

Algoma Sanitary District #1
Minutes – May 10, 2007 - 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, Joel Edson, Rose Mraz, and Ray Edelstein.

Call to order.

- a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using a tape recorder.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for April as presented second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for April/second-Mike/carried unanimously.**
 - d) **Alex made a motion to approve the pending bills for May as presented/second-Mike/carried unanimously.**
- 2) Director's Report
- a) Review of District statistics
 - i) In June Kevin will have information regarding the sewer user fee on the agenda for the Commissioners to look over and vote on this during July.
 - ii) District charts – Rose explained the information on the charts.
 - (1) The commissioners would like ratios of debt based on the equalized value of property in the District.
 - b) The District will be working on jetting and sealing manholes. After this, Great Lakes will come in and televise what the District has jetted.
- 3) Public Forum
- a) There is no one in attendance for public forum.
- 4) Report from Committees
- a) There was not a Water Advisory meeting to discuss.
- 5) Old Business
- a) Review of City of Oshkosh 30-year intergovernmental agreement
 - i) The District sent a letter regarding the agreement to Frank Tower, the mayor for the City of Oshkosh, with a cc to Mr. Wollangk.
 - ii) Kevin sent an e-mail to Mr. Tower today asking when this item would be put on their agenda. Mr. Tower responded and said he discussed it with the City staff and they are aware the agreement needs to be completed and that it appears the agreement will be ratified. Mr. Tower was informed from city Staff that this doesn't need to be on the agenda until later this year.
 - b) Bellhaven fourth addition sewer and water design
 - i) This area will have 3 cul de sacs. The District may obtain an easement to design the mains without having many dead ends at all the cul de sacs. This would prevent some of the stagnant water in the pipe and flushing. The District will obtain the final plat in the next day or so. Strand is working on the design. Kevin said that there is some rock in the area.
 - c) Lowes's sewer construction partial release of easement.
 - i) Ray does not want the District to give a partial release of an easement for this. They will need to install some services that affect an area where the District already has sewer service and owns an easement. The District will get an agreement in writing basically to cover any expenses that the District might incur when they access the main or if the District ever needs to make repairs.
 - (1) Kevin said if the city would have listened to the District and stubbed laterals as requested, this project would be finished. Alex agreed the city paid no attention to the District.
 - (a) The City completely eliminated this option and now the closest main is near the gas pipe line. The District will need another easement a little wider so the sewer pipe can be installed on the East side of the gas main so the District is not installing all the laterals under the gas pipe.
 - (2) Wolpert's took it upon themselves to do the design and bidding work and Kevin explained to them the District does the designing, engineering, bidding and all that is required. The District will obtain developer agreements with the owner as this is a sewer main extension and not just laterals. They can bid the lateral but not the sewer main. Wolpert's was trying to do everything at one time. Kevin said that by the time this project is completed and the agreement is signed, everything will be up to the District's specifications.
 - d) Kim Hansen claim update.
 - i) The deposition for this was changed from June 9th to the 14th.

- 6) New Business:
- a) Emergency Response Plan review
 - i) The emergency tabletop scenario will be held May 17, 2007 from 9:00 a.m. to noon at the District office.
 - (1) The District is expecting around 21 people in attendance for this. Alex and Earl will be in attendance; Mike will be out of town for a different meeting.
 - b) Land Acquisition for Water Treatment Facility #3 status.
 - i) The District has an offer to purchase 3.3 acres of land. The Commissioners directed staff to go forward with the discussion submitted for the land purchase.
 - (a) Resolution to direct staff in purchase of land. Ray said the District doesn't need a new resolution to purchase land.
 - c) Winnebago County tax lister dealing with A1 parcels.
 - (1) Rose said the District received updated information from the tax lister regarding the affected parcels that the tax lister indicated may be taken out of the District. The tax lister is cleaning up their files and this involves parcels which need to stay in the Sanitary District. Some parcels were originally only brought partially into the District. The District found paperwork for an addition to the Sanitary District from years ago which was never recorded and this brought the list of parcels in question yet down to 77.
 - (i) There are 55 that are part in and part out and have a document showing this. The County's policy is that parcels need to be all in or all out. The County changed their software in 2000 and is unable to accommodate for parcels which are only partially in. Rose said the parcels need to be in as they are hooked up to the District's sewer.
 - 1. Ray recommended that these be given to Bert, the Town's lawyer so they are kept in the District.
 - (ii) There are about 18 parcels which are for road easements – some owned by the county and some by the town.
 - 1. Ray said if the Tax Lister wants to take them the District won't dispute it. These will also be given to the Town's lawyer to handle.
 - (iii) There are several parcels which would need sewer extensions to be developed which will also be discussed with the Town lawyer.
 - d) Resolution # 2007-5-1 to approve CMAR report prior to DNR submittal.
 - i) **Mike made a motion to accept Resolution 2007-5-1 of the Town of Algoma Sanitary District #1 to accept the Annual CMAR Report as prepared by staff for the Wisconsin DNR/second-Alex/carried unanimously.**
 - e) Schedule available dates to interview final candidates for the Water/ Wastewater Operator position.
 - i) Earl said he asked Kevin to give the Commissioners input as to what he would like for this. Kevin said he may want to use the Commissioners as a sounding board if it comes down to a decision. The tentative starting date would be June 19 and would hold interviews the end of May. The Commissioners will give input if requested and said the choice will be up to Kevin.
 - f) Set meeting date with Madeline Gotkowitz during Water Advisory Council.
 - i) Staff will set up a meeting for August.
 - g) Go to closed door meeting to discuss staff / appointed / elected employment and compensation matters.
 - i) **Mike made a motion to go into closed session/second-Alex/carried unanimously.**
 - h) Go back to open session.
 - i) The Commissioners came back from closed session with no additional business.
- 7) **Mike made a motion to adjourn at 7:00 second-Earl/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary