

Algoma Sanitary District #1
Minutes – December 14, - 6:00 p.m.

Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the meeting to order at 6:00 p.m. Also present was Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz.

- 1) Public Forum: There is no one from the public in attendance for the regular monthly meeting.
- 2) Call to order.
 - a) Earl noted that the District is using a tape recorder. No one else is using a recorder.
 - b) **Alex made a motion to approve the minutes from the regular monthly meeting for November /second-Mike/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts & investments for the Sanitary & Water utilities/second-Alex/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills as submitted/second-Alex/carried unanimously.**
- 3) Director's Report
 - a) District statistics – The District has 602 water permits issued and is moving right along.
 - b) Correspondence:
 - i) The District received the approval for the DNR tabletop exercise for emergency preparedness. During March, the DNR will come and do a 2 hour sit down with Kevin to discuss and set up the scenario and then later in March or in April, they come back and sit down with staff, the Fire Department and other interested parties (County Health Dept, etc.) and do the planned 3 hour exercise.
 - (1) Kevin applied for this as it will be a good practice to see how staff would react to an emergency and see where improvements can be made. The commissioners agree that this will be good practice for the District.
 - c) The District submitted a disconnection form to the PSC today as they will look it over and let us know if it has all the necessary wording.
 - d) Dave Hildebrandt submitted a letter to the District regarding his water assessment; this is included in the packets. He is from sub phase III. This will be added to next months agenda.
 - e) David and Sally Coleman sent a letter to the District regarding their assessment. They were in sub phase II and made their first payment on their tax bill last year. This will be put on next months agenda.
 - f) Matt Salzseider sent a letter regarding installing two 6 inch sanitary services next to Kolb's for commercial buildings. They are not going into the property and just want to get the laterals across Omro road when the ground freezes about 3 to 5'. They are planning on hiring Jossart Brothers to bore across the road. The main is around 15' deep.
 - g) The Aurora flow station is completed and has a larger hatch (4' x 2'6") now rather than just the manhole. It was a sloppy mess previously where it was located and they were able to move it a bit. The grass seed will be put in next spring.
 - h) Well #1 – The flow line (drainage swail) was never installed and the District currently put in an 8" culvert. The District was able to avoid the wires and not require moving them. Public Service wanted \$4,000.00 to move the wires. Kevin is working with the developer, Mr. Tenpas to determine which of 3 entities is responsible for the mix-up. It was originally surveyed, staked or graded incorrectly.
- 4) Public Forum – This was listed 2 times – no one from the public is in attendance.
- 5) Report from Committees
 - a) Earl said there was a water advisory council meeting this week and he heard there was some good discussion regarding future land purchases. There was someone from zoning and planning at the meeting. There was discussion to see if it is feasible to purchase land together with the Town.
 - i) The District needs land for an additional well and a new administration building; and the Town is considering purchasing land for a park area and a new town hall. The Fire Department may be included in the move. Nothing has been formalized as there are just discussions at this point to see what works best for all involved. The District now has a feel for what the Town is considering.
 - (1) Kevin said Joel had a good point, that if the District moves out, the Fire Department may stay where they are and use our parcel to expand.
 - ii) Kevin said the District's goal is to have the wells a mile apart so they do not affect the static level in the other wells. Kevin would like to have the District's 3rd well and a new administration building on the same parcel as this would save travel time for one of the operators.
 - iii) Kevin said he explained to the Water Advisory Council that the District needs to consider set backs when purchasing a site. There are set distances indicating how far wells need to be from gas stations, landfills, etc.
 - iv) The District is considering going south of Highway 21. If you choose a further west point, you need to consider the cost of getting sewer and water to the site which would be an investment for now; however, the cost would be offset as new developments go in.
 - v) You need to consider road service also, and the District needs to know where dedicated roads will be.
 - (1) Joel said the cost of roads should not be a cost of the Town Residents alone and should include county money for them.
 - (2) Kevin said if Clairville were mapped, he could look in that area.
 - (3) Joel said the Parks Committee now is interested in doing something south of 21.
 - (4) If the District purchases land alone, we would go further south than the Town is interested in going.
 - vi) The Commissioners agreed to concentrate the search where the main roads are.
 - (1) Kevin said there will need to be many discussions with property owners and developers.
 - b) Joel said there was discussion regarding the next newsletter. It was recommended that the District talk about how people will go about getting water extensions in the future.
 - c) Kevin said the District may start to consider tours for schools and Bob Nadolske had a good idea when he said a tour may be informative for the realtors. This is just in the thinking stages.
- 6) Old Business:
 - a) City of Oshkosh Washburn sewer and water relocation update. – Kevin sent out information on the Palmer Bolwus type of flume. This flume is a + or -3 % accuracy.

