

Algoma Sanitary District #1
Regular Monthly Meeting
March 9, 2006

- 1) Commissioner President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for March 9, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz.
 - a) Earl noted the use of a tape recorder for the meeting.
 - b) **Alex made a motion to approve the minutes of the regular monthly meeting for February/second-Mike/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts and investments report for water and sanitary for February/second-Alex/carried unanimously.**
 - d) **Alex made a motion to approve the pending bills for sanitary and water for March/second-Mike/carried unanimously.**
- 2) **Directors Report:**
 - a) Kevin added additional informational items:
 - i) Ramco Inc., damaged a water line when they installed a service on Danbe Rd. Kevin said he sent them a letter but sent it to our legal advisor first before sending to Ramco. As long as they submit back a letter stating how they are going to meet or deal with the state statutes for plumbing, the District's Ordinance & concerns, and also submit a copy of their certificate of insurance, they can work in the town again to continue a good working relationship.
 - ii) Town of Algoma planning commission on March 8, 2006, had an agenda item on it to make water and sewer mandatory throughout the new subdivisions. It was discussed but no action was taken.
 - iii) Kevin wrote a letter to Strand Associates in regards to designing Manor Drive with two hydrants when DNR states 600' apart for hydrants. Kevin discussed this road with the Fire Department and they said they could adequately supply Manor Drive without a negative impact with two hydrants on the road instead of having three. When Strand submits the water plans to the DNR this will be discussed. There are 2 houses beyond the corner hydrant. This distance is around 700' in length.
 - iv) Kevin further defined the phasing system for the water system. This wording will meet the intent of the funding mechanism.
 - (1) Phase I is the Municipal Water System supply portion.
 - (2) Phase II is the Municipal Water System distribution system which is all the water mains and pipes going out in the water system. Phase II is furthered divided and includes the following.
 - (a) Sub Phase I is the corridor routes and the start of the distribution system.
 - (b) Sub Phase II is the expansion of the distribution system in 2005.
 - (c) Sub Phase III is the potential extension that we'll be looking at tonight for 2006. (Also known as Phase III)
 - v) Kevin sees a need for a policy to inform residents when there is an agenda item involving them coming up. This could be a form letter sent to them to tell the resident the date and time that they are going to be on the agenda. Currently the District has been making phone calls to inform the residents. It would be good to have a paper trail.
 - vi) Sewer video repair
 - (1) Kevin showed a video of Highland Shores, and going west towards the end of street where there is 70' of ductile iron pipe that has some buildup and possible corrosion. Kevin had Michaels pipeline look at it and they suggested cleaning it using chains and then tape it again, he said there may not be much damage to the pipe. Kevin brought Michaels in for a quote and will also obtain a quote to replace.
 - (2) Further upstream there is a leak averaging about 3 gallons per minute and this portion will be repaired in about 3 weeks.
 - (3) This video was successful. Most of the pipes look ok.
 - vii) Ormand Beach sewer and water extension is complete. Pressure tests have been done on the water main and 1 bacti test taken so far.
 - 3) **Public Forum**
 - a) No public in attendance.
 - 4) **Report from Committees**
 - a) Water Advisory Council
 - i) The Council concurred with the activities of Sub Phase III extension going forward.
 - ii) Oakwood Rd was discussed as it has two trees that will not be affected by the water main; however they may need to come down with the future road widening. The District will not take these trees down & upset the residents unless the Town says the trees cannot be saved and request the District to remove them. This is an agenda item on the Town's next meeting 3/15/06.
 - 5) **Old Business**
 - a) Update of Safe Drinking Water Loan 2006 financing.
 - i) The meeting for the resolution of Financial Assistance Agreement is set for March 28, at 6:30 p.m. at the Algoma Town Hall.
 - b) Update of East Central Regional Planning Commission Sewer Service Area.

