

**Algoma Sanitary District #  
Regular Monthly Meeting  
Minutes - February 12, 2009**

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine and Michael Gelhar present called the meeting to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein and Rose Mraz.
- 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 regular monthly meeting on January 8, 2009/second-Alex/carried unanimously.**
  - c) Approve cash receipts & investments for sanitary and water.
    - i) Note any investment changes – none
      - (1) **Alex made a motion to approve the cash receipt and investment report as submitted/second-Mike/carried unanimously.**
  - d) Approve pending bills for sanitary and water.
    - i) **Alex made a motion to approve the pending bills for sanitary and water/second-Mike/carried unanimously.**
      - (1) Earl discussed Associated Bank's fee of 20 cents for each check deposited over 75 in a calendar month and said this was rather high. The Commissioners requested staff to obtain a fee structure from another bank.
        - (a) Rose said she did contact Community First C.U to see what they would charge regarding deposits and was told they charge 6 cents for each one over 100.
- 3) Public Forum – Earl noted that there are no members in attendance from the public.
- 4) Director's Report.
  - a) Review of District statistics. This was given out previously.
  - b) Status of 2008 projects.
    - i) Grant and financing applications.
      - (1) FEMA
        - (a) Construction projects were submitted for the Economic development and flood recovery study for the 3 pump upgrades, Leonards Lane Lift station and the bypass pump. The District will wait and see what comes of this.
    - ii) Discuss Water Treatment Facility #2 piping repairs response from insurance carrier.
      - (a) Ray said the certified letters went out on January 29<sup>th</sup> to Enders and Coenen. Joan Enders called Ray this week as she was not sure who was all involved.
        - (i) Ray recommended giving them 45 days to decide what to do. This will be back on the April agenda.
        - (b) Mike asked if this pipe could burst and Kevin said that it's not that major for something to happen quickly, but over time the pipe could get worse.
- 5) Report from Committees.
  - a) District Advisory Council. The District will set up a meeting for March 10 to discuss the new project and obtain feedback.
- 6) Old Business.
  - a) Discuss and act on awarding Contract 3-2008 for the Witzel Avenue Utility Extension - Phase I based on bids opened December 9, 2008.
    - i) Kevin said this project needs to be awarded to complete the facility project.
      - (1) There was discussion regarding switching from ductile to C900 pipe for a test plot. This would create a net deduction in the project of \$106,385.
        - (a) C900 pipe will be used from Witzel Avenue to the new facility property line with poly pipe services going across the street so that there is no section of copper in the road and there would be brass fittings used for the corporations. This water main material test may take a 20 year cycle to see the results.
          - (i) Mike asked if there were other test sites to look at. Kevin said that the Town of Omro has installed C900 pipe with copper lines connected to it from the main to the curb stops. Kevin said there was one piece of copper pipe removed under the road which had 3 or 4 pin holes in it, but it's hard to state if it was a bad piece of copper pipe, corrosion, or what created the quick deterioration.
          - (ii) Kevin said the District would have inspectors on site watching the pipe installed. The Commissioners said they are in favor of giving this a try. Ray said it would be going in for the cost savings, but primarily to see how the pipe works in this area over a sufficient amount of time.
        - (2) **Alex made a motion to award contract 3-2008 for Witzel Avenue Utility extension - phase I based on the bids opened December 9, 2008 to the low qualifying bid, Advance Construction, Green Bay, WI for a total bid of \$738,759.04 and also approve the change order for the change to C900 water main/second Mike/carried unanimously.**
- 7) New Business:
  - a) Consider approval of a petition for the addition of properties to the Algoma Sanitary District to be submitted to the Town of Algoma.
    - i) In order to keep moving on the utility project, the District is proposing to add all the residential parcels along Witzel Avenue, except agriculture property, into the Algoma Sanitary District boundary. Once the responses are returned to the

District, indicating a parcel owner does not want to be added to the Sanitary District, the District can take those parcels off the petition. Responses are due back by March 9 so these parcels can be removed before the petition goes to the Town Board at the Public Hearing on April 15.

- (1) Ray explained that the District needs to take action currently as the Town needs to receive this petition at their March meeting in order to set the public hearing in April. The District's final resolution for assessment must be after the properties are added to the Sanitary District.
  - (2) Earl asked Ray if the District can pass a resolution adding parcels today and then remove parcels without doing another action. Ray said the Commissioners can adopt the resolution directing staff to request a petition for addition on behalf of the District subject to the responses received from the residents. Ray said if there are some properties that do not respond by March 9, and are left in the petition, they will have an opportunity once it goes to the Town Board to say, I do not want to be in the District and Kevin will be at the meeting and will agree.
    - (a) Kevin said he discussed this with Attorney Wertch and he would prefer starting with all the parcels rather than one at a time or adding them later. Kevin said the homeowner's will have the ability to choose the option to not be added to the Sanitary District boundary in the mailing which will be sent out.
    - (b) **Alex made a motion to approve staff to petition the Town of Algoma to add the properties as outlined in Strand diagram 1-002.060 to the Algoma Sanitary District Boundary and also give staff the authority to remove any properties, prior to the final public hearing by the Town, who respond negatively in writing by March 9, 2009/second-Mike/carried unanimously.**
- b) Witzel Avenue Water and Sewer Extension Assessments.
- i) Discuss informational meeting held February 9<sup>th</sup>, 2009.
    - (1) There was a good turnout and Earl said the meeting showed that there will be a wide variety of responses.
  - ii) Review parcel list and map of potential assessments.
    - (1) Ray said the Commissioners need to determine what to do with the corner lots when sanitary sewer main is installed on both sides. Ray recommends averaging the frontage from both sides and base the assessment on this blended rate.
      - (a) Kevin said previously this type of extension has been completed by developers so this is a first.
      - (b) Ray said the assessment has to be reasonable and just on the circumstances of each case. Ray said if a homeowner knew for sure he was going to have service on one side or the other it would be simple. The commissioners discussed this and are willing to give the advantage to a homeowner hooking up immediately if they hook up on the short side. If there is no home there, you add the 2 sides and divide by 2. If the hook up is on the long side, it will be blended which also gives a reasonable and just cost to the parcel owner.
      - (c) **Mike made a motion to approve a policy for sanitary sewer service for a standard lot, less than 199.9', that for corners, the District will use a blended rate of the 2 sides when providing sewer service to both sides of the lot unless an existing resident chooses to hook up to the shorter side within 6 months, as the ordinance requires, then the District will entertain an assessment based on the shorter side footage for which they are hooking up to/second-Alex/carried unanimously.**
    - (2) Ray recommended not assessing the District's property but to keep track of the amount if the parcel is sold. It was also discussed that the consideration of the value of the sanitary hookup was negotiated for another parcel during the land sale; therefore, this amount was paid in advance by the consideration for the land purchase.
  - iii) Consider and establish dates, as appropriate, for acceptance of deferrals for special assessment response.
    - (1) **Alex made a motion to use March 9 as the date for acceptance of deferrals/second-Mike/carried unanimously.**
  - iv) Consider acceptance of the Engineers report plans and specifications.
    - (1) **Alex made a motion to accept the engineers report plans and specifications for the Witzel Avenue sewer and water assessments/second-Mike/carried unanimously.**
  - v) Consider adoption of preliminary resolution.
    - (1) **Mike made a motion to adopt the preliminary resolution 2009-02-01 for the Witzel Avenue water and sanitary sewer assessments and the notice of public hearing on March 12, 2009/second-Alex/carried unanimously.**
- c) Consider approval of task order 09-01 engineering agreement with Strand & Associates for the Witzel Avenue water and sanitary sewer extension in the amount of \$53,100.
  - i) **Mike made a motion to approve task order 09-01 with Strand & Associates for the Witzel Avenue water and sanitary sewer extension in the amount of \$53,100/second Alex/carried unanimously.**
- d) Discuss and act on allowing staff to contract with an excavation firm to repair sanitary main on Oakwood Road just north of Highway 21 in an amount not to exceed \$3,000.
  - i) The Commissioners agreed to make a pipe change as Kevin is concerned about just grouting because the pipe could continue splitting. This pipe was part of the original sanitary sewer system. **Alex made a motion to approve staff to contract with an excavation firm to repair sanitary sewer main on Oakwood Road just north of Highway 21 in an amount not to exceed \$3,000/second Mike/carried unanimously.**
- e) Consider hiring Strand & Associates to design and obtain approvals for the sewer extension near Thackery Drive at a cost not to exceed \$11,595.47.

- i) Earl doesn't want Strand to go forward and design this yet if the District is not going there. Kevin said the force main on Witzel costs \$21.50 per foot to install and this sanitary sewer extension would immediately eliminate some of this footage from the contract with Advance.
  - (a) Kevin said he cannot see the Highway Department ready for the District to be in the right of way much before March 9, and that verbally he can tell Advance to only install from the proposed Thackery extension manhole forward. Earl asked Alex and Mike to consider allowing him to make a judgment call based on the results received between now and March 9 which is before the next meeting. At this point, Kevin has nothing in writing saying which, if any, residents will pay for the extension.
  - (b) The critical part is that Advance has 45 days from the start to complete the project. With this change order, the District could allow extra days to complete. The City of Oshkosh, East Central and the DNR need to approve this extension. **Alex made a motion to allow the President of the Sanitary District to authorize the hiring of Strand & Associates to design and obtain approvals for the sanitary sewer extension near Thackery Drive at a cost not to exceed \$11,595.47 based upon the survey results received by March 9/second-Mike/carried unanimously.**
- ii) Mike asked if the District was going to call the people who do not respond. Kevin said the District will try but unfortunately several residents the District was trying to call have had their phones disconnected. Earl mentioned putting notes on the doors for people not responding.

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

Respectfully submitted: \_\_\_\_\_  
Rose Mraz, Office Manager

Approved: \_\_\_\_\_  
Earl Lawrence, President