- i) When compared to that, it appears this will work fine and is easy enough to clean. Kevin doesn't see any draw backs with it. Even if the District went to a water meter to monitor flow, they are + or - 1.5% so the error level is fine. This flume will allow you to install it with only a 6" drop on the downstream side of it and not end up with a constant false high reading.
 - (1) Previously, Kevin was worried that it would only go down to 350 gallons a minute or so and still be accurate; the District is finding some flumes that go down to 10 gallons a minute and still have a high accuracy range.
 - (2) The good thing about finding this flume and working through this with the City is that one can be put at the original location near the NR gas pipeline to monitor all the sewerage and also leave the availability of a drop north of Highway 21.
 - ii) Kevin said the City still is concerned that the Town may become a village; and they believe the District would become part of the village and if we stop serving the Washburn location, the city wants to be able to have a location to move the flume. Kevin is working with Steve Ghode and things are getting in motion. The City is looking at this flume and it looks like it will be approved by them also.
 - b) The City needs the payment agreement from the District. The requirement is that the District needs to approve that the District will pay for everything North and West of the previous flume. The DOT has already indicated they would fund everything North & West including the metering manhole for the project. The work will be covered at a minimum of 90% and the majority will be covered at 100%.
 - i) The total cost, not counting the highway 21 changes to be completed in the future is estimated at \$287,000 for construction and about \$34,000 for city engineering for their design and an additional 12% of the contract.
 - (1) Kevin said he told the city that the District would be doing the inspection for our station.
 - (2) After receipt of the payment agreement, the city will acknowledge the District has ownership including the manhole and everything beyond that as long as the District pays for it.
 - (3) Ray asked if there is a DNR approval at this point. Kevin said the DNR dropped it until the ownership issue was agreed to.
 - (a) Ray asked at what point the District can dissolve the injunction. Kevin said the city stopped sewer construction and shifted to water mains. Kevin said the city still needs to change some elevation plans and he will keep Ray informed.
 - ii) Ray recommended that Kevin makes sure the DOT will pay for any revisions and the commissioners agreed to obtain this.
 - iii) **Earl made a motion to approve the letter to be sent to the City of Oshkosh indicating the District will expect the invoice from the city for this Project/second-Mike/carried unanimously.**
 - c) The City of Oshkosh has not responded to the District's request for public records yet. Ray said to send another letter asking why they haven't responded to the request. Kevin said there has been no denial for records from the city either.
- 7) **New Business**
- a) Review and act on public notified sealed bid results for vehicle purchase. This was posted in the Northwestern and sent out to the local entities so they were all aware that the District is looking for another truck. The lowest qualifying bid came from Racette Ford and this is an acceptable truck. Their bid includes everything the District asked for and these are checked off. Other bidders did not check everything off the list.
 - i) Ray asked if they were the only one who met everything the District asked for to be a conforming bid and Kevin said they were the only one with everything checked off. You could order the truck at another place, but with add ons, the cost would be about the same.
 - ii) The District budgeted \$28,000.00 for another truck, and all bids came below that.
 - iii) This truck can haul 6,800 pounds. The Commissioners said they would like to have at least 2 trucks available to pull the jetter. This truck would need the electrical adapter for the brakes and Kevin said the operators can put that on.
 - iv) **Mike made a motion to purchase the Ford F150 from Racette/second-Alex/carried unanimously.**
 - b) Act on claim from Kim Hanson – Ray said there is nothing to act on. Ray talked to the office handling the defense on both ends and said nothing needs to be completed at this time.
 - c) Commission review of office requirements – Earl asked for this to be put on the agenda at this time for the Commissioners to review and see if they want to change or add any requirements. There were no comments at this time.
 - d) Approve spending expenditures for 2006 and 2007. Kevin said there are a few expenditures that were approved previously, but some expenditures are over his monthly stipend so he wanted the commissioners to know about and ok the following items and related costs prior to purchases.
 - i) Another oxygen cylinder – This is budgeted for and under the budget.
 - ii) Water leak audible locate device. The district has been going around listening to hydrants and has tested 3 different kinds. The least expensive one of an acceptable quality is \$3,050 and \$3,000 was budgeted. There is money left from other water system tools - \$3,500 was budgeted which wasn't spent yet. Kevin is asking to spend about \$1,000.00 of this currently.
 - iii) Another item is for a fire hydrant diffuser along with the 25' hose. This is for the large nozzle so you don't pump into the ditch. Water goes out a 25' hose and gets diverted – Mike said the city has one of these and it works nice. Kevin would like to get out of ditch area for discharge. This was budgeted for
 - iv) A pistol grip fire hose nozzle that goes on the hoses to be used for many types of things.
 - v) Miscellaneous lab glass wear – some large glass wear for cleaning the pipettes so they can be slid into it with some HCL. Currently the District is cleaning with dionized water but eventually you want to soak pipettes overnight.
 - vi) Electric trailer brakes – This was not budgeted for, but there is \$1,750 left for tools and the staff can install this. This is for the Chevy.
 - vii) Office computer for the Utility Clerk. Received 2 quotes with the lowest from Dell.
 - viii) Trash pump for trench work in case there's a watermain break which will handle 1" solids with a 20' discharge hose to get it outside of the excavation area.
 - (1) Previously this was quoted for \$595.00 but it didn't handle the 1" solids. This one is \$1,129.00 with a Honda engine so they are reliable from experience.
 - ix) 2007 items – 2 programs from Workhorse – Utility Billing and Fixed Assets Program which were budgeted for.
 - (1) This will be installed prior to the next meeting, but the District wants it approved previously.
 - x) Earl said the list of additional items is still within the capital budget. **Mike made a motion for Kevin to purchase the items/second-Alex/carried unanimously.**
- e) Accept assessment payment in full for parcel no. 002-2207. Mrs. Kaufmann wanted to pay in full without interest, but it was not put in writing so she did not receive our reminder letter. Her check is deposited in the bank. Earl previously indicated that if she pays prior to the tax roll going out he would be ok with this payment. **Alex made a motion to accept the assessment payment in full for Parcel No. 002-2207/second-Mike/carried unanimously.**

- f) Deferred Compensation Plan – Internal Revenue Code section 457. North Shore Bank came and discussed their plan with staff. They have CD's or mutual funds you can choose from. This is available to all staff and commissioners. Contributions will be tax deferred and you can start taking it out at age 55. This would cost the District about an hour of time to get set up and after that about 15 minutes per month and also the cost of the ACH transfer. The transfer is about \$5.00 per month. **Mike made the motion to have the District adopt resolution number 13-2006 to set up the Deferred Compensation Plan/second-Alexander/carried unanimously.**
 - i) The commissioners agreed this was a fair plan to offer to the employees. Earl said to set up a policy and include how often you can change your contribution amounts.
- g) Other New Business
 - i) Joel wanted to indicate that he received the Festival Food Card for \$25.00 from the District and he was uncomfortable with it. Joel said he felt it was appropriate for the employees only. The District sent a Happy Holiday Card to employees, commissioners, and Joel. Ray said he felt it was fine for staff, but will check into the matter for elected officials. Ray will have this next month.
 - (1) Joel said the board set his compensation and this went above that.
 - (2) Kevin indicated he felt it was sent out well deserved as everyone has put in due diligence and tried to do their best for the District so this was a small memento for what everyone was doing.
 - (3) Kevin asked Ray if there was a difference between the card and buying a turkey. Earl asked if this would be taxed if it's not stated for a particular item.
 - (a) Rose said she read the IRS information and found where if it is under \$100.00 that it is not taxable.
 - (4) Ray asked who made the decision to give out the cards and Kevin said he did. It wasn't the commissioners who decided to do this.
 - ii) Mike asked if the grease traps have been checked. Kevin said they are done privately, and the District can request their schedule.
- h) **Mike made a motion to go into closed session to discuss staff employment matters/second-Alex/carried unanimously.**
- i) **Mike made a motion to go back to open session/second-Alex/carried unanimously.**
 - i) It was requested to go into closed session next month to review compensation plans for all employees and to get an update on Commissioner and Treasurer Pay and compensation in similar districts throughout the State.
- j) **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine