

Algoma Sanitary District #1
Regular Monthly Meeting
Agenda –January 11-2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Number of water customers.
- c) Number of sewer customers.
- d) Correspondence.
- e) Status of 2007 projects.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) City of Oshkosh Washburn sewer and water relocation update.
 - i) Resolution 1-2007 Intergovernmental agreement with City of Oshkosh for payment of sewer construction in relation to Contract 06-08.
- b) Update on claim received from Kim Hanson.

6) New Business

- a) Petition for addition to Sanitary District for parcel 002-011601.
 - i) This is required to comply with zoning issues for the CSM to combine parcel 002-0108 (9.89 Acres) in Sanitary District and parcel 002-011601 (0.14 acres) not in Sanitary District.
 - ii) The parcel owner can be the petitioning client on this request to the Town of Algoma.
- b) David and Sally Coleman water assessment on parcel 002-2634.
- c) Dave Hildebrandt water assessment on parcel 002-3041.
- d) Steve and Peg Ruedinger water assessment on parcel 002-2162.
- e) Authorize Strand to draft perpetual water easement document for Waldwic Lane with a location to be generally south of the asphalt surface.
- f) Public notification of emergency after hour contact list.
- g) Discuss possible water and sewer service to new CSM that will be portioned off from parcel 002-023301 also recognized as 3326 Witzel Ave.
- h) Discuss possible water service to parcel 002-2933 in Bellhaven Estates also recognized as 4567 Bellhaven Lane.
- i) Review of City of Oshkosh 30-year intergovernmental agreement.
 - i) Closed door meeting to discuss negotiations of upcoming contract discussions.
- j) Go back to open session.
- k) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
- l) Go back to open session.

7) Adjourn

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the district at 426-0335.

Algoma Sanitary District #1
Regular Monthly Meeting
Agenda –February 8, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Number of water customers.
- c) Number of sewer customers.
- d) Correspondence.
- e) Status of 2007 projects.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Update on claim received from Kim Hanson.
- b) Waldwic Lane water easement.
 - i) Preliminary water main design location review.
 - ii) Draft version of easement review.

6) New Business

- a) Request For water service on Oakwood Road South of the Algoma Town Hall.
- b) Request for water service on Creek Side Drive.
- c) Emergency Response Plan review.
- d) Land Acquisition for water treatment facility #3 status.
- e) Lowes site plan review for sewer connection.
- f) Community development and public relations discussion.
- g) Review of City of Oshkosh 30-year intergovernmental agreement.
 - i) Closed door meeting to discuss negotiations of upcoming contract discussions.
- h) Go back to open session.
- i) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
- j) Go back to open session.

7) Adjourn

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the district at 426-0335.

Algoma Sanitary District #1
Regular Monthly Meeting
Agenda –March 8, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.
 - i) Set next meeting date.

5) Old Business

- a) Waldwic Lane water easement.
 - i) Preliminary water main design location review.
 - ii) Review draft version of sewer and water easement.
- b) DOT funding of Washburn Project.
- c) Review of City of Oshkosh 30-year intergovernmental agreement.

6) New Business

- a) Emergency Response Plan review.
 - i) Preplanning of emergency scenario meeting to be held March 9, 2007.
- b) Land Acquisition for Water Treatment Facility #3 status.
 - i) Resolution to approve Offer to Purchase Land and discuss the offer price.
 - (1) Conditions to be placed on Offer to Purchase.
 - (2) Size of parcel to purchase.
 - (3) Review the well suitability study completed by strand.
 - (4) Approve the start of a CSM if the offer is accepted for a cost of between \$1000-\$1200.
 - (5) Authorize staff to complete a Conditional Use Permit and submit to Town of Algoma and Winnebago County in April.
- c) Discuss Geographic Information System (GIS) implementation.
- d) Winnebago County.
 - i) Tax lister dealing with A1 parcels.
 - ii) County mutual aid agreement for heavy equipment services available for emergency repairs.
 - (1) Receive list of hourly rates.
 - (2) Receive list of equipment.
- e) Bellhaven fourth addition preliminary plat submitted to Town of Algoma.
- f) 2006 Audit – Preliminary Report.
- g) Annual parade – Water bottles.
- h) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
- i) Go back to open session.

