

Algoma Sanitary District #1
Minutes – January 11, - 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, Rose Mraz, Steven Ruedinger. Steven Coleman arrived a little later.

- 1) Call to order.
 - a) Earl noted that the District is using a tape recorder. No one else is using a recorder.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for December/second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water/second-Mike/carried unanimously.**
 - d) **Alex made a motion to approve the pending bills as submitted/second-Mike/carried unanimously.**
- 2) Director's Report
 - a) The repairs are completed on Highland Shores for the 75' of sewer main. The District found one .5 gpm leak just beyond where the new sewer pipe was laid. This would not have been found during construction due to the de-watering as it would not have been bubbling up.
 - i) The District will hire Great Lakes to come and repair this as soon as they are available. They can repair this internally without any excavations. Alex saw the leak on the video tape and said you could see it squirting up about straw size. Sometimes Great Lakes is booked out 2 months. Worse case scenario for scheduling would be that Great Lakes delay until after the District does jetting this spring and then the District does a number of repairs at the same time. This would keep down on the mobilization charge.
 - b) The District has the radium results for the water treatment at facility #2. The District has been adjusting the addition rate of HMO and received some data from the State Lab for radio nucleides. The District will be working with the DNR to reduce (dial down the Manganese Oxide) and dilute the product to save some money. Kevin is working with Mark Nelson in Madison and a regional rep in Green Bay.
 - c) The water service is installed to the parcel owned by Rob Wallace on Highland Shores. This was bored in prior to the sewer going in and then both were brought into the foundation. The sewer main on Highland Shores is 15' deep and the contractor did a fine job tapping the main.
 - d) The District put in the culvert by Well No. 1 for \$1,000.00. This allowed all the water to drain out. The District will be working with the Developer to receive reimbursement for this. This needed to be completed prior to Spring to avoid any water damage due to flooding.
 - e) Another sewer extension project is on Witzel to get a lateral up to a proposed house. It is shorter from Wyldeberry than Thackery. There is no sewer main along Witzel past this parcel.
 - f) Kewaunee – The District tapped a lateral into the main on Tuesday. Kevin had a picture of the sewer pipe underground which was installed in 1979 and it looked in good condition.
 - g) Town of Omro, City of Omro new claim from their insurance carrier. Ray said he doesn't believe it's a new claim. Ray did receive a copy of the answer that was filed on behalf of Omro. Ray said he does not believe there is a claim against our District. Ray will get a copy of this to the District. Ray said he is like a clearing house position as the insurance carriers have separate legal staff.
- 3) Public Forum
 - a) No public input on subjects not on agenda.
- 4) Report from Committees
 - a) The Water Advisory did not meet this month so there is no report.
- 5) Old Business
 - a) City of Oshkosh Washburn sewer and water relocation update. Kevin said the City approved the most recent draft for the intergovernmental agreement which included verbage regarding the approval of the sewer metering station near Highway 21. Originally the location move needed approval by the District. The City wanted this to say City and District. Kevin said this was now agreed to say "mutually agreed to by the City and the District".
 - i) Ray is fine with the agreement as the District has a separate payment agreement with the DOT.
 - (1) Kevin said Pat Rank touched base with the head Green Bay DOT person to be sure the DOT had no concerns with any changes to this construction. Warren Laduke asked Pat to send him an e-mail on Monday to verify and remind. The DOT had no concerns.
 - ii) **Alex made a motion to approve resolution 1-2007 intergovernmental agreement with the City of Oshkosh for payment of sewer in relation to contract No. 06-08/second-Mike/carried unanimously.** The

contractor is currently ordering the metering station for this project and should be starting this work within the next week or so.

(1) Kevin received the DNR approval of the changed revision in plans.

(a) Ray said the District now actually has some plans which the District requested previously and never saw. Kevin said they arrived today. Ray asked the Commissioners if the District could ignore Kevin's previous request for the open records and they agreed to this rather than argue.

iii) Kevin said the District should touch on the injunction and Ray said that nothing will happen on this as there has not been any scheduling for this. Ray would just as soon leave this there until everything is in the ground and in the right spot. Kevin just wanted to see if something had to be completed on this and Ray said nothing will happen until at least February.

b) Update on claim from Kim Hanson.

i) They have now received a burden of proof from the District's carrier which includes the insurance's reply. This has many questions for Kim Hanson to answer. Ray said this is in the stage of discovery.

6) New Business:

a) Petition for addition to the Sanitary District for Parcel No. 002-011601 – This is informational at this time. The owner of the parcel did the application directly to the Town of Algoma and the public hearing is being set.

b) David and Sally Coleman's water assessment on parcel no. 002-2634. The Commissioners received a packet regarding this and there were no additional questions. Earl said they requested to change to not participating.

i) Ray said this type of request was not an erroneous action on the District's part to be corrected. The owner is asking for a change of elections. Ray said this is well past the protest point and the District has no authority to make the change. It was not an error to fix.

(1) Mr. Coleman arrived at this time. Earl asked Ray to explain what was discussed as this request is not for an error or appeal of the amount of the assessment but rather the election.

(a) Ray explained to Mr. Coleman that the District does not have the legal authority to change an assessment status. Mr. Coleman asked if everyone has the same assessment. Ray said everyone affected has the assessment, but the method to pay could be different. Some paid up front, some deferred, and some over the payment plan.

ii) Mr. Coleman said he didn't make an election and doesn't understand how he can have a contract without a signature so Ray explained assessments. The concept is that this is a public improvement and the cost is levied against the beneficiaries of the improvement (property owners).

iii) r. Coleman said if everyone else has the assessment then it is fine. Mr. Coleman asked about the 2nd charge on his property tax bill, thinking it was for usage. Rose told him that the amount on the 2nd line is interest on the assessment.

(1) Mr. Coleman said he was under the impression that some are paying and some are not paying. Ray said everyone is charged; however, some may not be paying at this time. These deferred assessments increase yearly.

(2) Earl said if there is a water main in front of a property, the property has been assessed.

iv) Mr. Coleman thought it would be mandatory down the road. Earl told him that would be a Town decision and not the District's.

v) Mr. Coleman also asked about wells, and Earl told him the District allows people to keep their wells.

vi) Mr. Coleman asked if there is any arsenic in the District's water and Kevin explained the testing requirements and said the District has no trace of arsenic in the raw or treated distribution water. The District's wells are 650' and 700' deep. The District's system is designed to remove arsenic, but there is no trace.

c) David Hildebrandt – This is a similar situation where they want the election changed and the answer is the same as 6 (b).

d) Steven & Peg Ruedinger – Earl said the District received their request to be reimbursed for the interest on their assessment. Kevin said this is the interest that would have been waived if they paid by November 1, 2006.

i) Mr. Ruedinger said that they attended the public meetings and didn't hear that to pay without interest it was due by November 1 of year levied. Mr. Ruedinger said his wife talked to someone at the District and was told to send a letter to the commissioners explaining their situation. The District has their check for the balance due on the assessment.

ii) **Alex made a motion to approve the request for the Ruedinger's and upon clearing of the check for \$8,841.65 and verification of the county taxes being paid, the District would reimburse the interest amount of \$244.40/second-Mike/carried unanimously.**

iii) Mr. Ruedinger thanked the Commissioners and also wanted to tell the District that the Contractors this summer were fantastic. They were decent with no problems arising. The road was blocked once in a while, but he knew it was coming and happy with the work.

- iv) Kevin asked Mr. Ruedinger to verify if he received a notice of the meeting this evening so he knew the time and date from staff. Mr. Ruedinger did receive it and had the notice with him.
 - e) Authorize Strand to draft perpetual water easement document for Waldwic Lane.
 - i) Kevin has received calls from residents on Waldwic saying they are changing their mind and are interested in water now. The District is trying to develop a method to get all the residents of Waldwic Lane on board prior to spending monies and going through a large financial commitment on this. Kevin said he will sit down with 5 or 6 of the people that really want the water and have them talk to their neighbors. Kevin said he will show the homeowners what the District needs and they can attempt to get it for the District.
 - (1) This easement is a first step and is up to the residents. Ray said to check the properties to be sure all property owners would have access without needing an easement.
 - (2) The southern boundary of the sewer easement will be the northern boundary of the water easement. Kevin is having Strand verify that the sewer easement includes water. A lot of the old easements were sewer, water, and storm. The easement is estimated to cost around \$500.00 to \$600.00. The Commissioners asked Kevin to get the preliminary design of water mains done also.
 - f) Publication of emergency after hour numbers. Kevin called the sheriff to give them the current numbers to call. Kevin would like to get some magnetic cards with the District's numbers or some zip ties or stickers on the meters so people know who to call. Kevin was asked to check into the price for these magnetic cards. The Commissioners said to do the stickers and come back with a price of the magnetic plates.
 - i) Earl said he received a call on Christmas from the 911 caller as a homeowner needed the water shut off. Earl dialed the beeper number and called Kevin. The leak was in the homeowner's basement prior to the meter valve.
 - (1) Kevin said the original well driller had the poly pipe coming into the house and now they connected to the poly pipe outside so they didn't have to drill a new hole or dig the basement wall. However, the plumber didn't change to brass to connect to the copper; but kept the old galvanized pipe there which was ready to break through already. The galvanized metal to a copper connection acted like an anode and gave its material away and this started dripping.
 - (2) The homeowner didn't need water that day so the District just shut the water off and they had a plumber come Tuesday. Bob went out and offered bottled water or whatever they may have needed. They were very appreciative.
 - ii) Mike said the town has magnetic cards and perhaps the District can incorporate with them. Earl thinks it'll be inexpensive for these.
 - g) Discuss possible water and sewer service to the new CSM that will be portioned off from parcel 002-3301 also recognized as 3326 Witzel Ave. Kevin said there shouldn't be concerns about elevation.
 - h) Discuss possible water service in Bellhaven Estates.
 - i) Kevin received a call from Gary Decker who is looking at purchasing one of the houses. There are about 6 homes that did not want water service previously. The District does not need another Fire Hydrant there and does not need the loop as there is a service loop through Omro.
 - (1) Kevin said you could install main or run long services. The Commissioners discussed this, took a vote and decided on a water main and not long services. The water main is more expensive and you would also need a flushing hydrant if not installed all the way. Assessments will be around \$10,000.00. Kevin will discuss this with the buyer. With the installation of a water main you need all the homeowners to agree to the special assessment.
 - i) Review of City of Oshkosh 30-year intergovernmental agreement.
 - i) The Commissioners had the opportunity to go to a closed door session to discuss the 30 year intergovernmental agreement, but decided not to at this time. This will be put back on next months agenda. Kevin will work with Ray to put together a letter to the City.
 - j) **Mike made a motion to go to closed session to discuss staff, appointed, and elected employment and compensation matters/second-Alex/carried unanimously.**
 - k) **The Commissioners returned from closed session and have now completed the discussions on compensation matters. There was no further business at this time.**
- 7) **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Alexander Irvine

Algoma Sanitary District #1
Minutes – February 8, 2007 - 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) Call to order.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using a recorder.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for January second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills as submitted/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) The sewer on Washburn is started.
 - i) The metering manhole is in and the City and District both have an inspector overseeing the project.
 - (1) The manhole is 17' deep and Kevin is looking for a spiral staircase to install for safe access.
 - (2) The Commissioners discussed the injunction and decided to leave it pending; for now.
 - b) The District received estimates for emergency phone number contact information stickers for the meters. The Commissioners decided to go with the sticky labels per staff recommendation.
 - c) The calibration of well #1 water meters. Kevin said the operators listened to the entire water system and found 20 leaking hydrants which didn't take care of all the unaccounted water. Kevin was still puzzled over it and printed out the flow rate on the meters over a 1 year period. There is one which shows the flow for raw water and one after treatment. Theoretically, what goes through 1 should go through the other. Over a period of time, the difference has become 24 gallons per minute which means there is a calibration error between the 2 meters, plus Kevin believes the actual flow is lower than the lowest flow shown. The meters are guaranteed for 5 years so the cost to calibrate will be covered.
 - i) The District will also check if there is some scaling in the pipe which could be speeding up the velocity and losing calibration.
 - d) The yearly accounting audit field work is completed and the District is waiting for the results. The audit revealed that the District needs to discuss funding of sick leave. Employees can accumulate up to 160 hours.
 - i) Joel said this would be a restricted account and should be 100% funded and you would set it up at current salary and each year increase the balance as needed.
 - (1) Joel recommends setting up a separate account in the books and to see what the auditor recommends as they will need to put a statement in their notes.
 - (2) Ray said to perhaps budget for it and carry the amount over each year.
 - e) Financial condition of the District. Earl would like a monthly one page document showing where the District is at and he prefers graphs showing income and expense amounts. Kevin said staff will start putting some examples together.
 - f) Impact fees – There was discussion regarding the draft copy of the Public Facilities Needs Assessment Study which the Town of Algoma had Martenson & Eisele do. This study displays impact fees regarding various costs to include in the study. Joel said that park fees previously were levied against the lots, but this option has been eliminated so the Town needs a way to fund for future park development. Joel said so far this is just a study which the Town Board has not seen yet. The Commissioners asked Kevin to follow up on the study.
 - g) Ormand Beach may have some changes to the sewer but nothing formal yet.
 - h) The HMO results came in good and now Kevin is working to reduce the chemical ratio to save some cost.
 - i) There is a NIMS and ICS (National Incident Management System and Incident Command System) training on May 8 which would be good to attend and is free. The District's Director and Operators will go to this.
- 3) Public Forum – There are no members of the public in attendance.
- 4) Report from Committees – No meetings this month.
- 5) Old Business:
 - a) Update on claim from Kim Hanson.
 - i) Ray said everything is in good shape so far.
 - b) Waldwic Lane water easement
 - i) Pat is working on drafting the easement and will draw it up for sewer, water and storm.
 - (1) Kevin has a preliminary layout of the water mains which will be just off the south side of the road and will keep the 8' separation from the sewer.
- 6) New Business:
 - a) Request for water service on Oakwood Road South of the Algoma Town Hall.
 - i) Nothing formal has been received. Kevin believes the person who had trouble hired a plumber to fix his problem. The District's timing wouldn't be a quick fix for this homeowner.
 - b) Request for water service on Creek Side Drive.
 - i) A homeowner is going to talk with his neighbors to see if their interest for water has increased.
 - c) Emergency response plan review.

- i) The District is in the process of creating an emergency response plan. Earl mentioned that the County maybe would help with heavy duty earth moving equipment. Kevin will contact the county to discuss this.
- ii) Kevin is breaking the plan into levels regarding how serious the emergency is and who to call at which level.
 - (1) Single home
 - (2) Up to 10 homes
 - (3) Greater than 5% of population served – Call in Commissioners for action and financing concerns. The Public Information Officer will be listed as the President of the District’s Commission.
- d) Land Acquisition for water treatment facility #3 status.
 - i) Kevin is starting to meet with people owning property in the area where the District is interested in purchasing land. Kevin wants to explain what the District will be doing with the land so that homeowners can discuss this with their families.
- e) Lowe’s site plan review for sewer connection.
 - i) Their site plan encompasses 13.8 acres. Kevin met with their architect and has received the plumbing calcs since their meeting.
- f) Community development and public relations discussion.
 - i) This topic is mainly for brainstorming.
 - (1) Kevin discussed possibly having a bulletin board for developers and land brokers to say what lots are available for sale in the Town so residents could stop and see what is available. This would need to be a public bulletin board and after further discussion decided it could require too much time and questions for the District.
 - (a) Ray said from a planning standpoint, if the developers were to digitize their plats; this could be linked to the District’s web site.
 - (2) The upcoming parade. The District would like to hand out bottled water again and will talk with Gary Lerch about doing a joint venture rather than having the 2 of us handing out water separately. The Commissioners agreed this is good to do again.
- g) Review of the City of Oshkosh 30-year intergovernmental agreement.
 - i) Staff put together a letter to the City of Oshkosh regarding extending the contract with the City. The Commissioners discussed and approved the letter.
 - (1) **Mike made a motion to approve the exercising of the option to extend the agreement as provided on page 8 item 24 for a period of 10 years for the agreement between the City of Oshkosh and the Town of Algoma Sanitary District #1/second-Alex/carried unanimously.**
- h) Mike made a motion to go to closed door session to discuss staff / appointed / elected employment and compensation matters/second-Alex/carried unanimously.
- i) Commissioners were in agreement to go back to open session and complete one order of business which is the roll call for the motion with the City of Oshkosh. It was previously passed by vote and a roll call was completed - Mike – Yes, Alex – Yes, Earl – Yes. Motion passed with 3 Yes and 0 Nay’s on February 8, 2007.
- j) **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted, _____
 Rose Mraz, Office Manager

Approved: _____
 Alexander Irvine

Algoma Sanitary District #1
Minutes – March 8, 2007 - 6:00 p.m.

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

- 1) Call to order.
 - a) Alex noted that the District is using a tape recorder for the purpose of the minutes.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for February second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills as presented/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) The Washburn project is moving along.
 - i) Kevin called the 2 companies that Mike said make staircases for manholes. The quotes for a spiral staircase to go down the 15' came in around \$10,000.00. Kevin obtained another quote from Fox River Fabricating in Little Chute showing an epoxy coating spiral staircase being \$4,900.00.
 - (1) The \$5,000.00 quote would be acceptable and this would be invoiced to the DOT as this is part of the relocation and should be reimbursed at 90%. Mike indicated that the District needs this for safety.
 - (a) **Alex made a motion for Kevin to order a spiral staircase-second-Mike/carried unanimously.**
 - b) Kevin said he will be on vacation during the 2nd week of April and would like to move the next meeting to April 19. Ray is not available then but if something is major, Ray will give Chuck Williams, his associate, a heads up. Mike is available the 19th and Earl's schedule indicates he is in town.
 - i) Kevin asked Mike and Alex to check if they will be here when he's on vacation.
 - c) The District sent out the meters from Wellhouse #1 for calibration and received a call that they were received.
 - i) The calibration test will be around \$200.00 and this is needed for the PSC report to verify the accuracy.
 - d) Hyler Septic will clean a portion of the sewer main in Butte des Morts Meadow area as there is some gravel in the pipe on Nelson Road.
 - e) Kevin has some District status charts which Earl has been asking for and these will be looked at in more detail next month.
- 3) Public Forum
 - a) There is no one in attendance for public input.
- 4) Report from Committees
 - a) There is no report as there wasn't a meeting. Kevin would like to have a meeting in the near future to keep the committee informed with the land purchase.
- 5) Old Business
 - a) Waldwic Lane Water Easement
 - i) Strand finished drafting the easement and Kevin said it looks correct. This will cover from Oakwood Road through Waldwic Lane and will be for water, sanitary, and storm sewer.
 - ii) Kevin said that he will have a resident obtain the signatures.
 - (1) Ray said that once everything is finalized and prior to recording, the District should verify these signatures as the District is not obtaining the signatures. Ray said if homes are for sale there, to contact the realtor as this easement should be disclosed.
 - b) DOT funding of Washburn Project
 - i) Kevin sent a written transmittal to Warren LaDuke to verify and obtain his stance of where the DOT is for funding the project. Mr. LaDuke said that the funding is still in place.
 - (1) Mr. LaDuke just needs to see any changes made with the City of Oshkosh. The station wasn't moved out of its location, so this will be funded at the same rate and there shouldn't be any concern here.
 - (2) Mr. LaDuke said the District just sends the bills for reimbursement and didn't indicate the need to use a specific form. This will be researched.
 - c) Review of City of Oshkosh 30-year intergovernmental agreement.
 - i) The City did not put our agreement on their agenda yet as we requested. Their next meeting is March 13.
 - (1) The District sent a letter to the City Manager, the Mayor, the City Attorney, and a cc to Ray and these letters were not returned to the District.
 - (2) Ray said to let it ride a month and then check to see if they received the letter and if not, send again and get their signatures.
- 6) New Business:
 - a) Emergency Response Plan Review. Kevin drafted a plan and has started going through it with staff to obtain a working document. You need to read the entire plan in order to understand it as you need to use several parts in conjunction.
 - (1) Kevin will be meeting with the company the state hired to do tabletop meetings and preplan the emergency scenario. There's no charge to the District for this educational exercise.
 - b) Land acquisition for Water Treatment Facility #3 status.

- i) There was discussion regarding purchasing property. Kevin said the Commissioners asked him to find land on Witzel, West of Clairville. Kevin contacted a homeowner who is willing to sell some property. The owner would keep the house and obtain a CSM for the land. They indicated \$30,000 to \$35,000 per acre.
 - (1) Mike asked the cost of the 3 phase and Kevin was told from Public Service that it would be around \$20,000.00. There is natural gas out past the town line and Kevin was told 3 phase can get out there.
 - (2) Kevin said when he met with Earl, that Earl was satisfied with this parcel.
 - (3) Alex had a good question earlier today about whether the site would produce water.
 - (a) Kevin said the geology there appears to be the same as Well #1 so he doesn't see a concern with this.
 - (4) The parcel meets Strand's suitability with the following conditions being met.
 - (a) In order to drill a well, you need to be 400' from septic tanks. When the sewer is installed there, the adjoining house would need to hook up.
 - (b) There's a storage tank in the area that is above ground and the setback needs to be 1200 feet away.
 - (c) Strand needs to formalize the suitability study as currently they did a quick study.
 - (5) The owner would like assessments waived with this being part of the offer to purchase so they don't sell the land and then have an assessment.
 - (a) Kevin said that Earl indicated that this could be rolled into the offer as the District proceeds. Earl is looking around \$20,000.00 per acre.
 - (b) Mike asked to have it stipulated that the well must come up sufficient.
 - (c) Kevin said after he receives an accepted offer, he needs the CSM which would cost about \$1,200.00. Then you start the Conditional Use Permit (\$755.00 through the county).
 - (d) Ray mentioned using an option to stretch this out a bit. The homeowner is not in a rush as Kevin approached them.
 - (i) Kevin thought to do the offer, and put in conditions. The Conditional use permit goes on the Town's agenda and then it'll go to the County the following month.
 - (e) Joel said there were conversations about the Town and the SD buying land together and the District could look into this. The town's land would be for a park.
 - (i) The Town hired an architect to see if it is worth remodeling the existing Town Hall.
 - (ii) Kevin said the land the District is looking at would not be large enough for a park also.
 - (iii) Ray said he may be wrong, but he said the type of usage the District needs is different than what the Town needs. The District has different reasons for where they want to be versus where the Town would like to be. Ray said a joint function would be nice, but he doesn't really like a park near the Water Facility for a liability situation. Ray prefers the District buys property alone due to the liability.
 - (iv) Kevin said the District had a meeting with Town Board members about a year and a half ago and the District was told they were not ready to purchase land and to go and purchase land ourselves.
 - (v) Joel withdrew his request to buy jointly.
 - (f) Kevin said the dollar value that the District wants to offer is in the ballpark for property. Kevin came up with a price range of \$13,000 to \$21,700 per acre from a realtor.
 - (i) Ray said if the conditions are done, then a purchase will be ok. Ray asked what could happen to say this is a bad idea. Kevin said he has been working on this a long time and he really tried to eliminate the concerns with this parcel. Kevin said he doesn't know where else in the town he could find something which has a better impact than this.
 - (g) This property is not in the SD yet, and this will need to go through the Town. The parcel is in the sewer service area. The Sanitary District boundary is different than the sewer service area and is just a formality.
- ii) **Mike made a motion to authorize Kevin to proceed with negotiations at a rate not to exceed \$20,000 per acre plus the waiver of the assessments on his selected parcel subject to the conditions set forth in the paperwork and others that make good sense/second-Alex/carried unanimously.**
 - (1) **Mike made a motion to have Kevin start a CSM if the offer is accepted at a cost of \$1,000 to \$1,200, the higher amount if the easement is needed/second-Alex.**
 - (2) **Mike made a motion that after the CSM is completed, Kevin should complete a Conditional Use Permit to submit to the Town of Algoma and Winnebago County/second-Alex.**
- c) Discuss geographic information system (GIS) implementation
 - i) Kevin is working with Strand as all the drawings are completed now and in Strand's database. These can be put on a map for you to click on and then see water and sanitary information.
 - ii) Hydrant and valve information can also be put on the map giving you valuable information.
 - iii) There will not be a cost over Kevin's monthly limit to do this. During slow times, staff can enter this information. In the long run this will save considerable time as this can be on Field lap top computers.
- d) Winnebago County
 - i) Tax lister dealing with A1 parcels. The A1 description means that the parcel is included in the Sanitary District Boundary. The tax lister gave Rose a list of around 200 parcels which she said do not have a legal document associated with them.
 - (1) She is giving Rose a month to find a recorded document or will remove the A1 status. Ray said something created the designation years ago and Joel said the paperwork may not have been recorded properly.

