

Algoma Sanitary District #1
Regular Monthly Meeting Agenda
January 12, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open Regular Monthly Meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Report summary detail of 2012 project goals and schedules.
- 6) Old Business.
 - a) Discuss and act on determining the entity to return aged road deposits for multiple properties.
- 7) New Business.
 - a) Resolution # 2012-1-1 review public bid results and approve awarding Contract 1-2011 Washburn Street Utility Extension.
 - b) Discuss and approve dedication of a memorial bench in memory of Alexander Irvine.
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
February 9, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open Regular Monthly Meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) 2012 project status.
- 6) Old Business
 - a) Discuss, review, and act on Consolidation with the Town of Omro Sanitary District #1
- 7) New Business.
 - a) Discuss, review, and act National Claim Services Inc. updated status in regards to Tenor Pipeline Construction Inc. bond.
 - b) Discuss, review, and act on approving check signers at financial institutions.
 - c) Discuss Commissioner status.
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
March 8, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open Regular Monthly Meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) 2012 project status.
- 6) Old Business
 - a) Discuss, review, and act on Consolidation with the Town of Omro Sanitary District #1.
- 7) New Business.
 - a) Approve Task Order 2 with OMNNI Associates, Inc. for professional services to design and supply construction documents for manhole replacements
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
April 19, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Reorganization of the Commission due to public election and appointments
 - i) The Commission shall elect officers including President, Secretary, and Treasurer.
 - c) Approve minutes of previous meeting.
 - d) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - e) Approve pending bills and for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) HWY 21 sewer relocation.
 - ii) Sewer cleaning and televising.
 - iii) Fire hydrant painting.
 - iv) Sanitary Sewer manhole replacement.
 - v) Audit review with Baker Tilly for 2011 scheduled for May 10.
- 6) Old Business.
- 7) New Business.
 - a) Review District Mission Statement and general powers and duties according to WI stats 60.77(4).
 - b) Discuss, review, and act on approving check signers at financial institutions.
 - c) Discuss, review, and act on consolidation with Town of Omro Sanitary District #1.
 - i) Consolidation process.
 - (1) Review terms.
 - (2) Review status of implementation.
 - (3) Town of Omro hall office rental cancelation as of May 1st 2012.
 - (4) Implementation of Scada system within the Omro Sanitary Distirct.
 - (5) Review table of organization.
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
May 10, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meetings.
 - i) Omro Sanitary District #1 Monday April 23rd at 4:30pm.
 - ii) Algoma Sanitary District #1 Thursday April 19th at 6:00pm.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills and for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) HWY 21 sewer relocation.
 - ii) Sewer cleaning and televising.
 - iii) Fire hydrant painting.
 - iv) SCADA upgrades.
 - v) Omro Sanitary District Consolidation.
- 6) New Business.
 - a) Review 2011 Annual Audit with Baker Tilly.
 - b) Resolution approving Consolidation Services for Omro Sanitary District closeout with Baker Tilly.
 - c) Discuss and act on contract for Manhole replacement project number M1369A11 based on sealed bids opened on May 2, 2012.
 - d) Discuss and act on quote from Water Tower Clean and Coat, Inc. in the amount of \$2,200 to touch up paint on the elevated water tower.
 - e) Discuss employee succession planning.
 - f) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (e) to discuss matters in relation to the intergovernmental agreement between City of Omro and Algoma Sanitary District regarding wastewater treatment.
 - g) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session.
- 7) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
June 14, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meetings.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills and for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) HWY 21 sewer relocation.
 - ii) Sewer cleaning and televising.
 - iii) Water tower painting
 - iv) Fire hydrant painting.
 - v) SCADA upgrades.
 - vi) Omro Sanitary District Consolidation.
 - vii) Town of Omro sump pump inspection program.
- 6) Old Business.
 - a) Discuss and act on the quote received from Deuster Construction in an amount not to exceed \$10,000 to repair two manholes.
 - b) Discuss and act on the Intergovernmental Agreement between the City of Omro and the Algoma Sanitary District regarding wastewater treatment services.
- 7) New Business.
 - a) Discuss and act on the quote received from LW Allen in an amount not to exceed \$25,000 to install SCADA radio telemetry to the 5 lift stations that are located in the Town of Omro.
 - b) Discuss and act on resolution #2012-6-1 accepting the DNR compliance maintenance annual report as submitted.
 - c) Discuss and act on any public comments received during the June 12, 2012 at 10:00AM Public Service Commission of Wisconsin consolidation and water rate case public hearing.
 - d) Discuss and act on petition for addition to the Algoma Sanitary District for the following parcels; 002135301, 0021354, 002001404, 002001402, 002001410, 002001409, 002001408, 002001407, 016031701, 0160824, 0160825, 0160826, 0020175, 016036605, 016036604, 0160827, 016038402.
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
July 12, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) HWY 21 sewer relocation.
 - ii) Sewer cleaning and televising.
 - iii) Water tower painting.
 - iv) Fire hydrant painting.
 - v) SCADA upgrades.
 - vi) Omro Sanitary District Consolidation.
 - vii) Town of Omro sump pump inspection program.
 - viii) Petition for addition to Algoma Sanitary District update.
- 6) Old Business.
 - a) Discuss and act on the Intergovernmental Agreement between the City of Omro and the Algoma Sanitary District regarding wastewater treatment services.
- 7) New Business.
 - a) Discuss and act on agreement with wireless phone company for lease of space on water tower property.
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
August 9, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) Sewer repair and grouting.
 - ii) SCADA upgrades.
 - iii) Omro Sanitary District final audit.
 - iv) Town of Omro sump pump inspection program.
 - v) Petition for addition to Algoma Sanitary District update.
- 6) Old Business.
 - a) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (e) to discuss matters in relation to the intergovernmental agreement between City of Omro and Algoma Sanitary District regarding wastewater treatment.
 - b) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session.
- 7) New Business.
 - a) Receive and act on financial records request from the Town of Algoma.
 - b) Act on purchase of maintenance vehicle to replace existing plow truck.
- 8) Adjourn.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda and
2013 Budget Workshop
September 18, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) Sewer repair and grouting.
 - ii) SCADA upgrades.
 - iii) Omro Sanitary District final audit.
 - iv) Town of Omro sump pump inspection program.
 - v) Petition for Addition to Algoma Sanitary District update.
 - vi) Generator replacement at Shorehaven Lift Station.
 - vii) Address inflow from private sewer laterals.
- 6) Old Business.
 - a) Review and discuss the intergovernmental agreement Workshop #1 with the City of Omro.
 - b) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (e) to discuss matters in relation to the intergovernmental agreement between City of Omro and Algoma Sanitary District regarding wastewater treatment from City of Omro and providing wholesale municipal water service to the City of Omro.
 - c) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session regarding the upcoming intergovernmental agreement Workshop #2 with the City of Omro.
- 7) New Business.
 - a) Discuss and approve the replacement of the Shorehaven Lane lift station.
 - i) Approve purchase from Cummins power generation for an 85KW natural gas generator in the amount of \$21,675 to replace existing 60 KW diesel generator.
 - ii) Approve quote from Faith Technologies to install and startup of the generator in the amount of \$13,323.
 - b) Coordinate a date to begin working with Ehlers and Associates to obtain financing for upcoming projects and refinance existing debt schedules with lower interest rate.
 - c) Discuss and act on replacing water services on Marquardt Lane.
 - d) Discuss and approve hiring engineering firm to design Young Road and Spring Brook lift station renovations and forcemain extension.
 - e) Discuss and act on determining the implementation method of collecting the Town of Omro Fire Protection Fee.
- 8) **Adjourn normal monthly meeting.**
- 9) Open Workshop for the 2013 Sanitary Sewer and Municipal Water Utility Annual Budget to proceed immediately following the normal monthly meeting.
- 10) **Adjourn 2013 budget workshop.**

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda and
2013 Budget Workshop
October 11, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) Sewer repair and grouting.
 - ii) Omro Sanitary District final audit.
 - iii) Town of Omro sump pump inspection program.
 - iv) Petition for Addition to Algoma Sanitary District update.
 - v) Generator replacement at Shorehaven Lift Station.
 - vi) Grinder pumps removal goal.
 - vii) Refinancing and cash flow schedule.
- 6) Old Business.
 - a) Review and discuss the intergovernmental agreement Workshop #2 with the City of Omro.
 - b) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (e) to discuss matters in relation to the intergovernmental agreement between City of Omro and Algoma Sanitary District regarding wastewater treatment from City of Omro and providing wholesale municipal water service to the City of Omro.
 - c) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session regarding the upcoming intergovernmental agreement Workshop #3 with the City of Omro.
- 7) New Business.
 - a) Preliminary budget review.
 - i) Approve 2013 annual budget for publishing.
 - ii) Schedule the annual public hearing for 2013 annual budget.
 - b) Discuss and act on determining an exemption policy for the implementation method of collecting the Town of Omro Fire Protection Fee.
 - c) Approve sewer user fee credit for unoccupied parcels.
 - d) Approve quote from Freund Excavating to remove grinder pump at 4482 Harbor Village Drive.
 - e) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (c) to discuss matters in relation to annual employee evaluation.
 - f) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session regarding employee evaluations.
- 8) **Adjourn normal monthly meeting.**

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**Algoma Sanitary District #1
2013 Budget public hearing and
Regular Monthly Meeting Agenda
November 8, 2012 – 5:45 p.m.
3477 Miller Drive, Oshkosh, WI 54904**

Open public hearing for proposed 2013 budget.

- 1) Public forum.
- 2) Adjourn.

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) Sewer repair and grouting.
 - ii) Town of Omro sump pump inspection program.
 - iii) Petition for Addition to Algoma Sanitary District update.
 - iv) Generator replacement at Shorehaven Lift Station.
 - v) Grinder pumps removal goal.
 - vi) Refinancing and cash flow schedule.
- 6) Old Business.
 - a) Review and discuss the intergovernmental agreement Workshop #2 with the City of Omro.
 - b) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (e) to discuss matters in relation to the intergovernmental agreement between City of Omro and Algoma Sanitary District regarding wastewater treatment from City of Omro and providing wholesale municipal water service to the City of Omro.
 - c) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session regarding the sewage treatment services proposal for the City of Omro.
- 7) New Business.
 - a) Resolution #2012-11-1 to approve the 2013 sanitary user fee for Algoma Sanitary District residents per equivalent unit.
 - i) User fee for properties discharging to the Oshkosh Wastewater Treatment Facility to be set at \$300.
 - ii) User fee for properties discharging to the Omro Wastewater Treatment Facility to be set at \$691.
 - b) Resolution #2012-11-2 to set the 2012 property tax levy at \$201,935.
 - c) Discuss and approve an increase of 3% for the 2013 Contribution in Aid of Construction (CAC).
 - d) Discuss and approve the 2013 annual budget.
- 8) Adjourn normal monthly meeting.

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Algoma Sanitary District #1
Regular Monthly Meeting Agenda
December 13, 2012 – 6:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Call to Order.
 - a) Notice use of tape recorder.
 - b) Approve minutes of previous meeting.
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - ii) Note any balance adjustments.
 - d) Approve pending bills for sanitary and water.
- 3) Public Forum.
- 4) Commissioner Statements.
- 5) Director's Report.
 - a) Review of District statistics.
 - b) Correspondence.
 - c) Status of 2012 projects.
 - i) Sewer repair and grouting.
 - ii) Town of Omro sump pump inspection program.
 - iii) Petition for Addition to Algoma Sanitary District update.
 - iv) Generator replacement at Shorehaven Lift Station.
 - v) Grinder pumps removal goal.
 - vi) Refinancing and cash flow schedule.
- 6) Old Business.
 - a) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (e) to discuss matters in relation to the intergovernmental agreement between City of Omro and Algoma Sanitary District regarding wastewater treatment from City of Omro and providing wholesale municipal water service to the City of Omro.
 - b) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session regarding the sewage treatment services proposal for the City of Omro.
- 7) New Business.
- 8) Adjourn monthly meeting.

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