

**Algoma Sanitary District #1**  
**February 11, 2010**

- 1) Commission President Earl Lawrence with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting for February to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz.
- 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) **Mike made a motion to approve the minutes as submitted for the regular monthly meeting on January 14, and the special meeting on February 2, 2010/ second-Alex/carried unanimously.**
  - c) **Alex made a motion to approve the cash receipts & investments report for sanitary and water as submitted/second-Mike/carried unanimously.**
  - d) Approve pending bills for sanitary and water. Rose added an invoice for Michels Materials in the amount of \$3.43 to be added to pending bills. Alex made a motion to approve the pending bills for February as revised with the additional item of Michels Materials/second-Mike/carried unanimously.
- 3) Public Forum – Sue Drexler was in attendance at the meeting.
  - a) Sue attended to discuss the District's neighbors' concerns regarding their view of the District's property and said she did not talk to the neighbors yet regarding her idea. Sue said she talked to Bob Nadolske regarding the barrier that the neighbors' discussed at the last meeting and realizes that such a high barrier is not acceptable. Sue said she is trying to help the neighbors and the District come up with a solution to their concerns with the view.
    - i) Sue said that she isn't sure that even if the District made landscaping changes that this would actually block the neighbors' view and Sue believes that landscaping changes may need to be completed in their own backyards. Sue discussed her idea and said she would volunteer to see a landscaper and put plans together.
      - (1) Sue asked if the District could give a dollar amount to help the neighbors with the cost as this could cost less than landscaping on the District's property.
        - (a) Ray interjected that the District needs to be careful about spending public funds on private property. Ray said if it came down to this he would be against it.
        - (b) Joel said he has to discuss the negative side and told Sue that you need to be careful as this is setting precedence for other areas in the Town. Joel said the District also needs to be careful how to proceed and that the neighbors may have numerous goals other than just appearance.
        - (c) The commissioners agreed that the District cannot flow monies to private owners.
      - ii) Sue asked if Kevin can get together sometime and Kevin said he would be happy to sit down and talk with her, but not to make any decision before the next meeting.
      - iii) Sue will contact the neighbors, but not on behalf of the District, that she is looking into this.
      - iv) This item will be added to next month's agenda.
- 4) Director's report.
  - a) Review of existing bonds' schedules.
    - i) Kevin said that Rose has a print out of the bond schedules if the Commissioners want to look at them.
      - (1) Staff will continue putting a spreadsheet together and give copies to the commissioners.
  - b) Review of District statistics – given out previously.
  - c) Correspondence.
    - i) The District received a letter from Mrs. Kneepkins, on Omro Road. She is requesting a change in her sanitary sewer user fee based on the fact that she does not use much water. This has been ongoing. Kevin told her to send a letter which she did. He also told her that the fee is set up in the ordinance.
      - (1) Sue's fee is 1.5 times the residential fee which is for offices up to 10 employees.
      - (2) Earl asked if the commissioners can take action on this as it was not on the agenda. Ray said if it is treated as a separate request then it should be a separate agenda item. If the instruction is to tell the Director to deal with it according to the ordinance; then it does not need to be a separate item.
        - (a) The Commissioners said the fee is 1.5 the ordinance and that is what it is. The commissioners will not be changing the ordinance. Kevin said he will send her a copy of the ordinance which states this so she can see what the District is following.
    - ii) Mrs. Rost sent the District a letter indicating she is now using shades so the lights from the District's building do not affect her.
    - iii) The District received calls from Michels Materials and Davies about the project for Lutheran Homes. These two entities called to tell the District that they have not received payment from the contractor in the amount of their materials.

- (1) Tenor Pipeline, the contractor for Lutheran Homes, sanitary and water mains was paid in November and to date did not pay them.
  - (a) Kevin called the bonding company again this morning and told them that they are duly noted that there is a potential claim coming out if they do not pursue full payment.
- (2) Ray said he talked to Rose regarding this and she gathered documents. Ray said he also requested that Kevin do several things and this has been accomplished to date. Ray said to continue with the process and at this point, if the bills are not paid by next month, he will start action against Tenor Pipeline.
  - (a) There's a retainage of \$13,000, and with the bond, there is enough money to cover both claims.
    - (i) Ray said in the meantime to gather the required paperwork to submit a claim and be ready to go.
- (3) Rose said Davies wants a call back as to how the District is proceeding and asked what to tell them.
  - (a) Ray said to get their invoices from them and that they can do whatever they want to do, but to help in our process, to give us copies of the invoices.
  - (b) Ray said to tell them that the District is proceeding. Ray said it'll be solved by this time next month or there will be a suit.
- d) Status of 2010 projects
  - i) Kevin said he is working on updating the long range state of infrastructure facilities plan. Once this is updated and includes the new building, Earl said to set up a meeting with him and then set up a workshop with the Commissioners to continue on this and Alex and Mike agreed.
- 5) Report from Committees – there was no meeting to report on.
  - a) The District is waiting for spring for the open house.
- 6) Old Business.
  - a) Discuss ARRA grant status.
    - i) Rose said the 1.2 million dollars did come to the bank yesterday, and the balance will be received on closing out the project. Alex went to the bank today to set up the wire to prepay the bond on February 19.
    - ii) The auditors are currently working on the Federal audit for this.
  - b) Approve lease and easement agreements with US Cellular.
    - i) Earl said Kevin was authorized last month to proceed with this agreement. Kevin said the District should have just about everything needed to sign off on this. Kevin said he is in agreement with the lease agreement which could be signed this evening if the Commissioners agree with the proposed plans.
      - (1) Earl asked if Kevin is in agreement and he is, but he wanted their opinion of the building exterior and the roof layout. Kevin showed the commissioners pictures of the proposed building to obtain their preference. They also agree with an angled roof rather than a flat roof.
        - (a) The commissioners questioned if there are any large lights on the proposed building and Kevin said there is just a small one.
      - (2) Signing the lease this evening does not finalize the lease, it gives them approval to go ahead and make sure they have all the approvals and can actually use the site.
        - (a) Once they take their option on it, they begin their lease payments on it. This was approved previously, so it just needs to be signed this evening. The payments will come directly to the bank rather than a check. These will be monthly payments.
- 7) New Business.
  - a) Discuss and authorize staff to contract with Ehlers to update long term financial plan.
    - i) Kevin said the budget did not include this, and the quote was \$2,750 which includes time and travel for two trips, one with Kevin & Rose and one with the Commissioners to give a thorough review of the financial plan. Kevin told Dave Wagner, that this estimate was above the anticipated cost. Dave said they may try to incorporate it with other trips in the area to reduce the cost some.
      - (1) Kevin said he is going to request that Ehlers have user adjustable values. Kevin would like one to be used for water rates in the future as rates go up or down. Kevin would also like a variable for special assessments. This will adjust assessments received, but not changes to assessment amounts. **Mike made a motion to approve staff to proceed with entering into a contract with Ehler's to update the long term financial plan and ask Ehlers to provide some flexibility in the spreadsheets to adjust common variables such as water rates and assessment amounts received/second-Alex/carried unanimously.**
  - b) Discuss and authorize staff to prepare a tabletop emergency exercise program during 2010.
    - i) Kevin said that during his 2010 he is expected to do a table top emergency program. This was developed after the budget was prepared for 2010. Kevin said he analyzed the budget and to address the financial side of this exercise, he will be able to pull some of the funds out of the director's expenses and some out of training as this would fall under training.

- ii) Kevin did not obtain a quote from the company that did the last exercise as they did not respond with a dollar value yet. Last time there was a grant which paid for this.
  - (1) Kevin said that last time it was facilitated through the DNR's pre emergency planning.
- iii) Earl suggested that this be added to the discussion at the workshop. Then they can review the plan as it sits today so they can make comment and after this, to look at setting the table top.
  - (1) Kevin was asked to obtain the information, but not set it up yet. Kevin only knows of one company in Wisconsin who does this exercise, but he can pursue other companies. Kevin said he doesn't think this would cost more than what Ehlers is charging; there was about 8 to 12 hours last time. Earl said he knows some contractors that would possibly facilitate this and they work with the same people that the District would. Earl said if the cost is \$10,000, that he can find a lesser cost.

8) Adjourn.

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

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

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