- (a) Diane with GIS spent time looking for documents and gave Liz a spreadsheet showing the parcels where she did not find a recorded document.
 - (2) Ray said he asked Rose previously to look at the town minutes. The town does not have minutes prior to 1981 or so and some of these are from 1978.
 - (3) Joel asked Rose to call East Central and see if they had records. They said that they do not have this kind of record and do not expect to have the information if the town doesn't have it. They indicated that the county should just leave these parcels as they are.
 - (4) This started when the District attempted to get a map months ago showing all the parcels in the District from the GIS records and Kevin noticed a discrepancy on some parcels which is why Diane decided to look up the document numbers.
 - (5) Ray will talk to the County's Lawyer to discuss this matter with them to keep the designation.
 - ii) County mutual aid agreement for heavy equipment services available for emergency repairs.
 - (1) Kevin talked to Joel Rasmussen and Joel said there is someone available all the time. They would be able to do this for the District. They have a grade all which could handle the work.
 - (a) The County may not be certified to do under ground work, but the District's operators are certified with this.
 - (b) The District could use the County for a main break or if a valve needs repair.
 - (2) Kevin will continue talking with Joel and get an agreement set up for mutual aid.
 - e) Bellhaven –4th addition
 - i) The preliminary plat has been submitted to Town of Algoma.
 - f) 2006 Audit – Preliminary Report
 - i) Rose said she received the preliminary report; however, some of the accounts payable for 2007 were not included as an adjustment. The information was given to the auditor during the on site gathering of information but these were not included. The 4th quarter sewerage treatment estimate was left off also.
 - ii) The preliminary report was received a half day late. The audit agreement indicates that information was to be delivered on certain days or their bill was to be reduced by 10%. These dates were put in to avoid a repeat of the previous audit. Rose asked if she should reduce 10%. It was agreed that the report was late and to reduce the contract by the 10%.
 - (1) Originally they were going to start the on site gathering a week after the contract said this portion of the audit would be complete, indicating they were ignoring the due dates until Rose mentioned these dates to Jake. Jake said he was unaware of the dates. They then switched their in-house dates to 3 weeks earlier and then had to fly an auditor in from Maryland for manpower.
 - (a) Renee was originally going to be in the office for two of the days but this was changed and she looked over the final paperwork instead.
 - (b) Joel said they took the Oshkosh office out of the audit and now it is just the Milwaukee office.
 - g) Annual parade – Water bottles
 - i) Service Oil and the District will do a joint water bottle for the parade this year. Last year, both Service Oil and the District gave out water.
 - h) Go to closed door meeting to discuss staff/appointed/elected employment and compensation matters.
 - i) The Commissioners did not go to a closed door session.
- 7) **Mike made a motion to adjourn at 8:30 second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary

Algoma Sanitary District #1
Minutes – April 19, 2007 - 6:00 p.m.

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

- 1) Call to order.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using a tape recorder.
 - b) New Commission organization.
 - i) Alexander Irvine was elected as Commissioner and has been with the District over 17 years. He was sworn in at the annual meeting for the Town as a current Commissioner of the Sanitary District.
 - (1) **Mike recommended that Earl Lawrence be put forth as President of the Commission. Roll call to elect Earl as President – Mike-yes/Earl-yes/carried 2 yes.**
 - (2) Appoint positions for Secretary and Treasurer. Joel said he would be willing to continue on as Treasurer and Alex told Rose he would continue on as Secretary if that is the wishes of the Commission. **Mike made a motion to appoint Alex as Secretary and Joel as Treasurer-second-Earl/carried unanimously.**
 - c) **Mike made a motion to approve the minutes from the regular monthly meeting for March as presented second-Earl/carried unanimously.**
 - d) **Mike made a motion to approve the cash receipts & investments for Sanitary & Water for March/second-Earl/carried unanimously.**
 - e) **Mike made a motion to approve the pending bills for April as presented/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) Kevin said the meters from well #1 were calibrated and went from 25 gallon per minute difference to within 9 gallons per minute difference. The District uses the well #1 raw water flow to record how many gallons go in the system and this will help with unaccounted water.
 - b) The District is working on a GIS program to have various information, such as information regarding hydrants, water main sizing, water valves, and sanitary lateral information on a map. The operators will be able to use lap top computers to identify information in the field. An example would be a water leak; operators would be able to identify which valves need to be turned off.
 - (1) This will be a nice benefit to the District to reduce response times.
 - c) The Commissioners moved to new business for 104 Wyldeberry at this point
 - d) Review of District Stats
 - i) The Commissioners looked over the charts given out to decide what they would like.
 - (1) Earl appreciates having the charts.
 - (a) Earl said he would like to have operating income cover operating expenses and Mike agreed. Earl would like to have non operating income cover buildings and grounds.
 - (2) The charts will be gone over in more detail at the next meeting.
- 3) **New Business:**
 - a) 104 Wyldeberry
 - b) James Barthels introduced himself and explained why he is attending the meeting
 - i) He said he built a house and took ownership around January of 2005. During mid summer of 2006, Mr. Barthels's son noticed that the lawn mower tires were sinking into the grass. Dan Benson came out and shut off the water and this showed the leak was on the homeowner's side.
 - (1) Dan turned the water back on so there would be water service to the home until the leak was fixed.
 - ii) Bill Schlichting was his builder and advised him to call the original plumber, O'Neil and the excavator Kip Jacobson. The situation ended up with a dispute over when and why this leak happened.
 - (1) Mr. Barthels said he was obtaining conflicting stories and letters.
 - (a) He went through the Winnebago Home Builder Association to try solving this with their arbitrators. He received letters from them that were sent by Schlichting, O'Neil, and Jacobson. These letters stated they talked to the District and were hearing the opposite of what he was hearing so it was confusing.
 - (b) Mr. Barthels came in and Kevin told him a meeting with the Commissioners would be the best way to resolve this. The District has the failed pipe in the office.
 - (2) Mr. Barthels is requesting the District to put in writing what their opinion is of what went wrong. Whether it's installation or a long term process which would also be a factor.

- (a) Earl said he has no issue with providing information. Legal Council isn't here, but Earl said he would say the District can give facts but not opinions. Earl said the District has no authority to say why something happened with the pipe as we are not a metallurgist.
- (b) The District can say we have the pipe and that there is a hole in it, we cannot say why, but we can write this up. The District cannot tell by looking at the pipe why it has a hole in it.
 - (i) Mr. Barthels said he is disappointed with this response and said he is here 9 months later because of comments from the District.
 - (ii) Mr. Barthels said Jacobson, the excavator, was a member of the Winnebago housing authority when the process started and when his membership came due, and since this was in arbitration, he decided not to renew his membership which put another hitch into getting this resolved.
 - (iii) Mr. Barthels said he now needs to solve this in a different way.
- (c) Mr. Barthels said the leak was not found until after the warranty, but it was leaking for a long time. He said the neighbors' ditches were wet for months, and once this leak was fixed, their ditches dried up. Mr. Barthels has pictures of this.
- (d) Mr. Barthels said he waited 9 months for Mr. Jacobson to come back to fill the hole and level it out with fresh dirt. When he originally did the job, Kip took the sod and black dirt with him so the repair that was done cost about \$200.00 extra for the dirt and hauling. It was \$350.00 to do the original job.
- (e) Earl and Mike requested staff to send a letter stating the District's observations. Earl said the District will not go any further than this unless legal says it's ok.
 - (i) Kevin said the District is on site to be sure the District's side of the valve is not damaged or in this case, when it tipped, the District required a repeat pressure test and repair of the damage.
 - (ii) To try to reiterate, Kevin said, the only statement that Mr. Barthels could have taken different ways was whether the excavator bumped the valve or if dirt caved in on the valve. Mr. Barthels said that this is his 2nd question.
 - a. Kevin said that he stayed with the facts through this and doesn't know what stories they may be telling him.
 - 2. This led to Mr. Barthels' 3rd question – The person actually doing the digging came in to use the bathroom and told his wife that this will take longer because he hit the pipe. Now they are saying it was the dirt. This was a 3 hour estimate and he was charged for 8 hours. Mr. Barthels said he should not pay the extra 5 hours for worker error. He would like to know what Dan saw or didn't see.
 - 3. Mr. Barthels asked if there was anything else the District can do.
 - a. The District told him there are copper corrosion specialists out there which may be able to determine what happened to the pipe.
 - (iii) Kevin will have Ray look the letter over and will have it to Mr. Barthels by the end of the month.
- 4) Note: The meeting was interrupted by the need to take the office manager to the hospital at 6:58 p.m.
 - a) The Commissioners by passed the rest of the staff report, Earl said the correspondence was taken care of, the minimum business was covered, no other public was here, no report from water committee.
- 5) **Mike made a motion to adjourn at 7:00 second-Earl/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary

Algoma Sanitary District #1
Minutes – May 10, 2007 - 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, Joel Edson, Rose Mraz, and Ray Edelstein.

- 1) Call to order.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using a tape recorder.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for April as presented second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for April/second-Mike/carried unanimously.**
 - d) **Alex made a motion to approve the pending bills for May as presented/second-Mike/carried unanimously.**
- 2) Director's Report
 - a) Review of District statistics
 - i) In June Kevin will have information regarding the sewer user fee on the agenda for the Commissioners to look over and vote on this during July.
 - ii) District charts – Rose explained the information on the charts.
 - (1) The commissioners would like ratios of debt based on the equalized value of property in the District.
 - b) The District will be working on jetting and sealing manholes. After this, Great Lakes will come in and televise what the District has jetted.
- 3) Public Forum
 - a) There is no one in attendance for public forum.
- 4) Report from Committees
 - a) There was not a Water Advisory meeting to discuss.
- 5) Old Business
 - a) Review of City of Oshkosh 30-year intergovernmental agreement
 - i) The District sent a letter regarding the agreement to Frank Tower, the mayor for the City of Oshkosh, with a cc to Mr. Wollangk.
 - ii) Kevin sent an e-mail to Mr. Tower today asking when this item would be put on their agenda. Mr. Tower responded and said he discussed it with the City staff and they are aware the agreement needs to be completed and that it appears the agreement will be ratified. Mr. Tower was informed from city Staff that this doesn't need to be on the agenda until later this year.
 - b) Bellhaven fourth addition sewer and water design
 - i) This area will have 3 cul de sacs. The District may obtain an easement to design the mains without having many dead ends at all the cul de sacs. This would prevent some of the stagnant water in the pipe and flushing. The District will obtain the final plat in the next day or so. Strand is working on the design. Kevin said that there is some rock in the area.
 - c) Lowes's sewer construction partial release of easement.
 - i) Ray does not want the District to give a partial release of an easement for this. They will need to install some services that affect an area where the District already has sewer service and owns an easement. The District will get an agreement in writing basically to cover any expenses that the District might incur when they access the main or if the District ever needs to make repairs.
 - (1) Kevin said if the city would have listened to the District and stubbed laterals as requested, this project would be finished. Alex agreed the city paid no attention to the District.
 - (a) The City completely eliminated this option and now the closest main is near the gas pipe line. The District will need another easement a little wider so the sewer pipe can be installed on the East side of the gas main so the District is not installing all the laterals under the gas pipe.
 - (2) Wolpert's took it upon themselves to do the design and bidding work and Kevin explained to them the District does the designing, engineering, bidding and all that is required. The District will obtain developer agreements with the owner as this is a sewer main extension and not just laterals. They can bid the lateral but not the sewer main. Wolpert's was trying to do everything at one time. Kevin said that by the time this project is completed and the agreement is signed, everything will be up to the District's specifications.
 - d) Kim Hansen claim update.
 - i) The deposition for this was changed from June 9th to the 14th.
- 6) New Business:

- a) Emergency Response Plan review
 - i) The emergency tabletop scenario will be held May 17, 2007 from 9:00 a.m. to noon at the District office.
 - (1) The District is expecting around 21 people in attendance for this. Alex and Earl will be in attendance; Mike will be out of town for a different meeting.
 - b) Land Acquisition for Water Treatment Facility #3 status.
 - i) The District has an offer to purchase 3.3 acres of land. The Commissioners directed staff to go forward with the discussion submitted for the land purchase.
 - (a) Resolution to direct staff in purchase of land. Ray said the District doesn't need a new resolution to purchase land.
 - c) Winnebago County tax lister dealing with A1 parcels.
 - (1) Rose said the District received updated information from the tax lister regarding the affected parcels that the tax lister indicated may be taken out of the District. The tax lister is cleaning up their files and this involves parcels which need to stay in the Sanitary District. Some parcels were originally only brought partially into the District. The District found paperwork for an addition to the Sanitary District from years ago which was never recorded and this brought the list of parcels in question yet down to 77.
 - (i) There are 55 that are part in and part out and have a document showing this. The County's policy is that parcels need to be all in or all out. The County changed their software in 2000 and is unable to accommodate for parcels which are only partially in. Rose said the parcels need to be in as they are hooked up to the District's sewer.
 - 1. Ray recommended that these be given to Bert, the Town's lawyer so they are kept in the District.
 - (ii) There are about 18 parcels which are for road easements – some owned by the county and some by the town.
 - 1. Ray said if the Tax Lister wants to take them the District won't dispute it. These will also be given to the Town's lawyer to handle.
 - (iii) There are several parcels which would need sewer extensions to be developed which will also be discussed with the Town lawyer.
 - d) Resolution # 2007-5-1 to approve CMAR report prior to DNR submittal.
 - i) **Mike made a motion to accept Resolution 2007-5-1 of the Town of Algoma Sanitary District #1 to accept the Annual CMAR Report as prepared by staff for the Wisconsin DNR/second-Alex/carried unanimously.**
 - e) Schedule available dates to interview final candidates for the Water/ Wastewater Operator position.
 - i) Earl said he asked Kevin to give the Commissioners input as to what he would like for this. Kevin said he may want to use the Commissioners as a sounding board if it comes down to a decision. The tentative starting date would be June 19 and would hold interviews the end of May. The Commissioners will give input if requested and said the choice will be up to Kevin.
 - f) Set meeting date with Madeline Gotkowitz during Water Advisory Council.
 - i) Staff will set up a meeting for August.
 - g) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
 - i) **Mike made a motion to go into closed session/second-Alex/carried unanimously.**
 - h) Go back to open session.
 - i) The Commissioners came back from closed session with no additional business.
- 7) **Mike made a motion to adjourn at 7:00 second-Earl/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary

Algoma Sanitary District #1
Minutes – June 14, 2007 - 6:00 p.m.

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

- 1) Call to order.
 - a) Alex noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for May as presented second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for May/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for June as presented/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) Review of District statistics
 - i) During the last few days the District has been using a lot of water due to watering of lawns. The usage is around 200,000 gallons per day.
 - b) No additional correspondence
 - c) The District hired the new operator, Michael Humbert. Kevin said Mike is moving right along with training and Kevin is satisfied so far. Mike has a Michigan Utility Operator's License and will test in November for a Wisconsin license.
- 3) Public Forum – No one is present for public forum.
- 4) Report from Committees
 - a) There was not a Water Advisory meeting to discuss.
- 5) Old Business
 - a) Review of the City of Oshkosh 30-year intergovernmental agreement – no change with this. The city is looking to complete this in the fall.
 - b) Bellhaven fourth addition preliminary plat was submitted to Oshkosh – Not much change to this plat yet. Pat Rank is working on the sewer and water layout for this. Once the design is completed, the project will be bid out.
 - c) Lowe's sewer construction partial release of easement. Ray developed this and it was sent over to them, but not returned to the District yet. They want to put pavement, lighting structures and storm sewer over the District's sewer utilities and will be the responsible entity if this area ever needs to be re-laid or repaired.
 - d) Kim Hansen claim update. – The deposition has been moved to July 10. Nothing needs to be completed on this.
- 6) New Business:
 - a) Water tower lease agreement for cellular antenna – Kevin invited Mr. Olesen to attend the meeting to present on behalf of Utility Service Company. One of their branches of the company is to lease space on elevated towers for wireless communication companies.
 - i) Currently the District has 1 customer renting the tower for internet broadband service. Kevin said his assumption is anyone on the tower currently would be outside of their jurisdiction. Mr. Olesen agreed and said his company tries to steer away from the smaller carriers as the broadband wireless and local governments do not generate a lot of revenue for a Utility.
 - (1) Mr. Olesen said it could be spelled out that the Utility handles broadband and radio customers.
 - (a) Debbie Sullivan, at their corporate office does the negotiating with customers and once the agreement with the District is signed, Mr. Olesen would market to all the major carriers not only in the region but nationally.
 - (i) The District's information would go into a plan to the carriers who in turn check their build out plan to see how this would fit into their plan, if it is close or what would be needed to modify. Ray asked if Mr. Olesen has distance options or if the District would be competing with utilities in the area. Currently Mr. Olesen does not have any other clients in the area.
 1. Mike asked what size equipment is put on the tower and who puts the equipment up. Mr. Olesen said new corrals are 8 to 9' tall. Previously they were 4' and wider. The 8 to 9' is a beam appearance and not something super large.
 - (ii) Kevin said the District requires a specific color and location and this would need to be put into the contract.
 - (iii) Kevin asked if the commissioners get to approve the final contract prior to a company signing to use the elevated tank. Mr. Olesen said the Commissioners need to agree to this.

1. Ray said he didn't see that in the contract, but the contract can be changed to say the District gets the final say. Mr. Olesen said to call Debbie Sullivan as she would make the changes. Ray will contact her directly to see how she will handle changes.
- (iv) The contract asks for a 10 year term and Mike said 10 years is too long.
- (v) Ray said he likes their contract as it is intended to be straight forward; however, there are a number of issues that need to be changed in the contract.
 1. The 4 concerns - broadband, appearance, term length & final approval by the District.
 2. The District may not want to have the elevated tank in the maintenance program. Kevin said no offense to the company, but currently the tower is new and doesn't need a major cost for a maintenance program yet. It mainly needs the cleaning.
 - a. Mr. Olesen said for new tanks, they do have a base fee maintenance which has a lower fee and builds equity towards future renovations and coatings, cleanings and inspections. The DNR currently requires inspections once every 5 years, but this company does a visual once a year and a wash out the next year. About every 4 years they like to get in and touch up interiors. Their maintenance program covers everything except the SCADA system and valves that control water going in and out. Light bulbs would be changed by them. They take on the risk of the tank – the steel structure, the welds, vents, hatches anything on the tank and the coatings. This is built into the programs and is based on the size of the tank, style and elevation and the existing condition. The main concern is the attachment of the railings.
 - i. Mr. Olesen said they try to generate enough revenue or more to offset the maintenance costs.
- (vi) The District will let Mr. Olesen know if he needs to attend the next meeting based on answers from Debbie. Kevin said about 4 years ago Mr. Olesen showed up during construction and they have kept in touch at conferences since then. Kevin wants the revenue source and said once that is obtained the maintenance costs are easier to have.
- b) Ormand Beach sewer and water relocation developer's agreement.
 - i) The existing sewer will be moved in order to stay out of the living room of the new house and will be moved at the owner's expense. Kevin said he is trying to get 45 degree bends rather than 90 degree. Nothing will be changed until the new easement and the Developer's agreement is returned. Keith Decker is doing the construction.
- c) Ehlers and Associates to review bond payment schedule and finance plan development.
 - i) Ehlers propose to do a water financial update at no charge, but they require an arbitrage study prior to the plan. The big concern is the arbitrage study for the 2.2M dollar general obligation bond.
 - (1) Ehlers gave specific recommendations on how to handle the money from this bond and what to use the money for, everything from the start up for the system to the 1M dollar ban the District had. This bond was also intended for operational expenses during startup.
 - (2) There may be some funds left at this point which could cause arbitrage, so a study is necessary to see what's left and if arbitrage needs to be considered.
 - (a) Ehlers quoted \$2,000.00 per year to do the study, so it's up to about \$8,000.00.
 - (b) Rose is checking around for other quotes and Berens said they could do it for less than the \$8,000.00, around \$4,000.00 but didn't send a quote yet.
 - (c) Rebecca with Quarles & Brady will be looking to see what the District is allowed to use the funds for. Rebecca said she looked at the bond today, and it looks like it may only be for project costs which have been capitalized.
 - (i) Rebecca said if the District needs to pay back interest; the Federal Government does give Municipalities back up to \$1,000.00 of the interest a year toward the cost of the study as the Government realizes the studies are expensive.
 - (3) Both the auditor and Rebecca said to spend any possible balance before 5 years of the bond date. The District's upcoming necessary purchases are land and well #3 to be drilled and constructed.
 - (4) Ray recommended having an outside firm do the study and also recommended a closed door session with Ehlers so Dave can explain the situation. Ray recommended obtaining additional bids on the study and Kevin said this cost wasn't made known to the District until now.
 - ii) Ehlers will also do a sewer financial plan at a charge of \$3,000.00 if the District requires a plan.
- d) Resolution 2007-6-1 – Approve the insurance with the Government Pool. **Mike made a motion to resolve that on and after the 14th day of June, 2007, the buildings and other property belonging to the Algoma Sanitary**

District No. 1 be insured in the local government property insurance fund under chapter 604, Wisconsin statutes and amendments thereto/second-Alex/carried unanimously.

- e) Land Acquisition for Water Treatment Facility #3 status. Kevin met with Mr. Miller and they are ready to say yes to the property sale to the District. Kevin offered to have them meet with the District's engineer so that they can understand completely what will become of the property and construction.
 - i) In this area, the DNR requires the well casing to go 280' deep and the bottom will be 600' to 700' deep by the time the drilling is completed.
 - ii) The Miller's asked Kevin to meet with the 4 affected property owners so they are on board with what is going on prior to the sale.
 - (1) The building will have office space, a water treatment facility, and a garage. One of the scenarios would be to do the office and garage this coming year, however, you still need the water and sewer utilities there and working. The interior water treatment facility could wait until 900 users, we are at 630 users.
 - iii) This purchase would be for 3.3 acres which gives a little area for expansion. Kevin said he figured out architectures footprints, parking, and green space to be sure everything will fit.
 - (1) Kevin checked with the county, as Joel recommended, and the county verified that the water main will be outside of the new road when it is widened.
 - (a) There's about 8' between where the water main is to the edge of the asphalt. There is enough room to install both the sewer and water mains on the same side. Water main will be 6' to 8' deep and the sewer main will be 25' deep to plan for basement service along the way.
 - iv) Kevin is still working with Mr. & Mrs. Miller prior to the actual sale and they said all their questions have been answered.
- f) Winnebago County tax lister dealing with A1 parcels.
 - i) Bert Wertsch is to draft the submittal to the Town Board to get affected parcels in the District.
 - (1) Dick Spanbauer was at Bert's office and called Kevin regarding this and said there could be a cost to develop the legal description; however, Kevin said he doesn't believe the District should have a charge as the District has the legal descriptions that the tax lister wants. Liz said she doesn't need the complete legal description; however Bert is concerned about this.
 - (2) Kevin wanted a timeline as these need to be in by the time of entering data to the tax roll this fall. Most of these lots are part in and part out of the District and already using sewer service so they must go in all the way according to the tax lister. The County's previous program allowed property to be partially in the District, but the new program does not allow this.
- g) CCR report.
 - i) The report is drafted. Rose handed out the final draft to be looked over prior to next Tuesday when it goes to the printers.
- h) Discussion about sewer user fee rate change – Review sewer financial statements.
 - i) Rose explained that there are 2 items which the Commissioners should consider.
 - (1) Operating loss for the Sanitary Utility
 - (a) Rose put together charts to help determine an increase for sanitary user fee. The last increase to the sanitary user fee was in 1998 which increased from \$150.00 to \$180.00.
 - (i) The information on the charts for 2007 and 2008 are based on estimates. The chart illustrates increases to the user fee based on recommendations from the District's auditor and the District's Finance Company. The auditor recommended having operating income cover operating expenses and to use other sources of income for capital items and improvements to the system.
 - (ii) The numbers on the charts through 2006 come from the District's audit reports.
 - (b) Kevin asked everyone to look over the charts and see what they are comfortable with regarding an increase and for them to submit any additional information they would like to the office prior to next month's meeting. This increase should be decided prior to August per the District's ordinance.
 - (c) Kevin had Sara call area clerks to obtain information on their user fees. Joel recommended going to talk to area clerks regarding their user fees.
 - (2) The second decision regards the new Administration Building.
 - (a) Rose put together a chart to show the debt ratio over the years. Staff is recommending that a new building would be paid by the ad valorem tax and not from the operational income. There are approximately 3,037 parcels in the District. This is the chart that Earl requested to show previous debt.
- i) Public Service Commission order point for a water rate hearing.

- i) The PSC called the District as they had our information regarding our 3 year startup period in their records and wanted to follow up on it. They required a letter stating when the District will come in, and Kevin has a letter drafted to them. Mike and Alex agreed to send the letter and go in April of 2008 for a rate review.
 - (1) Originally the PSC set a 3 year rate and for the District to then come in for a rate review which would be this fall. Kevin recommended to the PSC that due to all the phases, the operational expenses for water may be higher and the District would like to wait until the end of this year to see how expenses are going. The District would like to have the audit statement, the annual PSC report, and the water Finance plan for the interview. Once these are in place, the District would like to proceed in April, 2008 for the review.
- j) Credit request for well abandonment completed at 4358 Bellhaven Lane.
 - i) Sara had this item included on the agenda as the District sent a letter to Mr. Al-Bitar October 12, 2006 saying that the District would look at it when the well was abandoned. He now abandoned his well.
 - (1) Ray recommended that the Commissioners do not allow a well abandonment for this. Giving credits out after the fact will affect the District's planning and finances and it's a bad idea to go after the time line allowed. Rose said that Earl sent an e-mail and recommended not allowing the credit now as it is way past the deadline. **Alex made a motion to deny a well abandonment credit for 4358 Bellhaven Lane as it is untimely/second-Mike/carried unanimously.**
- k) **Alex made a motion to adjourn at 8:15 p.m. second-Mike/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary

Algoma Sanitary District #1
Minutes – July 12, 2007 - 6:00 p.m.

