

Algoma Sanitary District #1
Minutes – March 8, 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, Ray Edelstein, Joel Edson and Rose Mraz.

- 1) Call to order.
 - a) Alex noted that the District is using a tape recorder for the purpose of the minutes.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for February second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills as presented/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) The Washburn project is moving along.
 - i) Kevin called the 2 companies that Mike said make staircases for manholes. The quotes for a spiral staircase to go down the 15' came in around \$10,000.00. Kevin obtained another quote from Fox River Fabricating in Little Chute showing an epoxy coating spiral staircase being \$4,900.00.
 - (1) The \$5,000.00 quote would be acceptable and this would be invoiced to the DOT as this is part of the relocation and should be reimbursed at 90%. Mike indicated that the District needs this for safety.
 - (a) **Alex made a motion for Kevin to order a spiral staircase-second-Mike/carried unanimously.**
 - b) Kevin said he will be on vacation during the 2nd week of April and would like to move the next meeting to April 19. Ray is not available then but if something is major, Ray will give Chuck Williams, his associate, a heads up. Mike is available the 19th and Earl's schedule indicates he is in town.
 - i) Kevin asked Mike and Alex to check if they will be here when he's on vacation.
 - c) The District sent out the meters from Wellhouse #1 for calibration and received a call that they were received.
 - i) The calibration test will be around \$200.00 and this is needed for the PSC report to verify the accuracy.
 - d) Hyler Septic will clean a portion of the sewer main in Butte des Morts Meadow area as there is some gravel in the pipe on Nelson Road.
 - e) Kevin has some District status charts which Earl has been asking for and these will be looked at in more detail next month.
- 3) Public Forum
 - a) There is no one in attendance for public input.
- 4) Report from Committees
 - a) There is no report as there wasn't a meeting. Kevin would like to have a meeting in the near future to keep the committee informed with the land purchase.
- 5) Old Business
 - a) Waldwic Lane Water Easement
 - i) Strand finished drafting the easement and Kevin said it looks correct. This will cover from Oakwood Road through Waldwic Lane and will be for water, sanitary, and storm sewer.
 - ii) Kevin said that he will have a resident obtain the signatures.
 - (1) Ray said that once everything is finalized and prior to recording, the District should verify these signatures as the District is not obtaining the signatures. Ray said if homes are for sale there, to contact the realtor as this easement should be disclosed.
 - b) DOT funding of Washburn Project
 - i) Kevin sent a written transmittal to Warren LaDuke to verify and obtain his stance of where the DOT is for funding the project. Mr. LaDuke said that the funding is still in place.
 - (1) Mr. LaDuke just needs to see any changes made with the City of Oshkosh. The station wasn't moved out of its location, so this will be funded at the same rate and there shouldn't be any concern here.
 - (2) Mr. LaDuke said the District just sends the bills for reimbursement and didn't indicate the need to use a specific form. This will be researched.
 - c) Review of City of Oshkosh 30-year intergovernmental agreement.
 - i) The City did not put our agreement on their agenda yet as we requested. Their next meeting is March 13.
 - (1) The District sent a letter to the City Manager, the Mayor, the City Attorney, and a cc to Ray and these letters were not returned to the District.
 - (2) Ray said to let it ride a month and then check to see if they received the letter and if not, send again and get their signatures.
- 6) New Business:
 - a) Emergency Response Plan Review. Kevin drafted a plan and has started going through it with staff to obtain a working document. You need to read the entire plan in order to understand it as you need to use several parts in conjunction.

