

Algoma Sanitary District #
Regular Monthly Meeting
Minutes November 13, 2008 - 5:55 p.m.

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the meeting to order at 5:55 p.m. Also present were Kevin Mraz, Joel Edson, Rose Mraz, and Ray Edelstein. From the public, Paula Rost and Judith Leinweber were in attendance.
- 2) Call to Order.
 - a) Earl noted that the District is using a tape recorder for the maintenance of the minutes. No one else is using one.
 - b) **Mike made a motion to approve the minutes as submitted from the meeting on November 6, 2008/second-Alex/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - (1) Rose noted that there is a certificate of deposit “cd” due in November at Community First Credit Union and recommended renewing the “cd” for 6 months at 3.68% interest. There was discussion regarding this; and the Commissioners were comfortable with the renewal as long as funds are collateralized.
 - (2) There are several certificates of deposits due at Associated Bank prior to the December meeting and Joel said that the District will be receiving some tax payments for investment also in December. Joel said he talked to Associated regarding the Town’s investments and indicated that they will be going over the collateralized accounts monthly. Currently Associated is giving interest rates which are lower than the credit union.
 - (3) Kevin noted that the District received payment in the amount of \$277,000 from the DOT for the Washburn project indicating this was a long time coming. Rose said these funds will be kept to pay the City of Oshkosh once an invoice is received from them for the contract.
 - ii) **Mike made a motion to approve the cash receipt and investment report as presented noting the change in investments/second-Alex/carried unanimously.**
 - d) Approve bond payments. All payments due were made.
 - e) Approve pending bills for sanitary and water.
 - i) **Alex made a motion to approve the pending bills as submitted/second-Mike/carried unanimously.**
- 3) Public Forum – Earl asked Paula Rost and Judith Leinweber what the District can help them with. Paula and Judith said they attended to discuss a letter they received from Ray Edelstein. Kevin corrected this and said the letter was actually to Ray from the Town’s lawyer, Bert Wertsch. They said they do not understand the letter or why they received it.
 - a) Ray explained the letter to them and indicated the letter comes down to the question of: “Is anyone saying there has to be a hookup performed” and the answer is no. They said they read it to say that the DNR is saying that the homeowners do need to hook up as they are within the setback area to the well.
 - i) Kevin said the Sanitary District, on behalf of these residents, sent a letter to the DNR requesting a variance for their septic tanks as they are within the setback distance. Kevin said the DNR then issued a variance to the District on behalf of these homes indicating that the septic tanks will not affect the water utility in the new well.
 - (1) Ray showed them where on the paperwork to see this. Paula Rost said that she understands that the DNR has more power than the District and if they decide the homeowners need to hook up that the District cannot stop them.
 - (a) Earl indicated that yes, the DNR has tremendous authority and the DNR looked over how the District is putting in the well; and they said that the way the District is constructing the well, it will not be affected by these septic systems.
 - (b) Earl said in the future, the DNR can come back and say everyone needs to hook up due to a different issue, and that the District has no control over this.
 - (c) Ray told them to hold on to the paperwork and in the very unlikelyhood that the DNR says they need to hook up, to pull out the paperwork. Ray said they also have the letter from the Town’s lawyer saying they do not need to hook up.
 - (i) Ray said this issue came up due to comments at a Town meeting, which caused confusion. Kevin said the variance was addressed months ago and not just recently.
 - b) Mrs. Leinweber said they had their well tested and it came out good.
 - c) Kevin said a neighbor requested sewer due to his septic problems and the District may work with him and stop service at the corner of their properties.
 - d) Kevin said if the project is awarded; he will keep the neighbors informed.
- 4) Director’s Report.