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

- 1) Call to order.
 - a) Alex noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - b) **Alex made a motion to approve the minutes from the regular monthly meeting on June 14 and the special meeting on June 27 as presented second-Mike/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for June/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for July as presented/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) Review of District statistics
 - i) The District's water consumption went up and some days used 520,000 gallons compared to about 180,000 gallons. The water bills will be sent out Friday. Kevin said the average water bill for the quarter was around \$105.00. There were 8 bills which seemed higher; therefore, the operators checked and it looked like there was new lawn sprinkling systems so these bills made sense.
 - b) Correspondence
 - i) Most of the correspondence received is included on the agenda.
 - (1) There was correspondence from Radio Company WRVM located in Suring. They called regarding renting some space on the tower, as they would like a repeater here. Kevin made a call to Powers, Michigan as they rent space for a repeater on their water tower to them. The water authority didn't have any concerns with them. If this proceeds, the District would need additional information.
 - (a) Wind studies would be required and the aesthetics would be looked into.
 - (b) Ray said the District needs to be sure the Utility Service Communications Company allows this. Mike asked if signals interfere with each other and Kevin said that the broadband and cell companies all have their own frequency. Ray said an advantage to having the Utility Service Communications Company is that they would deal with this.
- 3) Public Forum – Mr. Coats attended to discuss a letter he received from the District.
 - a) Mr. Coats said he received the final notice letter regarding being fined for not having his well permitted or abandoned.
 - i) Mr. Coats said that when he hooked up to the system last year that he was told by whoever came out that it wasn't a problem as the ground froze before his well could be filled up. Therefore, he is under the impression that he would still get his \$800.00 credit.
 - ii) Mr. Coats said his well abandonment was completed this spring right after the frost was out of the ground. He only has the homeowner copy of the abandonment and thought a copy was sent to the District. Rose told him the district did not receive it and without the copy that the District is under the impression that he still has his well.
 - (1) The well hasn't been used since the wires were pulled out 9/21 or 9/22 of 2006. Kevin told Mr. Coats that he is in what the District considers phase II construction and that he had until November of 2006 to obtain the credit. Mr. Coats said it was all disabled prior to November of 2006. Kevin said this is outside of a staff decision. Mr. Coats hooked up September 19, 2006. Kevin said his issue would be put on next month's agenda so the Commissioners can act on the issue after it is duly published.
 - (2) Mr. Coats said he is more worried about the \$500.00 daily fine indicated in the letter. The letter indicated that the District is giving him until August 1, 2007 to be compliant or the District will start to levy the fine. Mr. Coats said everything was taken care of and he will do whatever he needs to do to avoid the fine.
 - (a) Kevin assured him that because the District has the abandonment form now, this alleviates any concern of a daily fine. Phil Coats lives at 1522 Valley Road.
- 4) Report from Committees – No meetings to report on.
 - a) The district will have a Water Advisory meeting on August 14 at 6:00 p.m. at which time Madeline Gotokowitz will give a report on her findings from working for the Wisconsin Geologic Society hydrology studies.
- 5) Old Business
 - a) Resolution 2007-7-1 approving the elevated water tower rental agreement with Utility Service Communications Company, Inc.

- i) Debbie Sullivan with Utility Service Communications Company made the proposed changes and drafted what Kevin asked for. The latest version states the Utility Service Communications Company, Inc. will only enter into a licensed agreement with a telecommunications carrier after the tank owner has 48 hours to review said license agreement. Kevin asked her to change this to 1 week.
 - (1) Ray suggested 1 week as 48 hours is not enough time and said a week will work if Kevin as Director has the authority to approve the contracts. The District doesn't know when contracts will come in. Ray said he does not have a problem with recommending having Kevin ok agreements if the Commissioners are comfortable granting him the authority.
 - (a) This would give Kevin a week to look into the agreements and send out e-mails to the Commissioners and let everyone know and obtain input, but the contract wouldn't be subject to approval by the Commissioners per say. Kevin would have the authority; otherwise the time frame would have to be moved out to 60 days to have a quorum. Ray said the authority could be revoked if the Commissioners wanted to change it later, but then you have 1 week for the Commission approval. Ray said the District would know well in advance, as interested people will be out checking a month or 2 prior to agreements. They would need access to the tower and would have to sign the liability form to climb the tower.
 - ii) **Mike made a motion to grant resolution 2007-7-1 approving the elevated tower rental agreement with the Utility Service Communications Company, Inc. as amended/second-Alex/carried unanimously. Mike made a motion to grant Kevin, the Utility director, the authority to approve proposed leases arranged by Utility Services Communications Company, Inc./second-Alex/carried unanimously.**
- b) Ehlers and Associates.
- i) Next Wednesday a meeting is scheduled with them at 5:00 p.m.
 - (1) The Public Lands Loan will also be discussed. The District received a letter stating there is \$150,000.00 left that the District could draw and needs to notify them by August 14th. This would be at 5.5% for 20 years.
- c) Kim Hansen claim update.
- i) Kevin went in for the deposition on Monday. Brian Beisenstein from Curtis Law Office for the plaintiff questioned Kevin for 2 hours on this. There were 2 attorneys there on the District's side, Bill Wick for Omro, and Jim Herrick out of Fond du Lac who is representing the District's insurance company. Kevin said these attorneys were ecstatic with his replies.
 - (1) Kevin said the deposition was fairly easy as the District did no wrong so there was nothing to be concerned and upset about. Ray said he didn't hear from the defense attorneys yet but suspects the claim will go away that this is just another step in the process.
- d) Discussion and action on sewer user fee rate change.
- i) This topic will be on next Wednesday's agenda. The Commissioners said they didn't need any additional information. Alex asked Joel if he had questions and he said he is fine also.
- 6) New Business:
- a) Ormand Beach sewer and water relocation.
 - i) Mr. & Mrs. Bell signed all the developer agreements for this sewer revision. The existing sewer is in the current easement; there is a manhole where they want to construct a garage. The proposal is to move the easement and move the manholes. Kevin would like to have two 45-degree angles rather than three 90-degree angles and Pat will design it this way. The District will inform Mr. & Mrs. Bell of the cost prior to awarding the contract.
 - ii) Kevin will ask Jossart Brothers for a quote as the District has a contract with them yet. The other possibility is to get a 2nd quote from the company that wins the Bellhaven project. If these quotes do not work, then the District would have to bid the project out as it will cost over \$15,000.00.
 - b) Survey review for direct payment collections for Water Utility bills.
 - i) Staff has been looking into and following up with requests from residents for direct payments. There is a cost savings if you use ACH.
 - (1) Rose checked with the bank and they said it is safe to have customers give the District their account numbers.
 - (2) The survey which staff will include with water bills is only an indication of interest in direct payment and not an agreement. Quarterly statements would still be mailed out and residents would know which day the money will be taken out of their accounts.
 - (3) Ray suggested making it clear that this is a draw controlled by the bank and not an option for residents to pick the date. Ray said there should be a policy in case accounts have insufficient funds and the resident should pay any additional fees and time at the office.

- (a) Rose said she can put a memo on the water bills showing the date that the District will use for the withdrawal.
 - c) Emergency tabletop planning exercise.
 - i) The District received a formal report after the tabletop exercise. The report includes comments from those present. There are some good suggestions included.
 - ii) There is also a matrix, which has good suggestions.
 - d) Land Acquisition for Water Treatment Facility #3.
 - i) Kevin met with Mr. & Mrs. Miller last week to see where they are with the offer to purchase. They were going to meet with their attorney for a final review.
 - (1) This will be discussed at the water advisory meeting also.
 - e) Schedule Water Advisory committee meeting for August.
 - i) This will be August 14th at 6:00 p.m. Madeline Gotokowitz will be attending to give a report on her hydrological findings.
 - f) Winnebago County tax lister dealing with A1 parcels.
 - i) The Town's attorney is working on giving the information to the town clerk to have this issue resolved. Bert knows that the District needs this corrected by the time of the tax roll in October and we believe he'll meet this deadline.
 - (1) Joel asked who was going to pay for this. Kevin said the District never received an invoice for this before. Joel said these are going back and correcting previous additions. Kevin believes Bert will have about 2 days time on this as he is gathering legal descriptions for this. Kevin said the District would have a cost if they originated from us.
 - g) Badger Meter
 - i) Their Representative, Phil, stopped in to discuss their meters as they are going to be running out of 700 series and updating to 800 series meters. With this comes an upgrade to their register. This new series also sends out a signal 1 time an hour which can be collected at the office rather than driving by. The District's current hand held collector cannot read the 800 series and the new version of the hand held was to cost \$3,500.00.
 - (1) Kevin told them to arrange something else, as this cost is not acceptable.
 - (a) Phil came back and agreed that if the District locks in the purchase of 200 meters, 100 now and 100 over the next year there would be no charge for the hand held. The cost of each meter will be \$135.00. The District's cost in August of 2006 was \$124.80 so this is an 8% increase. Even with the increase, the District is not paying the \$3,500.00. Kevin said the District would need to order meters soon anyhow.
 - (i) The meters the District is ordering will be 800 series. Mike asked how long the 700's have been out and Kevin said since 2000. Mike recommended getting the 800 series meters.
 - (ii) Currently it takes about 6.5 hours to drive by 4 times a year. As more territory is added it would take longer but it'll be years before the time increases drastically. The 800's still send the normal signal. The top register will be a little different. This cost comes out of assessments as it's built in the fees. There's been 47 meters installed this year already.
- 7) Alex made a motion to adjourn at 7:13 p.m. second-Mike/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary

Algoma Sanitary District #1
Minutes – August 9, 2007 - 6:00 p.m.

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

- 1) Call to order.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - b) **Alex made a motion to approve the minutes from the regular monthly meeting on July 12 and the special meeting on July 18 as presented/second-Mike/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts & investments for Sanitary & Water for July/second-Alex/carried unanimously.**
 - d) **Alex made a motion to approve the pending bills for August as presented/second-Mike/carried unanimously.**
- 2) Director's Report
 - a) Review of District statistics
 - i) Kevin went over the current status for the sanitary and water utility.
 - b) Correspondence
 - i) Status of 2007 projects.
 - (1) The commissioners said to send a reminder to Frank Tower in August as the sanitary contract with the City of Oshkosh is up for renewal in December and to send a copy to Mr. Wollangk, Mr. Kraft and Ray. These same people received the previous request.
 - (2) The commissioners agreed to send a fall flyer out in mid October.
 - (3) Kevin said the Town is working on the DAK property and mentioned that the District has no water line there. There is only a sanitary main there. Earl believes the owner will want water and Kevin said he could bore a main from the town hall. He is hesitant to do a lot of excavating through there due to the new road.
 - (4) Land acquisition for water treatment facility #3.
 - (a) The County application for a road was denied at this time due to the driveway approaches to the west of the site and the set back. Currently the property would be landlocked without road access but the County said they would approve a driveway and eventually there will be road access from another parcel when Horseshoe extends. The commissioners are comfortable with a driveway for the District's needs, but they want to consider future development in the area. Kevin will discuss this situation with the property owner as the owner was under the impression the future road would be located in the 66' land area. The District needs to be sure to have proper easements for future road right of way.
 - (b) The District needs to determine the best North/South sewer route to this parcel. One way would affect residents on Horseshoe. Kevin is proposing to send out a survey to affected residents to see if they want sewer and or water. It was decided that there is too much information that needs to get out for the initial letter. The commissioners will hold a workshop to discuss this in detail, and then hold a public informational meeting for affected residents.
- 3) Public Forum - Bonnie Reynolds is present to discuss her well abandonment credit – item 6 (l) (ii). No one else was in attendance.
- 4) Report from Committees –No meetings to report on.
 - a) There will be a water advisory meeting Tuesday, August 14 at 6:00 p.m; Madeline Gotkowitz will give a report on the arsenic study at the Honeycreek Lift Station site that she has been working on.
- 5) Old Business
 - a) Town of Algoma status of Algoma Sanitary District additions.
 - i) Joel said this is on Wednesday's agenda to set a date to get the property added.
- 6) New Business
 - a) Review Ehlers long term cash flow financial plan for Sanitary District.
 - i) Dave Wagner discussed the financial plan which he put together for sanitary and water.
 - b) Approve staff to make an additional principal payment on the Safe Drinking Water Bond.
 - i) Dave said he talked to Mr. Brinson regarding the Safe Drinking Water loans and Mr. Brinson indicated that they would prefer that the District pays off higher interest rate loans before paying off their loans.
 - c) Determine what to do with the remaining balance regarding Public Lands' loan #2.
 - i) The Commissioners decided not to take additional draws from this loan.
 - d) Water utility investment plan for assessment receivables.

