

**Algoma Sanitary District #**  
**Regular Monthly Meeting**  
**Minutes June19, 2008 - 6:00 p.m.**

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Ray Edelstein, Ken Neubauer, Rose Mraz, Robert Olejnik, and Clarence & Sandra Marcellis.
- 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) **Alex made a motion to approve the minutes from the regular monthly meeting of May 8, the special meetings of May 20 and May 29/ as presented/second-Mike/carried unanimously.**
  - c) **Mike made a motion to approve the cash receipts & investments report for sanitary & water for May/second-Alex/carried unanimously.**
  - d) **Alex made a motion to approve the pending bills for June as presented/second-Mike/carried unanimously.**
- 3) Public Forum – The public in attendance are here to discuss Sunkist Road sewer extension.
- 4) Director's Report
  - a) Review of District statistics.
    - (1) The Town of Algoma is doing Oakwood Road and it will have a DOT inspector. There were 6 line items regarding the District's valves and manholes. Specifically there was a cost to adjust water services at a charge of \$185.00 each for a total of \$5,365. Kevin said he is looking at doing 3 to 4 of the items with our personal staff. If the contractor for the Town of Algoma does everything on their own, the District's charge would be \$24,540 for the Oakwood Road project. There are a few manhole risings that we may let them do on their own so they bring it up to grade and do their own compaction around the manholes. This way there will be no concern about compaction later. They will adjust the manhole to the exact grade that they want. The District should be able to work this out with the contractor.
      - (a) Kevin said he told Pat that our staff will do part of the work. The District will need to do the coordinating of the work with the DOT and with the contractor who is R&R Wash.
      - (b) R&R Wash contacted the District previously looking for a dump site and Kevin told them about our well site and told them to contact our well drillers in case they want to do the road for the well drillers as the work is happening at the same time.
    - ii) The District received the warranty deeds for the lots on Witzel.
    - iii) Kargus appraisal came in and will give the District two quotes on our current administration building, one for R1, and one if it gets rezoned to commercial.
    - iv) Great Lakes Televising will be sending quotes for the sewer main repairs. There is a major crack in the main on Lake Breeze which goes under a driveway. It is 10' down and 1 foot into the driveway. You have to dig under the driveway and it will be costly. Great Lakes gave a verbal quote of \$4,000 to \$5,000 to line this. Kevin called the county to obtain a quote for asphalt.
    - v) The District submitted the site plan to the Town for their review of the new building.
  - b) Correspondence.
    - i) Earl asked if the District had phone calls regarding the newspaper article or water rate hearing. Kevin said the District had a verbal call from Russ Williams and he said he is fine with the rates as it is still less than the City of Oshkosh. One gentleman called up as he was upset with a finance charge on his past due bill which Rose said she handled as he did not receive the bill from his developer timely. After this he mentioned he was not happy with an increase to the water.
    - ii) Due to the storm, the owner of 2860 Sheldon called and told us he sampled their water and it is unsafe. He does have municipal water available if he is interested and asked how to hook up

and Kevin explained with the 1 hour emergency Diggers hotline locate, he could hook up quickly. He has not contacted us since then.

- c) Status of 2008 projects.
  - i) Water rate review by Public Service Commission. The application was sent in.
- 5) Report from Committees.
  - a) Water Advisory Council. Earl said there was a good meeting, but no requests for additional work.
- 6) Old Business.
  - a) Sunkist Road sewer extension.
    - (1) Kevin gave a quick overview of this project and indicated that the Town of Algoma will be paving Sunkist Road; therefore, the District tried to be proactive and would like to see the utilities installed prior to a new road, rather than in a few years after a brand new road is in.
      - (a) Earl indicated that last evening at the Town meeting; the Town Board passed a resolution that made the road construction contingent on the Sanitary District putting in the sewer line. Earl said they indicated that they will repave if and only if the Sanitary District installs a sewer line and expressed their desire for the Sanitary District to do so. The urgency is that the Town chairman has obtained approximately a \$60,000 grant to put the pavement in for only that section of the road and the road has to be constructed by the end of the year or they lose the grant.
    - (2) Mr. Olejnik mentioned that his house is up on the hill and shouldn't be real expensive. Kevin said the design work has not been completed yet as there is a cost to this. Mr. Olejnik also indicated that he does not want to hook up within 6 months as the District's ordinance indicates. Earl indicated that the County says that within 6 months if there is a sewer line, residents must hook up and that the District cannot waive this.
    - (3) Kevin said he sent out a survey and received the responses and originally only 1 out of the 5 said they wanted sewer. After the District sent out a mailing that the extension wouldn't go, 2 additional residents sent in their response saying they are interested. One indicated they are willing to pay for the assessment but do not want to hook up. The 5 parcels are not in the Sanitary District at this time.
    - (4) Earl said the Commissioners need to authorize staff to obtain the actual costs which must be determined this evening and the Town would need to have a meeting to add the parcels to the Sanitary District before the sewer would be constructed.
    - (5) Currently the project could be added on to another contract at a lesser cost. The District installs the main to the property line. Mr. & Mrs. Marcellis present were for the sewer. She asked if the District could give Mr. Olejnik a quote for the cost if the extension is done in the future and Earl said the District really can't guess; however, in a general sense it is generally more expensive if you wait. Mr. Marcellis asked if all 5 homes hook up at the same time and get the same person to do the work, would they get a break and Ray said chances are it would reduce the cost.
  - ii) Ray stressed to have everyone sign the waivers if the extension goes, as there would be additional costs and time involved without them. Mrs. Marcellis asked if this doesn't go through now, and a resident requests this at a later date, if she would be forced to hook up then. Earl said that everyone could be assessed to get to the property needing the sewer. She prefers the forcing be done at the current time before prices increase.
    - (1) Kevin said just around the corner, a septic system was condemned and the District does see the problem coming up. Mr. Olejnik said he wants to see the exact cost to see if he will change his mind and be for the extension. Kevin stressed the District would, as always, complete the least expensive design for the extension. The Town needs a 30 day notice to add the property and Kevin said the residents will have numbers in hand by then to decide. By the time of the public hearing, they will have everything needed to help them make their decision.

- iii) **Alex made a motion to instruct staff to obtain the engineering estimates and verify the loan costs to provide the residents a set estimate/second-Mike/carried unanimously.**
  - iv) **Mike made a motion to petition the Town for the addition to the District for the affected parcels/second-Mike/carried unanimously.**
  - b) New Business.
    - i) Discussion of storm events emergency response.
      - (1) Earl and the commissioners commended Kevin and his staff for a job well done. Earl said the overtime was a given and he appreciated knowing Kevin and the operators were handling the situation. Earl said the Town Board also gave praise at last evening's meeting that they appreciated the work the Sanitary District did to help the residents.
        - (a) Kevin said staff was great and called him checking in where they could help. One operator went home after work, packed an overnight bag and came back almost immediately as he knew he may not have been able to travel during the storm later. Kevin said the operators did a great job working throughout the 2 storms to prevent serious backups. The District had additional costs and received only 2 notices of sewerage in basements.
        - (b) The District will compile costs for possible reimbursement from FEMA.
    - ii) Strand engineering agreement 08-02.
      - (1) Kevin discussed this task order which covers all the engineering, site inspection and the final O&M manuals and startup services and observations for the entire project of the water treatment facility, administration building and site work and grading except for the sewer and water utility to go from the lift station to the site and the water main on Witzel. Kevin had this task modified multiple times. The current amount due would be 231,000 with one additional task over this cost for 9,500 for the drainage ditch requests for lot #2 from the Noebel's.
        - (a) Ray is concerned with part of the task order, specifically page 3 under C, and page 1 # 10 11, & 12. Ray asked where 12 deals with a future utility extension. Kevin said number 12 has been completed and the original task orders never had a 12 and the wording may be incorrect on the current task. Ray said to ask Strand why it is there and the commissioners could approve the task order subject to clarification. Ray said #12 is too broad and to clarify the last line of page 1 which talks about #12 and to see if they are talking about #12 on page 1 or #12 on page 3. If #12 on page 3, this is completed, if #12 on page 1, it makes sense. **Mike made a motion to approve task order 0802 providing that the reference on the bottom of page 1 is clarified to mean item 12 on page 1-second-Alex/carried unanimously.**
  - c) Investment policy
    - i) Joel said to outline in detail the type of instrument the District expects to use. – CD's CDAR's, Local Government Pool, and who is authorized to make the investments. Once the policy is in place, it would allow for investments consistent with this. Ray said to make changes a part of the agenda. The policy can reflect changes to meet cash flow required such as bond payments.
- d) Adjourn
  - i) **Mike made a motion to adjourn at 6:45 p.m./second-Alex/carried unanimously.**

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

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