- a) Review of District statistics – given out previously.
- b) Correspondence.
 - i) Kevin received a letter from Attorney Schultz on behalf of Midwest. In Wyldewood Village they have condos and apartment complexes near Oakwood and Witzel. Midwest would give the District an easement if the District took over the maintenance of the sewer. The Commissioners discussed this and decided not to take this on as part of the District’s infrastructure.
- c) Additional points.
 - i) Kevin went to the Town Planning Commission for the site plan review and said the plan was approved unanimously. There was good discussion with all the members in attendance.
 - (1) Dick Spanbauer was in the audience and indicated that everyone should be aware that the Northern neighbors are not required to hook up to water and sewer with the project.
 - ii) The Fire Department asked Kevin if the District can plow their snow as Kolb’s Garage said their insurance is going up too high for them to continue plowing.
 - (1) Kevin called McClone Insurance and they indicated the District is covered. There was considerable discussion regarding this and a letter Kevin put together for the Fire Department to be sure the District is not held liable for any ice or claims. Currently the District pays the Fire Department’s water bill and sends them the difference up to \$100.00 per quarter for rental space.
 - (2) Kevin came up with a price that could be charged. It was discussed to do this as a favor and without a charge and only plow during normal work hours. Ray said to add that the Fire Dept would be liable for any costs associated with the defense of an action against the District. Ray said legal fees can add up for defense. This isn’t a money making venture.
 - (3) Kevin will call the insurance company with additional questions to be sure of coverage.
 - (a) Ray said to talk to McClone regarding backing into something.
 - (b) Also check if it makes a difference if you charge for the service as this may change the character.
 - (4) The Fire Department would need to do all the ice removal and hand shoveling at their entrances. There are a lot of questions to be answered before the District takes on this task.
 - iii) Bert sent Ray the letter that the residents received without a cc to the District.
 - iv) Public Lands sent out the conditional approval for funding and this goes before the Attorney General and their board on November 20. The District will receive a letter after this date.
 - v) AT&T has fiber optics zigzagged within Witzel right of way. Pat told Kevin that he had a talk with AT&T about this as wires are all over the place.
 - (1) AT&T sent an e-mail to Pat indicating they can relocate the utilities for municipal work at no charge.
 - (a) Kevin will confirm that there is no cost. This will help keep the District farther away from the highway asphalt as John Hayes, the Highway Commissioner, said the District would need to repave 50’ on each side of the road even if there is just a nick on Witzel such as a 6” x 6” area damaged.
- d) Status of 2008 projects.
 - i) Water rate review by Public Service Commission – Was completed previously.
 - ii) Drinking water treatment facility #3.
 - (1) Sanitary sewer route to water treatment facility #3 – The bids will be opened in December prior to the next District meeting.
 - iii) Site plan meeting will be November 19th.
 - iv) Sanitary lift station upgrades.
 - (1) Leonard’s Lane upgrade is complete and has cut the time of each motor from 2 hours to 1.2 hours. Next month the District will check the change in electric usage.
- 5) Report from Committees.
 - a) District Advisory Council – no meeting to report on.
- 6) Old Business.
 - a) Discuss and act on Water Treatment Facility #2 piping repairs.
 - i) No action at this time. Ray sent a letter November 4 asking Coenen Mechanical what they are doing.
- 2) New Business.
 - a) 2009 annual budget review.
 - i) Discuss and adopt 2009 budget.

- (1) Earl said that the workshops, reviews, publication and public hearing have been completed. There are no changes to the draft budget. **Alex made a motion to approve the 2009 annual budget as published October 30, 2008/second-Mike/carried unanimously.**
 - (2) Joel asked if there was a formal motion for the increase to the user fee. Kevin said it was increased as part of the budget process. The budget was published with the updated fees. Earl asked Ray if a separate motion is necessary. Ray said to make a motion and due to the report received from the PSC regarding rate changes and because of the interconnection between the 2 utilities which was addressed previously there has been sufficient notice regarding an increase to user fees. Ray said the District had to look at cash flow to be sure the rent to the water side is covered, given the rate review for water and this is complete.
 - (a) Rose was waiting for the budget to be approved and would make changes that were included in the budget. The user fees go on the tax roll prior to November 21.
 - (b) Joel recommended making a motion this evening establishing the fee and also put it on the December agenda.
 - (i) Earl said to address it as a modification.
 - (3) **Mike made a motion to increase the charge for an equivalent unit from \$250.00 to \$262.75 per year/second-Alex/carried unanimously.**
- b) Determine method and timing of selling existing administrative office building.
 - i) There was discussion about the sale of the existing building. The District prefers not to move until the new building is up and ready. Kevin also prefers saving the 6% realtor fee. Mike asked if Kevin wanted to try for 4 to 5 months and after this hire a realtor. Kevin said he would put up a for sale sign or ad in the paper. Earl said the District should be able to hire a realtor at 4%, and prefers having a realtor instead of ads being purchased. Kevin may call several realtors to see if anyone has interest in the building.
- 3) Adjourn. **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President