

**Algoma Sanitary District #1**  
**Minutes – September 13, 2007 - 6:00 p.m.**

Commission Secretary, Alexander Irvine with Commissioner Michael Gelhar present called the meeting to order at 6:00 p.m. Commissioner Earl Lawrence was excused. Also present was Kevin Mraz, Joel Edson, Ray Edelstein, Rose Mraz and Mr. & Mrs. Dempsey.

- 1) Call to order.
  - a) Alex noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
  - b) **Alex made a motion to approve the minutes from the regular monthly meeting on August 9 and August 27 as presented/second-Mike/carried unanimously.**
  - c) **Mike made a motion to approve the cash receipts & investments for Sanitary & Water for August/second-Alex/carried unanimously.**
  - d) **Alex made a motion to approve the pending bills for September as presented/second-Mike/carried unanimously.**
- 2) Director's Report
  - a) Review of District statistics
    - i) The water connections are up to 669 – there were 10 last month.
    - ii) There were 2 sewer connections last month so we are up to 2465 connections.
  - b) Correspondence.
    - i) Kevin received a letter from SEH, an engineering firm, last week. They are working on a west side arterial preservation plan. They are not looking at installing a road yet, but looking for a location for a road from State Highway 21 South to Highway 26 or further south. They may go as far west as County Road FF. Their construction plan is out 15 years, but they need to determine the location so they can start dedicating land to it. Joel said the DOT put Winnebago County in charge of this.
  - c) Status of 2007 projects.
    - i) Bellhaven sewer and water extension.
      - (1) This area is being cleared and will be surveyed in order to obtain control points to know where the sewer main is going to be. The property owner will indicate where the property lines are so the District makes sure the sewer laterals and water services are up to the property line when installed. The road is winding which makes it a difficult installation.
    - ii) Washburn sewer and flow station.
      - (1) Kevin said he is working with Steve Ghode from the City of Oshkosh to finalize the cost factors for the entire project. There will be a meeting tomorrow between the engineers. Kevin has an estimated cost for the project, but there's rock blasting and the District wants to know for sure what % each entity is paying for this. The District took ownership of a certain station mark on the plan. The blasting companies put station markers where they did blasting and where the rock was removed from.
        - (a) Ray said there should not be much out of the District's pocket as the majority will be funded. Most costs will be 90% funded minimum, and some 100% funded. The District needs to be within 10% of the final price or you need to start over again with change orders.
    - iii) Menards expansion - sewer easement conflict.
      - (1) Menards is putting a garden center in the overhang. The 75' overhang will end 15' before the District's sewer main so there is not a conflict or concern here. Kevin sent a letter approving this installation.
    - iv) Land acquisition for water treatment facility #3.
      - (1) The District is waiting for the county road approval. The 2<sup>nd</sup> request was sent in last week Friday.
    - v) Engineering services interview.
      - (1) These will start next Monday.
    - vi) Sewer cleaning & televising
      - (1) The jetting started with a practice on Tuesday. Great Lakes will be coming at the end of the month to televise the mains.
    - vii) Water valve exercising & flushing
      - (1) This will begin in October.
    - viii) ACH – water bills.
      - (1) The District will do the prenote test on accounts on Tuesday. Currently, 94 residents are signed up to pay this way.
  - 3) Public Forum – Mr. & Mrs. Dempsey are in attendance to discuss an agenda item regarding Moore's Island.
  - 4) **Report from Committees**
    - a) Water Advisory Council. – There was no meeting to report on.
  - 5) **Old Business**
    - a) Town of Algoma status of Algoma Sanitary District additions.

- i) Kevin explained that the County's software program doesn't accept partial parcels. The District is cleaning up the records for the tax lister.
  - ii) Mr. & Mrs. Dempsey received a letter from the town regarding their property being taken out of the District.
    - (1) Kevin told them that their neighbor sent a letter previously to be removed from the District; therefore, the District asked for the removal of Moore's Island from the District at this time.
    - (2) Mr. Dempsey said several years ago he questioned his properties that were in the District and could not ever be developed. Mr. Dempsey said that they never decided if they wanted to be in the Sanitary District or not. Mrs. Dempsey said she was under the assumption that to get garbage collection they need to be in the District.
      - (a) Kevin explained that being in the District only relates to sanitary service and Joel agreed. Currently they have a septic system. Installing a sanitary grinder pump or whatever is needed for them would be costly.
      - (b) Kevin didn't look at feasibility for sewer to Moore's Island at this time. There's a substantial cost for sewer to their parcel.
        - (i) Ray told Mr. & Mrs. Dempsey that the District was trying to clean up the County's records where there are pieces of parcels in the District. As they are not presently served, the District was going to remove them to save them some dollars. Normally the District does not remove parcels.
        - (ii) Joel said he will check on their parcels and what they have been paying for the ad-valorem tax. The Commissioners see no problem with them being removed and put back in the District if and when they receive sewer service.
      - (c) Mr. & Mrs. Dempsey may prefer to stay in the District and will send a letter to the Town indicating their preference. Kevin will wait for their letter and do what they wish.
- 6) New Business**
- a) Auditing Services for 2007 audit.
    - i) The District has a quote from Clifton Gunderson and Virchow & Krause and is waiting for a quote from Schenk & Associates. The District will wait for the 3<sup>rd</sup> quote to decide on an auditor.
  - b) Investment options for water special assessments received.
    - i) Rose put a spreadsheet together to show bond interest and principal payments due from November, 2007 through November 2008. Dave Wagner with Ehlers recommended paying off a lump sum in March.
      - (1) Associated Bank gave the District 3 options for investing these funds so they will be available when the extra lump sum payment is due March 15.
      - (2) **Mike made a motion to invest funds needed in November using short term CDAR's and the funds due March 15 will be invested in a lump sum CD at Associated Bank which will be collateralized/second-Alex/carried unanimously.**
  - c) DAK parcels (154, 170, & 184 Oakwood Road) water service.
    - i) These properties belong to Dr. Janssen and are next to Mercy Medical Center. Dr. Janssen would like to put in a medical center and applied for a zoning change so he can continue. The District heard that Dr. Janssen wants water on these parcels and Kevin is looking at how to service them without disturbing the new road.
      - (1) There are some parcels on Kirkwood Road that are vacant and may also want to be part of a water extension. Kevin called WPS to see how to get an easement to service Kirkwood & Dr. Janssen's property. Kevin was told he could obtain an easement, but they will need a site plan which will have to be checked in case there are restrictions due to the high voltage.
  - d) 2008 budget cycle schedule
    - i) The District would like to have the public hearing on November 8 just prior to the District's regular monthly meeting so the proposed budget will need to be published by October 25. To meet this, the District needs to complete the budget by October 18.
    - ii) The Commissioners will hold the workshop October 3 and Rose will follow up with Earl to see if he is available. This way at the October meeting, the Commissioners could give a final approval for the publication.
  - e) Received DNR sanitary compliance maintenance annual report. The District sent in the status for the sewer collection system and this is notice that the District confirms receipt of the report. The DNR again indicated having some retained earnings dedicated into an equipment fund. This is not mandatory. Joel said that you could pledge the funds towards equipment, but not have to restrict them for the project. Kevin said the funds will come down some with future projects.
    - i) Mike said the District did a good job and received an A.
- 7) Alex made a motion to adjourn at 8:55 p.m. second-Mike/carried unanimously**

Respectfully submitted,

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Rose Mraz, Office Manager

Approved:

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Alexander Irvine, District secretary