7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Amended Agenda –April 19, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) New Commission organization.
 - i) Appoint positions for Treasurer, President and Secretary.
- c) Approve minutes of previous meetings.
- d) Approve cash receipts & investments for sanitary and water.
- e) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.
- d) Washburn Flow station staircase to be installed on April 16, 2007.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.
 - i) Set next meeting date.
 - ii) Set workshop to discuss future plans with the Town of Algoma Board.

5) Old Business

- a) Waldwic Lane water easement.
 - i) Packet for signing will be released to residents on April 17, 2007.
- b) Washburn sewer project status.
- c) Review of City of Oshkosh 30-year intergovernmental agreement.
 - i) Update of City of Oshkosh response and or action.
 - ii) We are waiting for our 2006 fourth quarter sewer charge.

6) New Business

- a) 104 Wyldeberry water service.
- b) Emergency Response Plan review.
 - i) Emergency tabletop scenario to be held May 17, 2007 from 9:00 a.m. to noon.
 - ii) Final Invitations mailed out on April 4, 2007.
 - iii) Discuss office layout to accommodate meeting.
- c) Land Acquisition for Water Treatment Facility #3 status.
 - i) Update status of Offer to Purchase Land and discuss the offer price
 - (1) Resolution to direct staff in purchase of land.
- d) Winnebago County.
 - i) Tax Lister dealing with A1 parcels
 - (1) Liz will send updated list
- e) Bellhaven fourth addition preliminary plat submitted to Town of Algoma.
 - i) Developer's agreement released to Portside Properties for their review on March 14, 2007.
- f) 2006 Audit Status.
- g) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
- h) Go back to open session.

7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Amended Agenda – May 10, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Review of City of Oshkosh 30-year intergovernmental agreement.
- b) Bellhaven fourth addition sewer and water design.
- c) Lowes sewer construction partial release of easement.
- d) Kim Hansen claim update.

6) New Business

- a) Emergency Response Plan review.
 - i) Emergency tabletop scenario to be held May 17, 2007 from 9:00 a.m. to noon.
- b) Land Acquisition for Water Treatment Facility #3 status.
 - i) Update status of Offer to Purchase Land and discuss the offer price
 - (1) Resolution to direct staff in purchase of land.
- c) Winnebago County tax lister dealing with A1 parcels.
 - (1) Updated list of parcels in question.
- d) Resolution # 2007-5-1 to approve CMAR report prior to DNR submittal.
- e) Schedule available dates to interview final candidates for the Water/ Wastewater Operator position.
- f) Set meeting date with Madeline Gotkowitz during Water Advisory Council.
- g) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
- h) Go back to open session.

7) Adjourn

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**Algoma Sanitary District #1
Regular Monthly Meeting
Amended Agenda –June 14, 2007– 6:00 p.m.
1220 Oakwood Circle**

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Review of City of Oshkosh 30-year intergovernmental agreement.
- b) Bellhaven fourth addition preliminary plat submitted to Town of Algoma.
- c) Lowe's sewer construction partial release of easement.
- d) Kim Hansen claim update.

6) New Business

- a) Resolution 2007-6-3 approving elevated water tower rental agreement with Utility Service Co.
- b) Ormand Beach sewer and water relocation developers' agreement.
- c) Ehlers and Associates to review bond payment schedule and finance plan development.
 - i) Engagement letter
 - (1) Arbitrage rebate services
 - (2) Financial Planning Services
- d) Resolution 2007-6-1 approve the insurance with the Government Pool.
- e) Land Acquisition for Water Treatment Facility #3 status.
 - i) Update status of offer to purchase land and discuss the offer price.
 - (1) Resolution to direct staff in purchase of land.
- f) Winnebago County tax lister dealing with A1 parcels.
 - i) Petition for addition of parcels already in district as insisted by tax lister to clear up County documentation
- g) CCR report prior to publish.
 - i) Resolution 2007-6-2 - confirmation of public announcement of CCR report delivered to residents via mail to each parcel in District.
- h) Discussion about sewer user fee rate change.
 - i) Review Sanitary District sewer financial statements.
 - ii) Develop action plan for staff to proceed with for sewer user fee rate determination.
- i) Respond to Public Service Commission order point for a water rate hearing.
 - i) Discuss conversation about 3 year review deadline of April 2007.
 - ii) Propose to Public Service Commission to schedule an order point for comprehensive water rate hearing in May 2008.
- j) Credit request by Mr. Al-Bitar for well abandonment completed at 4358 Bellhaven Lane.

7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Agenda – July 12, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Resolution 2007-7-1 approving elevated water tower rental agreement with Utility Service Co.
- b) Ehlers and Associates to review bond payment schedule and finance plan development.
- c) Kim Hansen claim update.
- d) Discussion and action on sewer user fee rate change.
 - i) Review Sanitary District Sewer Utility financial statements.
 - ii) Determination of 2008 sewer user fee rate per equivalent unit.
 - iii) Determination of minimum sewer user charge to be levied in 2008.

6) New Business

- a) Ormand Beach sewer and water relocation developer's agreement.
- b) Survey review for direct payment collections for Water Utility bills.
- c) Emergency tabletop planning exercise – review and develop action plan.
- d) Land Acquisition for Water Treatment Facility #3 status.
 - i) Update status of offer to purchase land and discuss the offer price.
- e) Schedule Water Advisory committee meeting for August.
- f) Winnebago County tax lister dealing with A1 parcels.
 - i) Town of Algoma status of Sanitary District additions.
- g) Badger Meter Inc. - revision of water meter signal output will require a new handheld computer receiver.
 - i) Approve proposal of ordering 100 meters now and delay shipment of 100 meters for out to 2 years to receive required handheld at no charge.

7) Adjourn

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**Algoma Sanitary District #1
Regular Monthly Meeting
Amended Agenda –August 9, 2007– 6:00 p.m.
1220 Oakwood Circle**

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.
 - i) Bellhaven sewer and water extension.
 - ii) Washburn sewer and flow station.
 - iii) Menards expansion sewer easement conflict.
 - iv) Land acquisition for water treatment facility #3.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Town of Algoma status of Algoma Sanitary District additions.

6) New Business

- a) Review Ehlers long term cash flow financial plan for Sanitary District.
- b) Approve staff to make additional principal payment on Safe Drinking Water Bond.
- c) Determine what to do with the remaining balance regarding Public Lands' loan #2.
- d) Water utility investment plan for assessment receivables.
- e) Act on resolution 2007-8-1; approve hiring Strand to complete the Well Suitability Study for a quote of not to exceed \$5000.
- f) Act on resolution 2007-8-2; proceed with certified survey map for Miller property with R.A. Smith not to exceed \$1750.
- g) Act on resolution 2007-8-3; approve submitting conditional use permit to Winnebago County for water treatment facility #3.
- h) Set up interviews with engineering/Architectural firms for designing water treatment facility #3/administrative facility.
- i) Act on resolution 2007-8-4; award bid to the lowest acceptable bid received from Don E Parker Excavating Inc. for the fourth addition to Bellhaven sewer and water extension in the amount of \$349,511.32.
 - i) We need to receive the notice to proceed from Portside Builders Inc. being the developer and responsible party for this extension.
- j) Ormand Beach sewer and water relocation developers' agreement.
- k) Act on resolution 2007-8-5; approve staff to proceed with setting up with Associated Bank the ACH draws for water bill collection.
- l) Well abandonment credit for:
 - i) Phil Coats - 1522 Valley Road.
 - ii) David & Bonnie Reynolds – 3466 Omro Road
- m) Auditing Services
- n) Request for water service to 3936 highland Shores Lane.
- o) Go to closed door session to discuss staff employment and compensation matters.
- p) Open meeting to act upon discussion from closed door session.

7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Agenda –September 13, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.
 - i) Bellhaven sewer and water extension.
 - ii) Washburn sewer and flow station.
 - iii) Menards expansion sewer easement conflict.
 - iv) Land acquisition for water treatment facility #3.
 - v) Engineering services interview.
 - vi) Sewer cleaning & televising – September 12.
 - vii) Water valve exercising & flushing (October-November).
 - viii) ACH – water bills.

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Town of Algoma status of Algoma Sanitary District additions.

6) New Business

- a) Auditing Services for 2007 audit.
- b) Investment options for water special assessment receivables.
- c) DAK parcels (154, 170, & 184 Oakwood Road) water service.
- d) 2008 budget cycle schedule.
- e) Received DNR sanitary compliance maintenance annual report.

