

Algoma Sanitary District #1  
Regular Monthly Meeting

Commissioner President Earl Lawrence, with Commissioner Alexander Irvine and Commissioner Mike Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 meeting for June 7, 2005 to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Dave Wagner, Rose Mraz and Sara Kettlewell.

**Mike made a motion to approve minutes of the regular meeting for May 12, 2005/Alex-second/carried unanimously.**

Earl commented that the District appears to be ahead of budget on all items. Sewer budget may appear behind but the difference is made up in CAC charges that come in during the summer. **Alex made a motion to approve the cash receipts and investments report for water and sanitary for May as submitted/Mike-second/carried unanimously.**

**Mike made a motion that staff can pay well abandonment credits without waiting for approval at the monthly meeting/Alex-second/carried unanimously.**

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

**Directors Report:**

- Review of District Status:
  - To date there are 247 water customers, 4 homes were turned on today. 19 new permits were issued for the month of May. 13 sewer permits were issued for the month of May. Year to date there were 23 sewer permits issued. Current sewer customers are approximately 3,227. Average water consumption is 73,000 gal/day. Average sewerage flow is 754,000 gal/day. Current debt level is \$10,229,923; to be paid by assessments and up to 30% comes out of water rates.
- Correspondence:
  - On 6/15 the Town Board will be discussing the Fire Department Rental Agreement. In the agreement it states the District will be responsible to hook water up to the Town Hall and the Fire Department. No formal action is needed to be taken on our agenda item today.
  - Advance construction meeting is scheduled for Wednesday 6/8 and they will be updating their construction schedule. Two crews will be brought in during July and they will start boring laterals in about two weeks. The new schedule will be posted in pre-selected public places and also running on the cable channel.
- Review of Written Directors report:
  - Easement update:
    - The Town has now signed their easement. Kay Mark has now signed her easement for the private drive.
    - If Lake Breeze is included, two easements will need to be acquired for the northern most properties to get service. The cull de sac does not touch their property. They have an access easement to get to their property. If an easement is acquired to Leonard's Point Lane, it will be advantageous to us, for future extensions and farmland if it were to ever be developed.
    - An easement from Spring Valley Rd to Pine Ridge is not needed, but it would be better for the water system by completing a loop. The contract is about \$43/ft to do directional drilling and install the pipe. Two valves will cost about \$1,600 each. Total cost would be approximately \$30,000 to ensure that there are two pipes to service off Pine Ridge Rd. Some negotiating will be needed with the landowners. Commissioners are in favor of it.

**Public Forum**

No public here for the public forum.

**Report from Committees:**

- Water Council
  - Their next meeting is Tuesday, June 14<sup>th</sup> at 7pm, to review the current status of Phase II operations and to get input from committee on the Consumer Confidence Report.
- Web site Update
  - Committee met Monday June 6<sup>th</sup> at 6pm. The shell for the website was set up. Nowicki Networks is the company being used to set up website. Committee is thinking of having pictures of staff and commissioners. Needed are names, addresses and contact information wanting to be used. Commissioners will need email addresses set up through the website, instead of personal email, because of being public officials and legally records need to be kept. The shell should be ready after the weekend of June 20<sup>th</sup>. Website address is **algomasd.com**.

**Old Business**

Algoma Sanitary District #1  
Regular Monthly Meeting

- Resolution for application for State Trust Fund Loan for Phase II Watermain Project for 2005.
  - Provides for \$4,264,800.00 on a draw basis at 5% interest rate. 20-year repayment schedule. Can be level principal or level principal and interest together. If using the level principal and interest the payments would be \$337,420.29 a year (if all money is drawn on July 1<sup>st</sup>). There is no prepayment penalty and can be paid every year between March 15<sup>th</sup> and July 31<sup>st</sup>. Cash would be available 30 days after the state gets the completed application form. Any draws made after August 15<sup>th</sup> does not have a payment due until 2007.
    - **Resolution is presented by Commissioner Alex Irvine and made a motion to approve and authorize an application to the Board of Commissioners of Public Lands, State of Wisconsin for a loan for Four Million Two Hundred Sixty Four Thousand Eight Hundred and 00/100 (\$4,264,800.00) from the Trust Funds of the State of Wisconsin for the purpose of installing Phase II of the new Municipal Water System and for no other purpose/Mike-second. Mike-Aye, Alex-Aye, Earl-Aye**
      - Resolved further that there shall be raised and there is levied upon all taxable property, within the Algoma Sanitary District #1, in the County of Winnebago, Wisconsin, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, sec. 3 of the Constitution and sec. 24.66(5), Wisconsin Statutes.
        - Debt is being secured by a tax levy. If no assessments or user fees are collected there will be a tax levy. Financing plan is that we collect money in advance of this. The Sanitary District levies a tax every year.

**New Business:**

- 1 – Fire Department rental document.

Town has a meeting on June 15<sup>th</sup>; no action is needed on our part at this time. Will be on next month's agenda.
- 2 – Lake Breeze Drive water main installation final assessment resolution.
  - A. No residents from street are present
  - B. Mike made a motion to pass final resolution authorizing public improvement and levying special assessments against benefited properties in the Town of Algoma, Winnebago County, Wisconsin. Specifically properties on Lake Breeze road addresses of 1700, 1709, 1737, 1752, 1759, 1760, 1780, 1781, 1799, 1800, 1830, 1832, and 1835 for the construction of a water main and supply systems for that water system/Alex-second/carried unanimously.**
  - C. All residents in the proposed motion signed a waiver of special Assessment notice and public hearing.
- 3 – Written payment requests from residents of Phase II watermain project.
  - 1532 N Oakwood Road - tabled and pending from previous months meeting. No residents are here for this months meeting.
    - Parcel has a creek running through it; it also has two assessments on the property. They previously asked to defer completely.
    - Staff reviewed letters sent out. The letters show that there is an assessment on the property but doesn't specifically state that there are 2 assessments on the property. Multiple assessments were discussed and explained at the public hearings. The district did not have the minutes of the meetings typed up but kept by the Court Reporter. The slide show didn't reflect how the multiple parcels worked.
      - No action taken. Homeowners should put in writing that they will accept a deferral on one assessment and pay on the other assessment. Lawyer will review after the letter is received.
  - 2924 Sheldon Drive – Owner was called after the last meeting and asked for written request. No formal written statement has been received. Staff is to contact the homeowner one more time stating that at this time the Commissioners intend to leave the assessment as placed on the property until the owner appears at a meeting or provides additional information as requested. This property would not fall in the parameters as outlined in the previous months meeting.
  - 3002 Omro Road - submitted a letter requesting to change from pay in full to paying over 20 years. **Mike made a motion to accept request from pay in full to paying over 20 years for 3002 Omro Road/Alex-second/carried unanimously.**
- 4 – Consumer Confidence Report.

Staff has been working on this report. It is a legal obligation for the Water Utility. The District needs to send out a notice on the results of the water content, chemical make up of the water and general information. A requirement of this report is that the District be a water supplier for the full previous year; therefore the District wouldn't need to do this until next year; however we are sending it out this year also. Some additions to the report are the District President's note, Director's Report, short description of water and sewer system, Mission & Vision Statement, rates, how to hook up, permits, etc. Legally it needs to be sent to all the water customers. Earl would like to send to everyone that is in the Algoma Sanitary District. It will be 8 pages long. The parcels in the District but annexed in the city will not get the mailing. The report needs to be put

Algoma Sanitary District #1  
Regular Monthly Meeting

together by June 20<sup>th</sup> and must be postmarked by June 30<sup>th</sup>. The District will have a rough draft ready by end of day Friday so the Commissioners and Water Committee can review it over the weekend before the Water Advisory meeting Monday night. This report is paid for out of the water rates. Mike will give the final approval before report is sent to the printers. Town of Omro may be included in the mailing.

5 – Information that Joel sent to the Commissioners was also sent to Margaret Miller. She was asked to be a spokesperson and Joel is hoping to get this on the Town Boards next meeting. The Town Meetings are being changed to one meeting a month after this month. The Town Board Chairman tried to get a new engineer because of a conflict of interest between Strand and the Town of Algoma. Strand is working on the Highway 21 project and is also working for the Sanitary District.

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

Respectfully submitted,

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Sara Kettlewell

Approved:

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Earl Lawrence, Commissioner