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- i) The District received a map today showing the areas which East Central will add to the District's service area. This map will be followed up with a packet showing the back up and dates for a late March meeting with all the communities and then a second public informational meeting in April.
 - (1) Kevin is comfortable with the map as proposed. If all goes well, it should be to the East Central Commission for approval by the end of April 2006 in Appleton. There is a 40-acre parcel owned by a developer that Kevin would like to have included. The District will send a letter asking for this.
 - (2) Earl asked Kevin to evaluate it and report at the next District monthly meeting.
 - c) Sub Phase III water system
 - i) Set time for Public Hearing on March 28, 2006
 - (1) This hearing will be at 7:00 p.m. at the Algoma Town Hall.
 - ii) Review design of water main
 - (1) The Commissioners are ok with the design. The drawings are up to code with the exception of the 2 hydrants on Manor Drive rather than 3. The District is basically meeting the code as hydrants are at the intersection, and one at the end of the road.
 - (2) To protect the road in Westmoor cul de sac, the fire hydrant is stopped short instead of going through the cul de sac to the Aurora property. If Aurora were ever interested in the water, they would pay for the cost of the extension.
 - iii) Review parcel list and map of potential Sub Phase III
 - (1) Kevin said the only roads removed were the private roads that the commissioners agreed upon at the last meeting.
 - (2) Additional changes staff is presenting:
 - (a) Removed parcel owned by Normon Solomon, 3168 Omro Rd, requesting not to get water service.
 - (b) Removed a parcel that is .07 acres and does not meet the 100 x 150 minimum lot size.
 - (c) Removed a small .12 acre, which is a non-buildable parcel.
 - (d) Removed a parcel that is 40' wide, which was leftover due to the possibility of a road and was bought by a neighbor next door. The town has declared this a non-buildable parcel.
 - (e) Incorporate large parcel list for multiple assessments.
 - (3) Kevin said there is a total of 220 parcels to be affected by this water main installation.
 - (4) This Water Assessment will be \$9,307.00; at an interest rate 4.5% starting 6/1/06. These amounts will be official when the resolution is adopted.
 - iv) Set date for acceptance of deferrals for special assessment response.
 - (1) Staff is requesting, as part of the ongoing assessment process, to have participation forms returned by April 24 because the results affect the roads in the final resolution; however, deferrals can be allowed up until the Final Resolution.
 - v) Accept the Engineers report plans and specifications.
 - (1) The engineer's plans and specifications will be in the office and available March 16th, which is stated in the preliminary resolution.
 - (2) Ray told the Commissioners that they do not need to accept the engineer's report at this time. There could still be changes arising from the public hearing.
 - vi) Adopt Preliminary Resolution
 - (1) **Alex made a motion to adopt the Preliminary Resolution declaring the Sanitary District's intent to exercise its police power pursuant to section 66.0703 of Wisconsin statutes, to authorize the construction of a water system: wells, well houses, elevated tank, distribution mains, and appurtenances there to, and levy special assessments upon certain property in the Algoma Sanitary District No. 1 benefited by the improvements. As outlined in resolution 3-2006/second-Mike/carried unanimously. Roll Call – Alex, aye/Mike, aye/Earl, aye.**
- 6) **New Business**
- a) Sub Phase II water assessments
 - i) Algoma Storage 3435 Omro Road, Parcel 002-014502
 - (1) Ray's research for this parcel shows that pursuant to 66.0703 sub 10 that the commission may reopen and reconsider the assessment after giving public notice or it can be done by waiver of Public Notice. Thereafter there can be a resolution amended in order to place the other assessments in a deferred status for two reasons:
 - (a) The benefit conferred is not coequal to the benefit conferred upon other parcels because there are no lateral hook ups available.
 - (b) The value may not be there if in fact the DOT plans to put a road through there, which diminishes the value.
 - (c) On that basis, because it's not a co-equal benefit, it could be reopened and amended. Ray suggests and the commissioners concur to going out of public hearing and into closed session to confer with council. **Alex makes a motion to go into closed session/second-Mike/carried unanimously.**
 - (d) **Return from closed session.** The commissioners propose staff further explore and develop a proposal regarding the assessment on Algoma Storage, 3435 Omro Road.

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- (e) This will be put on next month's agenda.
- b) Sewer Ordinance change for determination of vacated parcel sewer user fee deduction.
 - i) Ray requested to put this on next month's meeting.
- c) Develop requests for proposals to repair sewer mains in 2006.
 - i) Kevin is looking to have 70' of ductile pipe on Highland Shores cleaned as discussed earlier. A few private laterals also need televising to see if repairs are needed. The Commissioners agreed to have these cleaned.
- d) Sewer Ordinance change for the sewer user fee schedule
 - i) There is a 20 unit assisted living facility going in on Omro Road. This building has 4 wings with 5 separate living units on each for a total of 20 units plus other communal water usage for laundry and kitchen.
 - (1) There was discussion if this falls under multiple family residence and the consensus was that it does - the commissioners are in agreement that the sewer user fee ordinance is ok as is.
 - (2) Ray recommended that Kevin send a letter to the owner stating it is a multiple occupancy facility under the District's ordinance and explain how the user fee will be computed regardless of the occupancy rate.
- e) 2887 Countryside Court – request water
 - i) One parcel in Countryside Court is already being served by Oak Manor Drive. In Phase II, the parcels in this area were removed based on their participation response prior to and after a follow up letter.
 - (1) After much discussion on whether to set a policy for staff to follow for additional parcels wanting water in the future, it was decided not to put a policy in writing but to handle each request as it comes in.
 - (a) The District will request to have a petition from 60% to 70% of the homeowners on the street requesting water. Once that is received the Commission will then reconsider action installing the water main.
 - ii) Kevin will write a letter to 2887 Countryside Court based upon this information.

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

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, Commissioner