- (1) Kevin will be meeting with the company the state hired to do tabletop meetings and preplan the emergency scenario. There's no charge to the District for this educational exercise.
- b) Land acquisition for Water Treatment Facility #3 status.
- i) There was discussion regarding purchasing property. Kevin said the Commissioners asked him to find land on Witzel, West of Clairville. Kevin contacted a homeowner who is willing to sell some property. The owner would keep the house and obtain a CSM for the land. They indicated \$30,000 to \$35,000 per acre.
- (1) Mike asked the cost of the 3 phase and Kevin was told from Public Service that it would be around \$20,000.00. There is natural gas out past the town line and Kevin was told 3 phase can get out there.
- (2) Kevin said when he met with Earl, that Earl was satisfied with this parcel.
- (3) Alex had a good question earlier today about whether the site would produce water.
- (a) Kevin said the geology there appears to be the same as Well #1 so he doesn't see a concern with this.
- (4) The parcel meets Strand's suitability with the following conditions being met.
- (a) In order to drill a well, you need to be 400' from septic tanks. When the sewer is installed there, the adjoining house would need to hook up.
- (b) There's a storage tank in the area that is above ground and the setback needs to be 1200 feet away.
- (c) Strand needs to formalize the suitability study as currently they did a quick study.
- (5) The owner would like assessments waived with this being part of the offer to purchase so they don't sell the land and then have an assessment.
- (a) Kevin said that Earl indicated that this could be rolled into the offer as the District proceeds. Earl is looking around \$20,000.00 per acre.
- (b) Mike asked to have it stipulated that the well must come up sufficient.
- (c) Kevin said after he receives an accepted offer, he needs the CSM which would cost about \$1,200.00. Then you start the Conditional Use Permit (\$755.00 through the county).
- (d) Ray mentioned using an option to stretch this out a bit. The homeowner is not in a rush as Kevin approached them.
- (i) Kevin thought to do the offer, and put in conditions. The Conditional use permit goes on the Town's agenda and then it'll go to the County the following month.
- (e) Joel said there were conversations about the Town and the SD buying land together and the District could look into this. The town's land would be for a park.
- (i) The Town hired an architect to see if it is worth remodeling the existing Town Hall.
- (ii) Kevin said the land the District is looking at would not be large enough for a park also.
- (iii) Ray said he may be wrong, but he said the type of usage the District needs is different than what the Town needs. The District has different reasons for where they want to be versus where the Town would like to be. Ray said a joint function would be nice, but he doesn't really like a park near the Water Facility for a liability situation. Ray prefers the District buys property alone due to the liability.
- (iv) Kevin said the District had a meeting with Town Board members about a year and a half ago and the District was told they were not ready to purchase land and to go and purchase land ourselves.
- (v) Joel withdrew his request to buy jointly.
- (f) Kevin said the dollar value that the District wants to offer is in the ballpark for property. Kevin came up with a price range of \$13,000 to \$21,700 per acre from a realtor.
- (i) Ray said if the conditions are done, then a purchase will be ok. Ray asked what could happen to say this is a bad idea. Kevin said he has been working on this a long time and he really tried to eliminate the concerns with this parcel. Kevin said he doesn't know where else in the town he could find something which has a better impact than this.
- (g) This property is not in the SD yet, and this will need to go through the Town. The parcel is in the sewer service area. The Sanitary District boundary is different than the sewer service area and is just a formality.
- ii) **Mike made a motion to authorize Kevin to proceed with negotiations at a rate not to exceed \$20,000 per acre plus the waiver of the assessments on his selected parcel subject to the conditions set forth in the paperwork and others that make good sense/second-Alex/carried unanimously.**
- (1) **Mike made a motion to have Kevin start a CSM if the offer is accepted at a cost of \$1,000 to \$1,200, the higher amount if the easement is needed/second-Alex.**
- (2) **Mike made a motion that after the CSM is completed, Kevin should complete a Conditional Use Permit to submit to the Town of Algoma and Winnebago County/second-Alex.**
- c) Discuss geographic information system (GIS) implementation
- i) Kevin is working with Strand as all the drawings are completed now and in Strand's database. These can be put on a map for you to click on and then see water and sanitary information.
- ii) Hydrant and valve information can also be put on the map giving you valuable information.
- iii) There will not be a cost over Kevin's monthly limit to do this. During slow times, staff can enter this information. In the long run this will save considerable time as this can be on Field laptop computers.

- d) Winnebago County
 - i) Tax lister dealing with A1 parcels. The A1 description means that the parcel is included in the Sanitary District Boundary. The tax lister gave Rose a list of around 200 parcels which she said do not have a legal document associated with them.
 - (1) She is giving Rose a month to find a recorded document or will remove the A1 status. Ray said something created the designation years ago and Joel said the paperwork may not have been recorded properly.
 - (a) Diane with GIS spent time looking for documents and gave Liz a spreadsheet showing the parcels where she did not find a recorded document.
 - (2) Ray said he asked Rose previously to look at the town minutes. The town does not have minutes prior to 1981 or so and some of these are from 1978.
 - (3) Joel asked Rose to call East Central and see if they had records. They said that they do not have this kind of record and do not expect to have the information if the town doesn't have it. They indicated that the county should just leave these parcels as they are.
 - (4) This started when the District attempted to get a map months ago showing all the parcels in the District from the GIS records and Kevin noticed a discrepancy on some parcels which is why Diane decided to look up the document numbers.
 - (5) Ray will talk to the County's Lawyer to discuss this matter with them to keep the designation.
 - ii) County mutual aid agreement for heavy equipment services available for emergency repairs.
 - (1) Kevin talked to Joel Rasmussen and Joel said there is someone available all the time. They would be able to do this for the District. They have a grade all which could handle the work.
 - (a) The County may not be certified to do under ground work, but the District's operators are certified with this.
 - (b) The District could use the County for a main break or if a valve needs repair.
 - (2) Kevin will continue talking with Joel and get an agreement set up for mutual aid.
 - e) Bellhaven -4th addition
 - i) The preliminary plat has been submitted to Town of Algoma.
 - f) 2006 Audit – Preliminary Report
 - i) Rose said she received the preliminary report; however, some of the accounts payable for 2007 were not included as an adjustment. The information was given to the auditor during the on site gathering of information but these were not included. The 4th quarter sewerage treatment estimate was left off also.
 - ii) The preliminary report was received a half day late. The audit agreement indicates that information was to be delivered on certain days or their bill was to be reduced by 10%. These dates were put in to avoid a repeat of the previous audit. Rose asked if she should reduce 10%. It was agreed that the report was late and to reduce the contract by the 10%.
 - (1) Originally they were going to start the on site gathering a week after the contract said this portion of the audit would be complete, indicating they were ignoring the due dates until Rose mentioned these dates to Jake. Jake said he was unaware of the dates. They then switched their in-house dates to 3 weeks earlier and then had to fly an auditor in from Maryland for manpower.
 - (a) Renee was originally going to be in the office for two of the days but this was changed and she looked over the final paperwork instead.
 - (b) Joel said they took the Oshkosh office out of the audit and now it is just the Milwaukee office.
 - g) Annual parade – Water bottles
 - i) Service Oil and the District will do a joint water bottle for the parade this year. Last year, both Service Oil and the District gave out water.
 - h) Go to closed door meeting to discuss staff/appointed/elected employment and compensation matters.
 - i) The Commissioners did not go to a closed door session.
- 7) **Mike made a motion to adjourn at 8:30 second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary