. It wasn't the commissioners who decided to do this.
- ii) Mike asked if the grease traps have been checked. Kevin said they are done privately, and the District can request their schedule.
- h) Mike made a motion to go into closed session to discuss staff employment matters/second-Alex/carried unanimously.**
- i) Mike made a motion to go back to open session/second-Alex/carried unanimously.**
 - i) It was requested to go into closed session next month to review compensation plans for all employees and to get an update on Commissioner and Treasurer Pay and compensation in similar districts throughout the State.
- j) Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Alexander Irvine, Secretary