- (1) Dave said the water utility has approximately 1.4 million in funds from prepaid assessments and recommended using this to pay off some loans in March, 2008.
- (2) Earl asked Rose to look into short term investments and come back with recommendations at the next meeting. Joel said the local bank has CD's that he can cash at any time without penalties for the Town.
- e) Act on resolution 2007-8-1; approve hiring Strand to complete the Well Suitability Study for a quote not to exceed \$5,000.00.
 - i) Earl recommended doing this and Kevin said his only concern before hiring Strand was the road access. Kevin will meet with the seller regarding this. The County told Kevin that they would approve a driveway to the property.
 - ii) **Mike made a motion to approve resolution 2007-8-1 to have Strand do the well suitability study not to exceed \$5,000.00/second-Alex/carried unanimously.**
- f) Act on resolution 2007-8-2; proceed with certified survey map for Miller property with R.A. Smith not to exceed \$1,750.00.
 - i) Ray asked if the District is sure that the property is suitable or should the well suitability study be completed before doing the CSM. Earl said he is satisfied that Kevin did the preliminary study and the hydrology study with due diligence and everything is good to go forward. Kevin said the previous resolution gives the District the tool to go forward to the county. **Mike made a motion to approve resolution 2007-8-2 and proceed with the certified survey map for the land purchase/second-Alex/carried unanimously.**
- g) Act on resolution 2007-8-3; approve submitting conditional use permit to Winnebago County for water treatment facility #3.
 - i) Earl recommended going forward with this to obtain approvals prior to final purchase. **Alex made a motion to proceed with resolution 2007-8-3 to approve moving forward with the conditional use permit to Winnebago County for the water treatment facility #3/second-Mike/carried unanimously.**
- h) Set up interviews with engineering/architectural firms for designing water treatment facility #3/administrative facility.
 - i) The commissioners agreed that the District obtain proposals for the facility. The interviews will be held September 17 and 24.
- i) Act on resolution 2007-8-4; award bid to the lowest acceptable bid for Bellhaven – Fourth Addition.
 - i) The lowest acceptable bid was received from Don E Parker Excavating Inc. for the fourth addition to Bellhaven for the sewer and water extension in the amount of \$349,511.32.
 - (1) The District received the notice to proceed from Portside Builders, Inc. who is the developer and responsible party for this extension. Alex said this company worked in the District previously and did good work. **Mike made a motion to award contract 1-2007 to Don E. Parker Excavating/second-Alex/carried unanimously.**
- j) Ormand Beach sewer and water relocation developer's agreement.
 - i) The District received all the agreements and the District is just waiting for Dr. Bell to finalize his house plans.
- k) Act on resolution 2007-8-5; approve staff to proceed with setting up with Associated Bank the ACH draws for water bill collection.
 - i) Ray has reviewed the letter to be sent out and he is comfortable with this. Earl is wholeheartedly in support of this. **Mike made a motion to go forward with ACH draws for water bill payments/second-Alex/carried unanimously.**
- l) Well abandonment credit for:
 - i) Phil Coats - 1522 Valley Road. Mr. Coats previously submitted paperwork for this credit and called that he was unable to make the meeting due to work. His plumber submitted additional paperwork regarding the abandonment.
 - (1) Ray said he is ok with allowing the credit to Mr. Coats as it is consistent with previous credits allowed. It was documented that connection was prior to November 1, and the plumber documented that the pump was taken out. Earl recommended approving this credit on the condition that it is documented that he hooked up to the water system prior to the due date and his well was disconnected prior to the due date. It is documented from the plumber that the plumber did not complete the filling of the bentonite until May 12, 2007 as he was waiting for a rainy day, thus the delay was the plumber's error. **Mike made a motion to allow the credit to Mr. Coats as documented and explained/second-Alex/carried unanimously.**
 - ii) David & Bonnie Reynolds – 3466 Omro Road
 - (1) Mrs. Reynolds attended to request the well abandonment credit for her property. Mrs. Reynolds discussed that due to water on her property, they decided not to hook up to water and abandon their well until this spring.
 - (a) She said they have to cross other property and she said there is standing water for 11.5 months a year. Joel agreed and said the town is working with her regarding the water problem.
 - (b) There was no agreement in place prior to November 1, 2006 and no letter prior to November asking for an extension. Mrs. Reynolds said she wasn't aware she could request an extension. She said they didn't consider doing the work during the winter. Her estimate for the work was dated April 16, 2007.
 - (i) Ray said the commissioners will run into a problem if they grant this request and then where would the requests stop and recommended that the commissioners do not grant the abandonment credit as it is after the due date for abandonment credits. Kevin said extending the date could affect over 200 parcels which is 160,000 dollars. Ray said this amount is just too significant.
 - (ii) Ray said her well could have been abandoned in the winter, but would probably have cost them a little more.
 - (iii) Earl said he was looking for paperwork prior to November 1 and is not willing to extend the November 1 date. Mike and Alex agreed with Earl and there was no action taken.
- m) Auditing Services

- i) Clifton Gunderson submitted their proposal for auditing services for the 2006 audit and it was decided to obtain additional proposals.
 - (1) Renee told Rose that there is a new accounting standard which has significantly increased the cost of audits.
 - n) Request for water service to 3936 Highland Shores Lane.
 - i) The Commissioners decided on 2 options to obtain water service to this parcel.
 - (1) Have the owner talk to neighbors and see if they are interested in a water extension. This is the preferred choice.
 - (2) Put an extension to the house and the cost would be paid by the homeowner, approximately \$15,000.00. In this case, the District needs a fire hydrant at the end of the extension.
 - ii) The Commissioners decided not to do additional diagonal services in this area as it would cause a problem in the future with service laterals. One home received a diagonal water lateral due to it being new construction and there was no water service available.
 - o) Go to closed door session to discuss staff employment and compensation matters.
 - i) This is moved to August 27th.
- 7) Alex made a motion to adjourn at 8:55 p.m. second-Mike/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President

Algoma Sanitary District #1
Minutes – August 27, 2007 - 5:00 p.m.

Commission President, Earl Lawrence with Commissioner Michael Gelhar present called the meeting to order at 5:00 p.m. Also present were Kevin Mraz, Joel Edson, and Rose Mraz.

1) Call to order.

- a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.

2) Director's Report

- a) Land acquisition for water treatment facility #3.

- b) Kevin is working with the Miller's for the road right of way and is meeting with Ryan Roehlig (R A Smith) to determine the road access. The owners are working together and there may be a deed swap that helps everyone out.

- i) Kevin said he found out you can do 1 CSM and have 4 lots on that, and you can only do this once every 5 years.

- ii) Kevin drew up plat ideas and had the Miller's go with him to R A Smith so they would understand what their farm land could look like under different scenarios. Kevin also did this for the Nobel's.

- (1) Kevin said he wasn't comfortable doing a driveway on the Miller parcel as it would affect the Nobel's ability to develop property. This creates a little extra work but is fair to the homeowners.

- iii) Earl asked if the town would come back with a concern that the District is a commercial building with residential around it and Joel said that Thackery is also, but this site will be more so with the office, maintenance, etc. Joel asked what zoning the District is going for and Kevin said that Ryan recommended R2 for the zoning.

- (1) Kevin said he told everyone what will be there, the maintenance shop, well house and the administration building. Earl was wondering if it needs to be commercial zoning and Joel thinks it may be a C2 which needs a site process. Kevin will check further into the zoning.

- (a) Joel said if the Miller's and Nobel's are ok with the District's use it should be ok as they are directly affected.

- (b) Joel and Kevin said that Bob Nadolske was ok with the District's use of the property when it was discussed at the Water Advisory Meeting.

- (c) The County previously said to use an R1 zoning.

- (2) Kevin said all the approvals that he is going forward with display all 3 purposes and that when he starts talking to the County again, the zoning will come up.

- (a) The Commissioners said to check with having the property zoned as commercial so the District's use is on record for anyone looking to purchase property in the area.

- iv) Mike asked if the radios will reach there and Kevin said it would be worthwhile to do a line of site study which he will be doing with L W Allen the next time they come in.

- v) Determine date of information meeting with Horseshoe Road.

- (1) Tuesday, September 18 at 6:30 p.m. at the Town Hall.

- vi) Determine date of information meeting with corridor route.

- (1) No date was set as the District is not ready for this yet.

3) Public Forum – There is no one from the public in attendance.

4) New Business

- a) Water and sewer utility extension to service future administrative/water treatment facility complex.

- i) Discuss possible utility routes and informational meetings to be held.

- (1) There are several possible routes at this time.

- (a) The District discussed the future meeting which will be held with Horseshoe Road residents to obtain their input to help determine the North South route. Kevin put together a power point presentation for this informational meeting and the slides were looked over and discussed. The goal of the presentation is to find out if the residents are interested in sewer and water. It was decided that sewer and water will be separate choices.

- (b) The District doesn't know where the future Town Road in the area will be going and without knowing this, it is more difficult to determine routes.

- (i) Joel explained that the County was given a directive by the DOT to come up with a corridor route from Highway 21 to Highway 26 and this would supersede anything the Town would do. The County has had meetings but has not finalized the location yet.

- (2) Kevin said there are several land owners in the sewer corridor area willing to give the District easements for sewer and water if needed.

- b) Discuss interview process for public works engineer.
 - i) Determine final approval process.
 - (1) Kevin said he was asked by the engineering firms, what the District is going to base the decision on in choosing the final firm from the interview process. Kevin asked the Commissioners for their ideas of what they would like to look at so he can add this to a letter to the firms. Kevin said the process wasn't brought on by Strand not fulfilling their duties to the District but because this is a 2 million dollar project overall and there will be substantial engineering costs. Kevin said to justify this to the District's residents; he felt the District should go through a process to show the District is getting the best value for the dollars spent.
 - (a) It was decided to use best value, longevity, financial stability, engineering support and experience as part of the criteria for choosing a firm.
 - (i) Kevin said he told all the engineering firms that will be interviewing that they are on an even playing field even though other engineers have been used in the past.
 - c) Sanitary District auditor update.
 - i) Rose said the District requested a letter for the PSC from the District's auditor since June. Ray called Clifton Gunderson the other day and told them the District expects this situation to be resolved and was told that the District's auditor is out of the office until next Tuesday.
 - (1) Rose said Ray wanted to know what the Commissioners want him to do next to get this letter if his phone call doesn't obtain the result. The Commissioners agreed to a suit if that is the only way to get them to meet their contractual agreement.
 - d) Go to closed door session to discuss staff employment and compensation matters.
 - i) **Mike made a motion to go to closed door session/second-Earl/carried unanimously.**
 - e) Open meeting to act upon discussion from closed door session
 - i) **Mike made a motion to go back to open door session/second-Earl/carried unanimously.**
 - ii) There was no action taken.
- 5) **Mike made a motion to adjourn at 8:55 p.m. second-Earl/carried unanimously**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President

Algoma Sanitary District #1
Minutes – September 13, 2007 - 6:00 p.m.

Commission Secretary, Alexander Irvine with Commissioner Michael Gelhar present called the meeting to order at 6:00 p.m. Commissioner Earl Lawrence was excused. Also present was Kevin Mraz, Joel Edson, Ray Edelstein, Rose Mraz and Mr. & Mrs. Dempsey.

1) Call to order.

- a) Alex noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
- b) **Alex made a motion to approve the minutes from the regular monthly meeting on August 9 and August 27 as presented/second-Mike/carried unanimously.**
- c) **Mike made a motion to approve the cash receipts & investments for Sanitary & Water for August/second-Alex/carried unanimously.**
- d) **Alex made a motion to approve the pending bills for September as presented/second-Mike/carried unanimously.**

2) Director's Report

a) Review of District statistics

- i) The water connections are up to 669 – there were 10 last month.
- ii) There were 2 sewer connections last month so we are up to 2465 connections.

b) Correspondence.

- i) Kevin received a letter from SEH, an engineering firm, last week. They are working on a west side arterial preservation plan. They are not looking at installing a road yet, but looking for a location for a road from State Highway 21 South to Highway 26 or further south. They may go as far west as County Road FF. Their construction plan is out 15 years, but they need to determine the location so they can start dedicating land to it. Joel said the DOT put Winnebago County in charge of this.

c) Status of 2007 projects.

i) Bellhaven sewer and water extension.

