

Algoma Sanitary District #1
Regular Monthly Meeting

Commissioner Alexander Irvine, with Commissioner Earl Lawrence and Commissioner Mike Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 meeting for May 12, 2005 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Rose Mraz and Sara Kettlewell.

Earl made a motion to approve minutes of the regular meeting for April 14, 2005/Mike-second/Alex-concur/carried unanimously.

Earl made a motion to approve the cash receipts and investments report for water and sanitary for April as submitted/Mike-second/Alex-concur/carried unanimously.

Earl made a motion to approve the pending bills for sanitary and water for May/Mike-second/Alex-concur/carried unanimously.

Correspondence:

- Kevin said there is an article on the Algoma Water System is in the spring 2005 issue of Wisconsin Water Association magazine. The district's water system won an award. This article was submitted by Kathleen Lake from Strand Associates, Inc.

Public forum:

- Public present but will discuss their situation under new business as they are on the agenda.

Directors Report:

- As of May 6th, 2005 the District has 223 water permits issued.
- Contract # 2-2005 is Advance Construction. Their construction schedule is posted throughout the town. Will start boring the laterals that are on the opposite side of the water main in May.
- Contract #1-2005 is Ronet Construction. They are preparing a schedule and have already started to remove rock in the Scarlet Oak area.
- The notice to proceed has been done for both contractors and they have met the insurance requirements. Chapter 30 Wetland Delineation permit is still being worked on and will be done by Monday.
- The District has handed out all the wooden laths to the residents. The empty lots not being built on have not received a lath, those water services will be installed next to the sewer laterals. For liability reasons, the contractor has to locate all sewer laterals. We only located the sewer main.
- 6" services will be installed to three properties. Premier/Apex building, Oakwood School and the Assisted Living building. The Kingdom hall's plumber will be in contact with Kevin to determine service size and location. Probably a 2" service depending if going for fire protection or not. Baptist Church will also be in contact with Kevin.
- The Fire Department has been notified that they can adjust the fire hydrant that will be located at Omro Road and Oakwood Circle to the best position for them.
- Kevin is looking to purchase some items to make things run smoothly.
 - A gas powered cut-off saw with a mounting bracket & a depth wheel ranging \$1,175-\$1,220, to cut asphalt. This was in the budget for manhole repairs of \$15,000 - spent is \$2,600 for Honey Creek manholes.
 - A zero-turn radius riding lawn mower. The district needs a better lawn mower due to additional sights for mowing – the tower and the two well sights. Kevin said they test drove two; a Cub-cadet & one from TP sales. Both have bids less than \$2,500 and both fit on the trailer.
 - Water testing equipment for Well #2 facility. Hack 890 model. This is approximately \$1,000 and was included in budget.
 - Video camera to show status of properties in Phase II. This will help resolve any conflicts if any claims are brought forward. Strand did the taping last year, and it's not in their contract this year.
- Shore Haven Lane Road commission invited Kevin to their meeting to help decide what to do with their pavement and if they should install a water main ahead of time.
- Road Maintenance this year is going to consist of sealing cracks in asphalt on roads that were worked on last year. This is to comply with the Town of Algoma. Contract did not require sealing the roads along joints. The contractor is responsible if joints are split, but is not responsible if only a seam. Kevin spoke with the County and this will cost approximately \$3,000-\$4,000 for the entire 14 miles of pipe. The County will do this the same time as the town to keep prices down.
- Several residents agreed to be on the website committee. There will be a workshop on a Monday in June. The website will have links to other sites.

Algoma Sanitary District #1
Regular Monthly Meeting

Old Business:

Status of Roberts Lane sewer upgrade:

Kevin met with the DOT. Kevin said in a meeting last week the Town of Algoma has decided not to accept the jurisdiction of maintenance of Roberts Road. The DOT stated for the district to continue with replacing the sewer main and that they will still pay the same percentage. The DOT said the road will go in one way or the other. The district is to continue with the project. The house there will be raised and the residential well removed. Kevin said as long as the well is removed we can install a new pipe. We are getting a permit to work within the road right of way.

Status update of SDWL 2006 results and fundable range based on preliminary Department of Natural Resources Application:

With our score, the district is within top 10 for funding. The DNR has to fund 15% of their money to smaller communities. It's not finalized but it looks good. We will have to wait until this fall until they make the final determination.

Easement Update:

- The Town board approved Jeanette to sign easement for the corner of Witzel and Oakwood after legal review.
- Lake Breeze has two options. 1-to get two easements to service the two homes or 2-get one easement from single property. Depending if Lake Breeze request to be in water system.
- Crestwood/Highland Shores. Kevin met with Kay Mark. She has reviewed the easement and is now checking with resident to make sure this is what they want. Kevin to meet with Kay Mark again tomorrow to finalize.