7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Agenda –October 11, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

1) Call to Order

- a) Notice of use of tape recorder.
- b) Approve minutes of previous meetings.
- c) Approve cash receipts & investments for sanitary and water.
- d) Approve pending bills for sanitary and water.

2) Director's Report

- a) Review of District statistics.
- b) Correspondence.
- c) Status of 2007 projects.
 - i) Bellhaven sewer and water extension.
 - ii) Washburn sewer and flow station.
 - iii) Land acquisition for water treatment facility #3.
 - iv) Lowes Sewer extension
 - v) Sewer main cleaning & televising.
 - vi) Water valve exercising & flushing (October-November).

3) Public Forum

4) Report from Committees

- a) Water Advisory Council.

5) Old Business

- a) Status of 30 year sanitary treatment agreement with City of Oshkosh update.

6) New Business

- a) Determination of which engineering firm to use for the design of administrative / treatment facility services agreement.
- b) Determination of which auditing firm to use for 2007 audit.
- c) Sewer user fee credit
- d) Budget for 2008 review.
 - i) Review revised budget as developed at the Budget workshop.
 - ii) Set 2008 Budget Public Hearing date and time for November 8 at 5:45 p.m.

7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Agenda –November 8, 2007– 5:45 p.m.
1220 Oakwood Circle

Open Public Hearing for Budget for 2008

- 1) Public Forum
- 2) Adjourn

Open Regular monthly meeting

- 1) Public Forum
- 2) Call to Order
 - a) Notice of use of tape recorder.
 - b) Approve minutes of previous meetings.
 - c) Approve cash receipts & investments for sanitary and water.
 - d) Approve pending bills for sanitary and water.
- 3) Director's Report
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2007 projects.
 - i) Bellhaven sewer and water extension.
 - ii) Washburn sewer and flow station.
 - iii) Land acquisition for water treatment facility #3.
 - iv) Lowes sewer extension.
 - v) Sewer main cleaning & televising.
 - (1) Wyldewood Village sewer repair.
 - vi) Water valve exercising & flushing.
- 4) Report from Committees
 - a) Water Advisory Council.
- 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with City of Oshkosh update.
- 6) New Business
 - a) Discuss the financing of the proposed administrative, water treatment facility, warehouse building, and utility extension project.
 - i) Review staff's proposal for funding this expansion project.
 - ii) Review the cash flow analysis.
 - b) Budget for 2008
 - i) Discuss.
 - ii) Adopt.
 - c) Act on Engineering Agreement for technical services as presented by Strand Associates dated October 26, 2007.
 - i) Review and discuss task list assignment.
 - ii) Review and discuss timeline of tasks.
 - iii) Approve the Technical Services Agreement.
 - d) Review blasting ordinance suggested changes.
 - e) Discuss County Highway Commission proposed arterial road locations.
- 7) Adjourn

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Algoma Sanitary District #1
Regular Monthly Meeting
Agenda – December 13, 2007– 6:00 p.m.
1220 Oakwood Circle

Open Regular monthly meeting

- 1) Public Forum
- 2) Call to Order
 - a) Notice of use of tape recorder.
 - b) Approve minutes of previous meetings.
 - c) Approve cash receipts & investments for sanitary and water.
 - d) Approve pending bills for sanitary and water.
- 3) Director's Report
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2007 projects.
 - i) Bellhaven sewer and water extension.
 - ii) Washburn sewer and flow station.
 - iii) Permit acquisition for water treatment facility #3.
 - iv) Lowes sewer extension.
 - v) Water valve exercising & flushing.
- 4) Report from Committees
 - a) Water Advisory Council.
- 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with City of Oshkosh update.
- 6) New Business
 - a) Discuss and act on survey results from Witzel Avenue and Fenzl Drive for sewer and water connection.
 - b) Discuss and act on the proposed administrative, water treatment facility, warehouse building, and utility extension project.
 - i) Strand Engineering Associates to present the proposed site concept plans.
 - ii) Review concept floor plan and make final suggestions.
 - iii) Discuss and act on grant opportunities.
 - iv) Discuss funding.
 - c) Bonding insurance for District.
 - d) The 2030 sewer service area plan received DNR approval.
 - e) Discuss how Great Lakes Compact affects the District.
- 7) Go to closed door meeting to discuss employee matters
- 8) Go back to open session
- 9) Adjourn

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