- (1) This area is being cleared and will be surveyed in order to obtain control points to know where the sewer main is going to be. The property owner will indicate where the property lines are so the District makes sure the sewer laterals and water services are up to the property line when installed. The road is winding which makes it a difficult installation.

ii) Washburn sewer and flow station.

- (1) Kevin said he is working with Steve Ghode from the City of Oshkosh to finalize the cost factors for the entire project. There will be a meeting tomorrow between the engineers. Kevin has an estimated cost for the project, but there's rock blasting and the District wants to know for sure what % each entity is paying for this. The District took ownership of a certain station mark on the plan. The blasting companies put station markers where they did blasting and where the rock was removed from.

- (a) Ray said there should not be much out of the District's pocket as the majority will be funded. Most costs will be 90% funded minimum, and some 100% funded. The District needs to be within 10% of the final price or you need to start over again with change orders.

iii) Menards expansion - sewer easement conflict.

- (1) Menards is putting a garden center in the overhang. The 75' overhang will end 15' before the District's sewer main so there is not a conflict or concern here. Kevin sent a letter approving this installation.

iv) Land acquisition for water treatment facility #3.

- (1) The District is waiting for the county road approval. The 2nd request was sent in last week Friday.

v) Engineering services interview.

- (1) These will start next Monday.

vi) Sewer cleaning & televising

- (1) The jetting started with a practice on Tuesday. Great Lakes will be coming at the end of the month to televise the mains.

vii) Water valve exercising & flushing

- (1) This will begin in October.

viii) ACH – water bills.

- (1) The District will do the prenote test on accounts on Tuesday. Currently, 94 residents are signed up to pay this way.

3) Public Forum – Mr. & Mrs. Dempsey are in attendance to discuss an agenda item regarding Moore's Island.

4) **Report from Committees**

- a) Water Advisory Council. – There was no meeting to report on.

5) **Old Business**

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

- i) Kevin explained that the County's software program doesn't accept partial parcels. The District is cleaning up the records for the tax lister.

- ii) Mr. & Mrs. Dempsey received a letter from the town regarding their property being taken out of the District.
 - (1) Kevin told them that their neighbor sent a letter previously to be removed from the District; therefore, the District asked for the removal of Moore's Island from the District at this time.
 - (2) Mr. Dempsey said several years ago he questioned his properties that were in the District and could not ever be developed. Mr. Dempsey said that they never decided if they wanted to be in the Sanitary District or not. Mrs. Dempsey said she was under the assumption that to get garbage collection they need to be in the District.
 - (a) Kevin explained that being in the District only relates to sanitary service and Joel agreed. Currently they have a septic system. Installing a sanitary grinder pump or whatever is needed for them would be costly.
 - (b) Kevin didn't look at feasibility for sewer to Moore's Island at this time. There's a substantial cost for sewer to their parcel.
 - (i) Ray told Mr. & Mrs. Dempsey that the District was trying to clean up the County's records where there are pieces of parcels in the District. As they are not presently served, the District was going to remove them to save them some dollars. Normally the District does not remove parcels.
 - (ii) Joel said he will check on their parcels and what they have been paying for the ad-valorem tax. The Commissioners see no problem with them being removed and put back in the District if and when they receive sewer service.
 - (c) Mr. & Mrs. Dempsey may prefer to stay in the District and will send a letter to the Town indicating their preference. Kevin will wait for their letter and do what they wish.

6) New Business

- a) Auditing Services for 2007 audit.
 - i) The District has a quote from Clifton Gunderson and Virchow & Krause and is waiting for a quote from Schenk & Associates. The District will wait for the 3rd quote to decide on an auditor.
- b) Investment options for water special assessments received.
 - i) Rose put a spreadsheet together to show bond interest and principal payments due from November, 2007 through November 2008. Dave Wagner with Ehlers recommended paying off a lump sum in March.
 - (1) Associated Bank gave the District 3 options for investing these funds so they will be available when the extra lump sum payment is due March 15.
 - (2) **Mike made a motion to invest funds needed in November using short term CDAR's and the funds due March 15 will be invested in a lump sum CD at Associated Bank which will be collateralized/second-Alex/carried unanimously.**
- c) DAK parcels (154, 170, & 184 Oakwood Road) water service.
 - i) These properties belong to Dr. Janssen and are next to Mercy Medical Center. Dr. Janssen would like to put in a medical center and applied for a zoning change so he can continue. The District heard that Dr. Janssen wants water on these parcels and Kevin is looking at how to service them without disturbing the new road.
 - (1) There are some parcels on Kirkwood Road that are vacant and may also want to be part of a water extension. Kevin called WPS to see how to get an easement to service Kirkwood & Dr. Janssen's property. Kevin was told he could obtain an easement, but they will need a site plan which will have to be checked in case there are restrictions due to the high voltage.
- d) 2008 budget cycle schedule
 - i) The District would like to have the public hearing on November 8 just prior to the District's regular monthly meeting so the proposed budget will need to be published by October 25. To meet this, the District needs to complete the budget by October 18.
 - ii) The Commissioners will hold the workshop October 3 and Rose will follow up with Earl to see if he is available. This way at the October meeting, the Commissioners could give a final approval for the publication.
- e) Received DNR sanitary compliance maintenance annual report. The District sent in the status for the sewer collection system and this is notice that the District confirms receipt of the report. The DNR again indicated having some retained earnings dedicated into an equipment fund. This is not mandatory. Joel said that you could pledge the funds towards equipment, but not have to restrict them for the project. Kevin said the funds will come down some with future projects.
 - i) Mike said the District did a good job and received an A.

7) Alex made a motion to adjourn at 8:55 p.m. second-Mike/carried unanimously

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, District secretary

Algoma Sanitary District #1
Minutes – October 11 - 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. Kevin Mraz, Joel Edson, Ray Edelstein, Rose Mraz, Steve Kluesner, Richard & Judy Leinweber, Paula Rost, and Colleen Stepanek were also present.

1) Call to order.

- a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using a tape recorder.
- b) **Mike made a motion to approve the minutes from the regular monthly meeting on September 13 as presented/second-Alex carried unanimously.**
- c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for September as presented/second-Mike/carried unanimously.**
- d) **Mike made a motion to approve the pending bills for October as presented/second-Alex/carried unanimously.**

2) Director's Report

- a) Correspondence – All correspondence to be discussed is on the agenda.
- b) Status of 2007 projects.

i) Bellhaven sewer and water extension.

(1) The project has slowed down due to rock in the area which will take a couple of weeks to remove. About 165' of rock is being removed per day. The contractor will not be working at this project for a couple of weeks and Kevin met with the developer regarding this.

- (a) The developer will excavate rock 16' past the property line and the sewer lateral will stop at 6' giving a 10' buffer between the lateral and where they need to blast for the basements. There will be about 20 basements needing blasting.
- (b) The District will put together a blasting ordinance to have in place prior to these being constructed.

ii) Land acquisition for water treatment facility #3.

(1) There was discussion with the residents present regarding the District's plans for the proposed land acquisition. They have been hearing conflicting stories and wanted clarification. They wanted to know why the District picked their area.

- (a) Earl explained that for water safety, the District needs to be located in residential areas, and also in far corners of the District, and the landowner is willing to sell this piece of property to the District. The property to the west of the proposed site is not zoned residential through the Town so the District couldn't go further west. Kevin said the District was following the Town's Comprehensive plan, which was completed in 2005, when looking for land.

(i) The residents said they were not aware of the Town's comprehensive plan going on and Ray said there would have been legal notices sent out at the time.

- (b) The residents said that no one out there knows what is going on and Kevin said that is why he contacted them so they could become informed. Richard & Judy Leinweber and Paula Rost said they do not want water or sewer service.

(i) Earl told them they are not included in the Sanitary District; therefore the District cannot give them sewer service and cannot charge them for mains which may go past their homes. Ray explained that there are only 2 ways to get in the District which are petitions from the homeowners themselves or petitions from the District on behalf of those interested. Ray said that some petitions do include people not wanting to be in the District but the majority wants to be in. Ray told them the Town Board makes the decision on additions.

(ii) The homeowners also do not want a retention pond in their back yard or draining in their ditch.

1. Earl said the District understands the feelings of neighbors and told them the District is trying to work with them. Kevin said there is a multitude of things that can be completed to keep a buffer between their properties and the District's property. The District needs to complete a site plan prior to any designing of buffers.

(iii) Earl said he understands their reluctance, but growth has determined what will go in the land by them. The County and Town will require that the District keeps in mind that this is a residential area. The County already plans that Horseshoe Road will go south which is why the District needs to plat out a road rather than a driveway.

- (c) Mr. Leinweber was concerned with semi's coming in with deliveries. Kevin said the District only had 1 semi in the last 2 years with a load of meters. Chemicals come on a box truck similar to UPS trucks.

(2) Earl said the District contacted the homeowners as soon as possible as the District needed an accepted offer to purchase prior to going public with everything. Earl said we want to be good neighbors and will work around their concerns as much as possible.

(3) They said they had several stories from other people and Ray said coming in is the best thing for them to do to find out what is actually going on and receive accurate answers. Some of the information they received is accurate for other parcels, but not for their parcels.

iii) Sewer main cleaning & televising.

- (1) The District televised about 90% of what was jetted so far and the District found 15 gallons per minute of leaks. One larger leak is on Sheldon between Oakwood and Valley that Great Lakes will be trying to fix next month.
- 3) Public Forum – Residents present own property on Witzel and wish to discuss the Horseshoe Road results and the District’s land acquisition for the District’s future project.
 - 4) Report from Committees
 - a) Water Advisory Council. There was no meeting.
 - 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with City of Oshkosh update.
 - i) Ray talked to Attorney Lynn Lorensen this morning and told her to talk to Warren Kraft regarding the District’s request. She said she would talk to Jackson Kinney or someone. An hour later, Ray found out that Mr. Kraft retired immediately after 23 years with the city.
 - ii) Ray said there will be an interim manager and the District will need to contact him so this issue gets on their November agenda. It was decided to send a letter to the interim city manager, the acting attorney, and the Mayor, Frank Tower.
 - 6) New Business
 - a) Determination of which engineering firm to use for the design of administrative / treatment facility services agreement.
 - i) Kevin said that he believes whoever the District goes with should be the engineer for the long term due to cost factors and believes each company is competent to do the work. There was discussion regarding the different firms. Ray didn’t look at the proposals, but indicated itemizing costs of services should be included. Earl said the District looked at engineering costs as this is part of the District’s due diligence.
 - ii) **Mike made a motion to instruct staff to move forward with the feasibility studies and it is the consensus of the commissioners that the District will retain Strand Engineering for the balance of this project/second-Alex/carried unanimously.**
 - b) Determination of which auditing firm to use for 2007 audit.
 - i) Staff recommended going with Virchow Krause. Kevin said they were well prepared and seemed to know what the District needs and also were the lowest cost. Joel agreed to go with Virchow Krause and said that will be his recommendation to the Town also. **Mike made a motion to go with Virchow Krause as the auditor for the 2007, 2008 and 2009 audits/second-Alex/carried unanimously.**
 - c) Discuss Horseshoe Road results from survey for sewer and/or water mains.
 - i) The District held a public workshop with the residents and staff also sent out a survey to see if residents want sewer and or water. There were only 2 residents wanting sewer and water. Due to the results, Kevin recommended not going down Horseshoe Road with water and sewer mains and the Commissioners agreed to this. The District will be looking for a different route to get to the proposed new site. Residents present wanted to know where the routes will go and Earl told them that this is not determined yet.
 - (1) Kevin will send a letter to the residents that the District is not going down at this time. Earl said to be sure to note that if circumstances change, the District may need to go down their road in the future.
 - ii) Colleen Stepanek was present and indicated that she and her husband would like sewer service. Earl told her the District will not be going in front of her property for this project. Kevin said if there is a health concern, then the District could address this but she said there’s no concern.
 - d) Sewer user fee credit
 - i) There are 2 credits for reduction in sewer user fees. Rose said that P002-1024 is only used weekends during the summer and parcel 002-111 is vacant all year. **Mike made a motion to allow a sewer user fee credit for 2006 shown on the 2007 tax roll for parcel # 002-1014 for \$94.50 and parcel # 002-0111 for \$126.00/second-Earl/Alex abstained-carried 2.** Roll call Mike – aye, Alex – abstained, Earl - aye.
 - e) Budget for 2008 review.
 - i) The Commissioners reviewed the revised budget as developed at the Budget workshop.
 - (1) Joel told Earl that it was discussed how to pay for the bonds and said the impact of the project won’t show up until 2009. Joel said the District is working with a model that shows 1 million of bonding and Joel recommended discussing this with the water committee.
 - (2) Joel also indicated the District needs the tax levy and it comes to about \$25.00 per \$100,000.00 of assessed value. This is about the same amount as the previous year.
 - (3) Earl said the District has been looking at the level of debt versus assessed value and is looking at keeping this down. Kevin said with the water users, the treatment facility will be paid out of the supply assessments.
 - (a) Steve said with the well siting study, you need to put together the preliminary plan for the entire site so you can pinpoint the well position. Earl said the plan should include everything and box out the future items. The Commissioners are planning future workshops to discuss the project in more detail.
 - ii) **Mike made a motion to approve the publishing of the proposed budget with the wording change to the note/second-Alex/carried unanimously.** The 2008 Budget Public Hearing will be November 8 at 5:45 p.m.
 - 7) **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, District President

Algoma Sanitary District #
Regular Monthly Meeting
Minutes – November 8, 2007 - 6:00 p.m.

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine, and Commissioner Michael Gelhar present called the regular monthly meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Ray Edelstein, and Rose Mraz.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - f) **Mike made a motion to approve the minutes from the regular monthly meeting on October 11 as presented second-Alex/carried unanimously.**
 - g) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for October/second-Mike/carried unanimously.**
 - h) **Alex made a motion to approve the pending bills for November as presented/second-Alex/carried unanimously.**
- 2) Public Forum
 - a) Judith & Richard Leinweber, and Paula Rae Rost were in attendance to discuss the new well facility which is on the agenda.
- 3) Director's Report
 - a) Review of District statistics.
 - i) The Commissioners received a copy of stats previously.
 - b) Correspondence
 - i) Jim's Plumbing submitted an extension for a well abandonment as they were not able to abandon the well during the week of November 12. They were contracted prior to the cut off date for the credit.
 - ii) Reduction in sewer credit. The Stowe's purchased a house and cottage. The previous owner paid 1 equivalent unit for their house and ½ equivalent unit for the cottage. Rose contacted the owner and said they would need to complete the user fee rebate form if the cottage was vacant which they did. The Commissioners asked for additional information, such as flow and number of laterals and to put this on another agenda. For now the user fee should be 1 equivalent unit for each building.
 - iii) Staff sent a letter to the Town Board regarding the fire protection fee as they are proposing to pay 100% of the fee. The letter explains the effects of this proposal.
 - iv) Staff is mailing a letter to residents on Witzel for survey and wetland delineation access so they are aware that staff from Strand will be on site and they know who to contact with concerns. Kevin talked to each resident already except Mr. Rasmussen as we may or may not go through his property.
 - c) Status of 2007 projects – The status of projects are in Kevin's report. The land acquisition for the water treatment facility #3 was discussed for the benefit of the public in attendance.
 - i) Land acquisition for water treatment facility #3
 - (1) The most obvious thing you can see on site is the stakes for the property lines on the Miller's farm. They are not plowing the area that the District is proposing to buy from the Miller's and Nobel's.
 - (a) The District received the amendment to the offer for the Miller's property and it looks just fine.
 - (b) The offer from the Nobel's should be faxed over this evening yet.
- 4) Report from Committees
 - a) There was no Water Advisory Council meeting. There will be a meeting the end of November or early December.
- 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with the City of Oshkosh
 - i) This was on the City's October 23 meeting agenda, but their Clerk's office said the city council did not get the agreement from city staff to review so it was laid over for November. There have been no questions to the District from the City on this. Earl and Kevin will attend their next meeting.
- 6) New Business
 - a) Financing of the proposed administrative, water treatment facility, warehouse building, and utility extension project.
 - i) There was discussion on the report from Ehlers showing how the District can finance the project. The report took into account what is in the budget - using \$800,000.00 from the existing bond funds on the water side and 2.5 million on the sewer side. It works out that if rates increase 3% a year, the 2.5 million can be covered.
 - (1) The report shows that the ending cash balance will be positive. It needs to be discussed if the District will use existing funds versus bonding as the rates need to be decided. The District does not have an exact cost yet.
 - b) Budget for 2008

- i) Earl said the District held the public hearing, and has the acknowledgement from the paper that the budget was published. Alex said the District had a good workshop and Mike agreed. **Alex made a motion to adopt the budget for 2008 as presented in the legal notice to Residents of the Algoma Sanitary District #1, Winnebago County, 54904-second-Mike/carried unanimously.**
- c) Act on Engineering Agreement for Strand.
 - i) Review and discuss task list assignment
 - (1) Earl noted it was previously agreed to continue with Strand for this proposed project. Kevin reviewed the contracts and made some clarifications. The most recent request change was for task order #2 to add a meeting with the homeowners. Ray had some changes to wording in case there are ever disputes, and stressed that on page 2 under payments that Strand gives itemize statements. Kevin said he also changed the agreement to require Strand to send a statement 14 days prior to the District's meeting for payments.
 - ii) Kevin discussed the timeline of the proposed project tasks with Strand.
 - (1) It could be March before the District receives final approval for well #3.
 - (a) The DNR will require some wetland delineation above the District's sewer and water mains.
 - (b) Strand will draft the easements the District needs as well as designing the sewer and water.
 - (c) Kevin has been talking to the landowners regarding easements that they are willing to give the District. The District will design the North section of sewer and water main to be cased if a main arterial road goes over it in the future.
 - (i) The developers in the area are also talking to each other about future plans in the area.
 - (d) It was decided to survey homeowners along the proposed routes to see if they want water and or sewer. The parcels are not in the Sanitary District at this point. Kevin said the cash flow schedule shows 100% District funding without any recouping of the dollars. Cash flow will increase as the District receives assessments for the pipes.
 - (2) Mr. Leinweber asked if the District was still planning to put the access across from Horseshoe Road.
 - (a) Kevin said the plan is to be straight south of Horseshoe Road as that is where a future road is planned and approved by the County Highway Commission so the District has to follow their decision. The culvert may be put in next week.
 - (i) The CSM will have the dedication of 250' dedicated to the Town for the road right of way.
 - (b) Kevin told those present that he'll schedule a meeting with the neighbors at their convenience to discuss more detail of the District's plans. Kevin said there would be 7 homeowners invited.
 - iii) Approve the Technical Services Agreement.
 - (1) The agreement lasts for the entire project. Staff is comfortable with the agreement and task orders and there were no other comments.
 - (a) **Mike made a motion to accept the agreement for technical services e as proposed in the agreement dated October 31, 2007 from Strand/second-Alex/carried unanimously.**
 - (b) **Alex made a motion to approve task order 0701 pursuant to the Technical Services agreement dated October 31, 2007/second-Mike/carried unanimously.**
 - (c) **Mike made a motion to approve task order 0702 from Strand Associates pursuant to the Technical Services agreement dated October 31, 2007/second-Alex/carried unanimously.**
- d) Review blasting ordinance suggested changes.
 - i) Ray said the District's ordinance is ok as it is. The District will put people on notice when permits are issued so they know the requirements of the District's ordinance. This will be a staff procedure and not an ordinance change.
- e) Discuss County Highway Commission proposed arterial road locations.
 - i) Kevin has a concern that the County does not have frontage roads. If they go through commercial lands, you still will not have access.
- f) Kevin told the Commissioners that his budget to purchase items for the next month will include items that were budgeted for, but not purchased yet and will go over his allowed monthly expenditures.
- g) The District gave out a copy of a draft newsletter for review.
- h) **Alex made motion to adjourn/second-Mike/carried unanimously.**
- i)

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President

Algoma Sanitary District #
Regular Monthly Meeting
Minutes – December 13, 2007 - 6:00 p.m.

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine, and Commissioner Michael Gelhar present called the regular monthly meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Ray Edelstein, Rose Mraz, Steve Kluesner and Eric Urtes.
 - b) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - i) **Alex made a motion to approve the minutes from the regular monthly meeting on November 8, and the Budget hearing on November 8 as presented second-Mike/carried unanimously.**
 - j) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for November/second-Mike/carried unanimously.**
 - k) **Mike made a motion to approve the pending bills for December as revised/second-Alex/carried unanimously.**
 - i) An invoice was received from Clifton Gunderson which Ray discussed previously with Rose. Ray said the invoice was for Clifton Gunderson's professional error and not the District's and recommended sending out the letter to Clifton Gunderson which Rose wrote up and the Commissioners agreed.
- 2) Public Forum - There was no one from the public in attendance.
- 3) Director's Report
 - a) Review of District statistics – these were received previously and no questions on them.
 - b) Correspondence – no additional correspondence.
 - c) Status of 2007 projects
 - i) Earl indicated he appreciated the District's debt ratio which was sent out previously by staff.
 - ii) Kevin explained that the District listens to the hydrants after flushing to see if there are any leaks. Fixing these help with reducing unaccounted water.
 - (1) The operator discovered a leak on Thackery. The homeowner was called and told there was a possible leak in his lateral. The District shut off the valve at the curb stop and didn't hear the noise which means the leak is on the homeowner's side of the valve. The predicament is that the lateral is in the middle of their concrete driveway. At the moment, the District is not sure what is wrong but is working with the resident.
 - iii) Lowe's sewer extension.
 - (1) The sanitary sewer is being installed at Lowe's. There was a preexisting land fill and when digging, the excavator went through the clay cap and then water rushed out. This was being pumped to the storm sewer and Kevin said he made sure they put salt all over to prevent any accidents and they were receptive to this. The DNR required a specialist there throughout the project to determine what needs to be land filled. They have 100' remaining to complete the project.
 - iv) Great Lakes sent the District their televising report and out of this year's televising, they found about 5 leaks, the larger is 10 gpm and is near the end of a lateral. This main will be fixed as soon as Great Lakes can get in town. Two other leaks are 2 gpm. The District is on Great Lakes list for repairs.
- 4) Report from Committees
 - a) Earl said there was a really good and beneficial Water Advisory Council workshop. A number of town officials were in attendance to give input. The District concentrated on the proposed building. One good thing that came from the workshop was that the front side was determined which is important due to different building set backs.
- 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with City of Oshkosh. The City of Oshkosh agreed to approve this. The District will receive a certified copy of their minutes and put this with the District's minutes. This took a lot of energy on the District's part and worked out well for the District. The plant was built in 1973.
- 6) New Business
 - a) Discuss and act on survey results from Witzel Avenue and Fenzl Drive for sewer and water connection.
 - i) Sara put together a spreadsheet showing results. There were 5 no response. There are 6 that want water. The survey indicated an estimated cost upfront so the residents know the cost. One resident wants water and sewer, but he just received the survey for water. Kevin checked and this resident may be close enough to serve sewer. There are 4 yes's for sewer The Nobel's did not respond, but will have 4 additional connections for sewer and water. These assessments for sewer and/or water will give the District \$77,000.00 towards the project. There's no action at this time, but in the spring, as the District gets closer; these parcels will need to be added to the District.

- 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.
 - (1) Steve gave out a copy of the revised concept plan for the proposed building and site. There was about 2,000 sq. feet taken out.
 - (2) There was considerable discussion regarding the proposed building concept plans. Eric said he and Kevin have been talking a lot over the last couple of weeks regarding the plans and building layout.
 - (a) Steve asked for comments for changes so they can finalize the floor plan and site layout for the preliminary design reports for the basis to move forward. At that time they would proceed with completing the actual elevation views and also the actual preliminary design report which will discuss the construction materials, the heating and other details for the commissioners to approve prior to the specifications. Strand would like to have a draft report of the preliminary design by the middle of January. The District's next meeting is January 10.
 - (b) Steve said a draft could be ready by then if there are not major changes. This will have the site plan, floor plan, elevations and Strand's text of what's going on regarding construction materials and various sizing requirements. Strand would like to have this finalized by the end of January depending on how big the comments are and then Strand can proceed to final design of the facility. Steve will be drawing up a task order now that we are getting closer to the size of the building and how much work there'll be. Kevin asked if the preliminary design comes out with a new estimate of cost and Strand said that is part of the report.
 - c) Bonding insurance for District
 - i) **Alex made a motion to approve the purchase of bonding insurance for the District/second-Mike/carried unanimously.**
 - d) The 2030 sewer service area plan received DNR approval
 - i) The DNR reviewed and approved the sewer service area for the District which is good news and the District received the signed document back. Earl requested an updated map showing the service area and Kevin will obtain one as soon as East Central makes them available.
 - e) Discuss how Great Lakes Compact affects the District
 - i) Earl complimented Kevin for doing his job in tracking this. These discussions regard the ground water usage from the Great Lakes basin.
- 7) Go to closed door meeting to discuss employee matters
 - i) **Mike made a motion to go to closed session/second-Alex/carried unanimously.**
- 8) **Mike made a motion to return to open session/second-Alex/carried unanimously.**
 - a) **Earl made a motion to give the Utility Director a step increase from level 6 to level 8/second-Alex. Roll call Alex – yes, Mike – no, Earl yes/carried 2 to 1.**
- 9) **Mike made motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President