

Algoma Sanitary District #1
Regular Monthly Meeting

- 1) Commissioner President Earl Lawrence, with Commissioner Alexander Irvine and Commissioner Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for August 11, 2005 to order at 6:01 p.m. Also present were Kevin Mraz, Joel Edson, Ray Edelstein, Sara Kettlewell, Mark Thompson, Pat Rank, Frank Tower and Mrs. Keller from Sheppard Drive.
 - a) **Earl noted the use of a tape recorder for the meeting.**
 - b) **Alexander made a motion to approve the minutes of the regular meeting for July 14, second Mike/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts and investments report for water and sanitary for July as submitted/second-Alexander/carried unanimously.**
 - i) Income of \$70,000 is from the Town paying the public fire protection.
 - d) **Alexander made a motion to approve the pending bills for sanitary and water for July/second-Mike/carried unanimously.**
 - i) Bills for Advance for water parts and construction equipment are being taken off their contract and also reducing the contract by another 5% to offset the sales tax.

- 2) **Directors Report:**
 - a) Looking at getting some name plates for staff attending the monthly meetings. Then the public will know whose whom.
 - i) This expense is included in the annual office budget.
 - b) There were no questions on the Director's report.

- 3) **Public Forum – Nothing**

- 4) **Report from Committees**
 - a) Water Advisory - A phase III was discussed. It was requested that a workshop be set up with the town board and discuss the future development of the water system.
 - i) The commissioners are in concurrence with staff moving forward to set up the workshop. Purpose of the workshop being to obtain a shared understanding of each other's goals and objectives regarding sewer and water services. Some items to be discussed:
 - (1) Discuss and get an understanding of the Town's primary goals and objectives in relation to sewer and water service to the constituents of the town.
 - (2) Discuss and get an understanding of the Sanitary District's goals and objectives in providing water and sewer services to the constituents of the District.
 - (3) What would the Town of Algoma like to see the Sanitary District accomplish with future development of water and sewer services?
 - (4) What does the Town anticipate its service needs are for their constituents over the next 5-10 years?
 - ii) To also set up a workshop with Town of Omro Sanitary District.
 - (a) Open to the public to observe.
 - b) Website update – Nowicki Networks has been canceled. Rose met with Athenet. They will be emailing their prices to Rose. They figure about 8-13 hours to design the shell and would be ready about two weeks after they get the ok to go ahead.

- 5) **Old Business:**
 - a) Easement update
 - i) Lake Breeze Drive – 2 northern parcels are in agreement and have the fire hydrant in their yard. Should be completed within the month.
 - b) Spring Valley Road to Pine Ridge Road – both parcels have agreed to the easement. Waiting for the easements to get notarized, back here and then recorded. The legal description from WINGS is being used for the easements. To be completed within the next couple weeks.
 - c) Update of Safe Drinking Water Loan 2006
 - i) Draft copy of the fundable range showed the DNR funding the loan. We have to wait a couple of months before they finalize the list of fundable projects. This will drop the interest rate through Public Lands at 4% for twenty years down to the next SDWL between 2-3%.
 - d) Installation of gravity sewer laterals and possible payment options for the affected homes on Honey Creek Court.

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- i) All residents will be paying the \$1000 as proposed, going out as an invoice around end of September. All 5-grinder pumps have been removed.
 - e) Restroom for Sheldon Nature Center
 - i) No action needed. The Sheldon Nature Committee went to County stating they want a composting toilet. The parcel is zoned A1, in the Sanitary District. The county would come to the District asking if it would be allowed. Kevin says the District should think about what type of allowances to allow. Have to be careful, because there are homes on Valley Rd still using wells. Earl asked staff to find out what the set standards are on composting toilets for reference for any possible authorization the District may or may not give. Kevin says the District could get a lateral there. Although it will not be heated so there are concerns of freezing, and it would cost \$70,000. Earl questions if a dollar amount should be used when the District's rule is to ensure that services are available and to ensure the safety of other services. The Wellhead protection plan shows radiuses of where different structures can be according to NR Standards. The District can refer back to the plan making sure it meets the wellhead protection plan.
 - f) Notice of injury to Kim Hansen residing at 4399 Harbor Village Drive dated June 30, 2005 and received July 1, 2005.
 - i) Ray received letter from counsel for the injured stating that it was originally not a claim. Ray did not respond to this.
 - g) Discussion of Public Service Commission verbal and website commentary regarding public fire protection fee in relation to being on water bill versus tax bill.
 - i) The Town board took action to accept a larger portion of the fire protection fee, enabling the District to request a change in rates for the portion on the water bill.
 - h) Update of Ormand Beach plat sanitary sewer main relocation request.
 - i) Ray sent a letter to Russ Reff stating the District will move the sewer if the developer pays 100% of fees and obtains all easements. Ray made a request to Wallace to try to locate the file with the letter upon which Mr. Wallace Sr. issued. If he is correct and we are incorrect, it will then go to whoever their carrier was at the time. Ray feels the District has gone as far as it needs to at this time.
 - i) Proposal from NTD
 - i) Commissioners received and reviewed proposal previously sent to them. Frank Tower from NTD was here and updated the pricing in the 'contract and commitment to the Town of Algoma Sanitary District' that was missing. NTD will pay for any electricity they would use. It would not be a part of the \$300.
 - ii) NTD would cover the cost of a new electric pedestal.
 - iii) Looking at two different ways of mounting. One is a direct mount to the railing system already in place. Will contact Strand on weight. Would need to know what type of grounding system the District would want them to tie into for lightning protection and such.
 - iv) Could potentially interfere with another wireless Internet provider because they are using unlicensed spectrum. If another wireless Internet provider came onto the tower NTD would work with them on what frequencies would be used.
 - v) Cellular carriers there would be no problem. They use complete different license frequencies.
 - vi) They would provide us with their frequencies being used and ask that they be kept in confidence. Then we would know where they are operating in case there is an interference issue.
 - vii) We are using 453 megahertz.
 - viii) Earl thinks the proposed rate seems kind of low compared to what the District would get from a cell phone provider. Understanding the cell phone provider customer base is larger. Earl asks: "Why wouldn't the District be looking to charge accordingly if NTD customer base was the same size"? Frank replies: "The cell phone carriers are able to derive more income because of roaming and other things." On the Sat Com tower NTD is paying \$350, on the Four X tower they are paying \$300 and \$500 on the 404 because of having more attachments with that being the main relay point and also using office space.
 - ix) With the two antennas placed on the tower, the total customer base would be 400 people. More antennas could be placed on the tower if their customer base grows. If this happens they would come back and discuss this with the District.
 - x) The formal contract with the providers lists the equipment on the tower. If any changes to the equipment are made, the contract will need to be revised. Earl says this needs to be clearly described in the final agreement.
 - xi) Ray asks if NTD leases any of their services to any other carries. Frank replies "no".
 - xii) District will incur fees for the legal services and the rental agreement.
 - xiii) Commissioners are in agreement to allow the placement of the equipment on the tower. Now the contract needs to be drawn up. NTD is not asking for exclusive rights. The tower has 6 access ports.
 - xiv) **Alex made a motion to authorize staff to move forward, working with the District attorney and Strand Engineering to draft a proposed rental agreement/second-Mike/carried unanimously.**
- 6) **New Business:**
- a) Bellridge subdivision requested to install sewer and water in northern portion of subdivision

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- (1) Strand developed a probable opinion of cost to run sewer from Leonards Point Rd to the Bellridge subdivision is \$174,000. The probable opinion of cost to do both, the subdivision and Leonards Point Rd is \$348,000. He is asking to wait at this time. He has not decided which option to use to have sewer brought in to Bellridge. Either from Bellhaven or from Leonards Point Rd. There are 4 homes that would have an assessment if on Leonard Point Rd. One already being in the District, 3 that would need to be added.
 - b) Update of East Central Regional Planning Commission revised sewer service area schedule.
 - (1) One correspondence postponing the meeting.
 - c) Requests from:
 - i) Sheppard Drive request for water service – Petition, Wavier and Payment Election forms are signed by all 3-property owners. 1-pay in full, 1-pay over 20 years, 1-deferrel.
 - (1) **Alex made a motion to approve the extension of our water service on Sheppard Drive for properties at 3404, 3398, 3397/second-Mike/carried unanimously.**
 - (2) This can be done as a change order on the existing contract using the existing prices quoted in the contract. Additional cost of publication could be divided between others asking to be included in water system.
 - ii) 2776 Oakwood Circle
 - iii) Leonard Road Residents request for water service – Null & Void
 - iv) Omro Road
 - v) Scarlet Oak
 - (1) Service will be next to the hydrant, which is right at the property line, not anywhere else. Through conversations, the homeowner and plumber want it there. Rock is already removed at this spot. Their well is rusted out and plugging things up. An arsenic test came back at 14 ppb. The District will incur the cost of any future extension past the property as the parcel is being charged for the extension now. The written change order is \$2,500 and that remaining amount will be out there for the future extension. The property would not receive a new assessment at the time a water main line would be run past it. Earl said to have the homeowner sign an agreement that says the hook-up will be at the specified location at this point.
 - vi) Others – 3456 Omro Road
 - (1) Earls inclination is not to charge for the publishing, it is just part of business overhead.
 - (2) **Alex made a motion to approve the requests of 2776 Oakwood Circle and 3456 Omro Road to change from pay in full by November 1, 2005 to pay over 20 years/second-Mike/carried unanimously.**
 - (3) Ray suggests that when residents are requesting to be added into the water phase, as a matter of policy, that the property owners are required to come into the District office and sign in the presence of staff.
 - (a) **Mike made the motion to adopt a final resolution authorizing public improvement and levying special assessments against benefited properties in the Town of Algoma, Winnebago County, Wisconsin. Specifically certain properties on 1917 Scarlet Oak Trail; 3159 Omro Road, 3160 Omro Road; 3404 Sheppard Drive, 3398 Sheppard Drive and 3397 Sheppard Drive. The assessments, per the final resolution, dated August 11, 2005 as outlined in our legal notice contingent upon the second owner's signatures for 1917 Scarlet Oak Trail and 3160 Omro Road. The assessment will be the sum of \$8,500.00. Assessments may be paid in cash or in 20 annual installments of principal plus interest as provided below. All assessments will be collected in installments except assessments with respect to which the property owner shall within 30 days from the date of the installment assessment notice elect to pay the assessment in full as provided on such notice. The assessments shall bear interest at the rate of 4.00% per annum on the unpaid balance/second-Alex/Carried unanimously.**
- 7) Financial impact of revised St. Hwy 21 route
 - i) There is a DOT appraiser questioning the value of the land and does it do anything to the value of the land. The DOT is trying to straighten out Hwy 21. There are 3 proposals. Two of the proposed plans would use 100-200 acres. Service is not in this area right now. No CAC has been levied. One acre could support 2 ½ homes, for a subdivision home with frontage roads. If the DOT uses 100 acres, which equals 250 homes (\$1000 CAC's) would result in a loss of \$250,000 used to pay for lift stations and other infrastructures. The landowner needs to understand that as a result of the loss of the property, their cost per service will increase. The District needs to document what the expected increase in CAC's would be due to the loss. The District could also be out the money for a couple of crossings under the highway. To provide for the residents that could lose acreage, the District has to show the appraiser the value of what their acreage will be. The CAC is based on two things: last lift station built and the unused capacity at the plant. Now that acreage is being removed, it will increase the CAC accordingly. Need to look in old minutes that reflect the sewer access charge to address the addition of the last lift station.

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- 8) Set date for budget workshop
 - i) Set for September 14th 5:00 p.m.
 - ii) District monthly meeting set for September 15th.
 - iii) Ehlers should be present.

- 9) Kevin showed the new pressure regulator valve that was being loaned to the District and how it worked when using it to split the water system into two water supplies if we need to work on a part of the main. Kevin says this is something to purchase since the District has corridor routes.

Mike made a motion to adjourn at 8:15 p.m./Alexander-second/carried unanimously.

Respectfully submitted,

Sara Kettlewell

Approved: _____
Earl Lawrence, Commissioner