New Business:

1 - Act on appointing the District: President, Secretary, and Treasurer.

- **Alexander Irvine made a motion to appoint Earl Lawrence as District President/Mike-second/carried unanimously.**
- **Earl Lawrence made a motion to appoint Alexander Irvine as District Secretary/Mike-second/carried unanimously.**
- **Earl Lawrence made a motion to appoint Joel Edson as District Treasurer/Mike-second/Alex concur/carried unanimously.**

Rose will get a copy of Mike's swearing in from Jeannette at the Town of Algoma.

2 - Review District Policies:

- A. District Mission Statement
- B. District Table of Organization
- C. Commissioner Policy

3 - Act on installation and payment options for Honey Creek Court sewer laterals. The district is doing the sewer extension on Honeycreek and the homeowners need to hook up their laterals.

- Ronet Construction stated they can do the four laterals, for \$1,500 each (includes digging out existing grinder pumps & hook-ups). This is to hook up the lateral on the resident's property and this would be the homeowner's cost. For 913 Honey Creek (Dr. Maasen), the cost would be \$5,000, includes digging out grinder pump.
 - \$3,500 landscaping cost. Ronet would not be responsible for any trees or shrubs that die.
 - Ronet will haul grinder pumps to the District.
 - Ronet is not planning to work with the electrical. Only removing the breaker.
 - Residents would need to pay Ronet up front for the \$1,500 and we will finance the residents the \$1,000 over 5 years with 6% interest.
- Other option is if the residents decide not to do this, their user fee would increase to \$457 per year instead of the \$180 just to cover the repairs and replacement costs of their pumps approximately every 20 years.

4 - Act on approval of Fire Department rental document.

Ray already reviewed the rental document and said it was ok. \$120 per quarter. **Alex made a motion to approve the proposed Fire Department Rental Document/Mike-second/carried unanimously.** Copy attached.

5 - Act on publishing request for proposals allowing rental space on water tower to Communications Company.

Kevin sent letters to different providers. The commissioners decided not to put in the Northwestern, but place an ad in a communications trade publication. Kevin asked Ray if he had to publish anything and Ray said there was no need to publish this.

Algoma Sanitary District #1
Regular Monthly Meeting

6 - Act on purchase of well #2 lab equipment.

Reviewed under Directors report. Item was previously approved in budget so no action needed, informational purposes only.

7 - District is in process of flushing hydrants and exercising water main valves.

Kevin said the Water tower wasn't on line when water mains were installed and in the winter months it is prohibited to flush due to icing on streets. The district is now giving a good flushing to get out any residue and sediments from construction. Every valve and fire hydrant will be exercised. Kevin said there could be a slight change to the pressure as these are being done but it doesn't last long.

Add onto Directors Report:

Earl asked Kevin to add the daily average of water and sewage flow to the director's report. .

8 - Act on accepting quote to clean and inspect 14,000 feet of sewer mains.

Target is the outfalls of the lift stations. \$10,000 is in budget. Kevin said the quote came in \$670.00 over budget. Quote is based on per foot. **Mike made a motion to accept the price quote for flushing and inspecting the sewer mains from Great Lakes TV & Seal/Alex-second/Earl-concur/carried unanimously. Note: quote is \$670 over the budgeted amount.**

9 - Act on written requests from Residents of Phase II Water main project.

- A - 1532 N Oakwood Road – Requests to Defer. Letter and backup information attached in packets. Resident states they did not get their reply in on time due to the fact they were out of town March and April. They did not have their mail forwarded. Their children were picking it up for them. They returned to town April 30th, contacted the District that Monday. Kevin states the contractor has not started construction in this area yet. They did not respond to the Survey in fall 2005. Sara & Rose made all efforts to contact anyone who deferred participation to the survey to remind them the payment election form needed to be in April 4th 2005. Resident also concerned they have two assessments due to the size of the parcel and received only one stake. Resident claims nothing was ever stated in any paperwork what would happen if a resident had a larger than average size parcel. Ray recommended that the commissioners not allow deferrals after the due date as this could negatively affect bonding for future projects. There was considerable discussion back ad forth.
 - Criteria set up for any change requests:
 - Are Commissioners willing to even consider/discuss any change before construction? If yes:
 - Was there an error on part of the District?
 - Was there prompt notification from the District?
 - Is it a change in payment election?
 - Is it prior to the contract of work?
 - Earl recommends no action be taken at this time and Alex and Mike agreed. Earl asked Kevin to explore the situation. and possibly find a solution regarding the 2nd assessment.
- B – 2897 Omro Road – Requests to change from pay in full by November 1st to paying over 20 years. **Earl made a motion to approve the election to pay over 20 years in place of the original election to pay in full by November 1st 2005 on the basis that the request was received in writing within 30 days of the publication of the final resolution which has a provision period/Mike-second/Alex–concur/carried unanimously.**
- C – 2924 Sheldon – Requests to Defer. Stating never received mail. Resident stated in letter that they found out about the assessment from their neighbor four days prior to payment election form being due if deferring. States they had a family emergency and forgot about it. Earl recommends no action be taken at this time.
- D – 2926 Hidden Hollow – Resident has two parcels. Resident didn't respond a payment election for one of the parcels. Has since decided to pay over 20 years. Resolved on its own.
- E – 3455 Milford – Requests to change from pay in full by November 1st to paying over 20 years. **Earl made a motion to approve the election to pay over 20 years in place of the original election to pay in full by November 1st 2005 on the basis that the request was received in writing within 30 days of the publication of the final resolution which has a provision period/Mike-second/Alex–concur/carried unanimously.**
- F – Others -
 - 1700 Lake Breeze (May Ziebel) – The empty lot adjacent already has an assessment. She wants 1700 Lake Breeze to participate in the final resolution. Not action to be taken today. Action will be taken once Lake Breeze Addition comes back. Kevin recommended holding off on this one until the residents on Lake Breeze bring in their petition.
 - 3780 Leonard Point Rd (Gordon Decker) – Asks to be removed from water assessment because of location of where service would be placed. It would be over 550' to get to the house. But if the water main were to be run in the already existing easement running along the lake it would only be 50'. Kevin recommends the parcel be removed. It would be

Algoma Sanitary District #1
Regular Monthly Meeting

expensive for us to install water main through easement. On survey he responded he did not want water. He did not respond to the payment election form. **Earl made motion to deny the request to remove 3780 Leonard Point Road from final assessment/Alex-second/Mike-concur/carried unanimously.**

10-Act on letter received from Mabry and Mabry, Ltd for 54 S. Oakwood Road.

James Cape & Son, contractor that did work, has since gone bankrupt. The work ended up in damage to the District manholes. When grading the road, gravel and a 4x4 filled in the manholes. The District cleaned out the sewer mains and had a company vacuum it out. Contractor also vacuumed out other manholes in area. A resident had a backup and damage and has a claim of \$1,450. The district will pass this on to the bonding company. No action needed, the letter was not sent to us, just passed on from the City of Algoma to the Town of Algoma and then to The District.

11-Act on Resolution Declaring Official Intent to Reimburse Expenditures (SDWL-2006).

Mike made a motion from the Town of Algoma Sanitary District #1 declaring our official intent to reimburse capital expenditures aggregating \$18 million dollars for property, project or program described on the water supply evaluation report of the Town of Algoma Sanitary District #1, October 2001, and the water system engineering implementation plan, October 2002. /Alex-second/Earl-concur/carried unanimously.

12-Act on Authorized Representative Resolution to file applications for Financial Assistance from State of Wisconsin Environmental Improvement Fund.

Mike made a motion to select an authorized representative to file applications for financial assistance from State of Wisconsin Environmental Improvement Fund for the Algoma Sanitary District #1, Town of Algoma, Wisconsin, with the authorized representative being Earl Lawrence Commissioner/Alex-second/Earl-concur/carried unanimously.

13-Lake Breeze Addition:

Homeowners in the Lake Breeze area attended to see what to do to have water extended back to their properties as it was taken out due to low percentage of participation. May Ziebel mistakenly put to participate on her empty lot and deferral on the parcel the house resides on? She is hoping to switch these around. Now the rest of the Lake Breeze was previously excluded, and is now requesting to be included instead of stopping half way down the street. They have verbal commitment from 8 residents to participate and pay the assessment and possibly 2 more. Total of 15 out of 19 would be participating. The commissioners told them what is needed now:

- Each homeowner needs to sign a waiver of the public hearing. Each parcel also needs a new election payment form completed. Forms must be returned by June 2, 2005. They set up May 18 for Kevin to meet with residents at 6:00 p.m. at 1760 Lake Breeze.
- The commissioners decided to keep the assessment at \$8,500 per parcel with no additional cost to the residents to cover the additional publishing.

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

Respectfully submitted,

Sara Kettlewell

Approved: _____

Earl Lawrence, Commissioner