

Algoma Sanitary District #1
Budget Hearing and Regular Monthly Meeting
Minutes – November 9, 2006 - 6:00 p.m.
1220 Oakwood Circle

Budget Hearing - Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the Budget Hearing to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Pat Rank, and Rose Mraz.

Earl noted that there was no one from the Public in attendance to discuss the District's budget. The budget was published in the Oshkosh Northwestern and Kevin said the affidavit from the Oshkosh Northwestern was received showing the budget was published.

Mike made a motion to adjourn the budget hearing and then open the regular monthly meeting/second-Alex/carried unanimously.

- 1) Call regular monthly meeting to order – Earl noted that the meeting has been called to order.
 - a) 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 October and the Special meeting for November/second-Mike/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts & investments for the Sanitary & Water systems/second-Alex/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills as submitted/second-Alex/carried unanimously.**
- 2) Public Forum: There is no one from the public in attendance for the regular monthly meeting.
- 3) Director's Report:
 - a) District statistics – Kevin noted that the District had 6 installations of water lines today and 4 of these also hooked up the meter. Phase III is ready for hook up - the last piece of pipe was installed Monday. Restoration must be complete this Friday for this year and there will be a punch list for next spring.
 - b) Correspondence – Kevin said he informed McClone Insurance of the District's lawsuit against the City of Oshkosh so they are informed what is going on.
 - c) Kevin called the DNR and discussed what is happening with the Washburn project so they know what is going on.
 - d) Projects coming up. The well house on Thackery has a drainage swale that was never installed when the building was built. The utilities may need to be lowered. The prework invoice from WI Public Service said the cost is about \$4,000.00 and Kevin told them the District will not accept to pay this as the District did not have them install the electric at the elevation installed. Through discussions with Public Service, it is the developer that verifies that the final grade is within 6" of final grade. The District's building was put in prior to the utilities being put in. This grade creates a pond in the adjoining lot that is overflowing into the District's yard.
 - i) Earl asked if the area could be contoured without changing the utilities. This could be solved with a culvert, but the utilities would still not be correct.
 - (1) Kevin talked to Ken Neubauer and he approved installing a culvert which would cost around \$1,000.00
 - ii) The commissioners prefer to have the utilities at the proper elevation.
 - (1) Kevin said he will continue working on this.
 - (2) Kevin called the Developer but he is not available until the end of November. This may fall back to whoever did the plat design for the developer.
 - e) Kevin submitted a publishing to the Northwestern for public sealed bids for a truck purchase. The bids will be opened December 7.
 - f) Kevin was talking with the Town of Omro as they are discussing putting their Fire Protection Fee on the tax roll. They are looking at how and why to put it on the tax roll. Kevin discussed the fire at Turn Key Auto as the hydrant was less than a quarter of a mile away and this may have helped save infrastructure while the parcel is not in the Omro Sanitary District or on the water system.
 - g) The jetter will be delivered to the District on Monday. Kevin checked with Norm Mueller regarding storage and he wants \$300.00 per month to store the jetter; however, he came down to \$8.00 a day and Earl said this may not be unrealistic due to the heating bill if the door is opened a lot in the winter. The cost is still more than the District wants to spend.
 - h) The Aurora flow station. The District purchased an aluminum large hatch door to replace the manhole cover.
- 4) Report from Committees – None.
- 5) Old Business:
 - a) City of Oshkosh Washburn sewer and water relocation update
 - i) There was discussion regarding the status of the Washburn project – Ray said the City of Oshkosh was served on November 3 with the complaint and the temporary injunction. The city has 20 days to respond to the injunction.
 - ii) The DNR has not heard anything from the city regarding approvals for the change the city is anticipating regarding the location of the Sanitary District's metering station.

- (1) Moving the District's station from the approved location will cause the District to not measure a portion of the flow going into the city.
 - (2) The city will not be in compliance with the approved DNR project and this will be a violation of plan revision. The District does not know exactly where the station will be installed by the City, or if the District will have an access to the station. This affects property that is in the city and in the Algoma Sanitary District Sewer Service Area.
 - (3) The District attempted to sit down with the City to discuss issues, but the City is not interested in discussing the project with the District. The City sent a letter indicating that they would charge the District after the project is completed.
 - (a) Kevin told the city that the District does not operate this way.
 - (4) Earl asked Ray if the District was doing everything we can at this point or if there is something more the District can do. Ray said the District needs to wait and see what the City is doing.
- iii) It was discussed that if the city moves the District's station where they last indicated in their letter, irregardless of what the District approved of previously, it could cost over a million dollars to correct this in the future. Due to the drop, the elevation may not be sufficient. The District would need to purchase land that does not conflict with utilities.
- 6) New Business:
- a) Budget for 2007
 - i) **Mike made a motion to adopt the budgets as presented/second-Alex/carried unanimously.**
 - b) Sewer user fee for calendar year 2008 to be based on accounting audit of calendar year 2006.
 - i) Kevin said staff is recommending using the most recent audit year in the computation to determine the user fee. Using the 2005 audit will still give the District time to adjust user fees for 2008 during May, of 2007. Earl asked to put this back on the February agenda to see where the District is.
 - c) Washburn reimbursement from DOT
 - i) The opinion of cost is \$455,000 and the actual cost to the District will be approximately \$25,000. The District is saving about \$430,000 by discussing this with the DOT and obtaining State and Federal funding for this.
 - d) Water Service to Parcel No. 002-1073 Highland Shores for Rob Wallace
 - i) **Earl made a motion to accept the waiver of Public hearings and Preliminary assessments for Parcel 002-1073/second-Mike/carried unanimously.**
 - ii) **Alex made a motion to accept the Final Resolution authorizing Public Improvement and Levying Special Assessments against benefited property in the Town of Algoma, Winnebago County, Wisconsin. Specifically certain property at Highland Shore Lane, Parcel No. 001-1073, (Resolution No. 12-2006)/second-Mike/carried unanimously.**
 - e) Review of District debt ratios
 - i) Kevin explained the spreadsheet showing the District's debt ratio. This spreadsheet shows the District's debt versus the cost to the parcels in the Sanitary District. The spreadsheet assumes all assessments would be called and you use cash on hand to clear the bonds the District has. This is just a tool to show the debt versus cash on hand when looking at future debt.
 - ii) Earl said to pull out the deferred and see the chart.
 - iii) The operational chart will be completed in the spring.
 - f) Sewer User Fee Rebates
 - i) **Mike made a motion to approve the sewer user fee credit to go on the 2006 tax roll for Parcel No. 002-1014 - McDonald and Parcel No. 001-0111/second-Earl. Mike – yes, Earl yes, and Alex abstained/carried 2 to 0 with 1 abstention.**
 - g) Well abandonment extensions
 - i) The District has a list on contractor letterhead for the parcels requesting the extension for well abandonment. All are for phase II and most will be completed this fall yet, 1 is waiting for the frost. **Mike made a motion to allow the well abandonment for the affected parcels until April 1, 2007/second-Alex/carried unanimously.**
 - h) **Mike made a motion to go into closed session to discuss staff employment matters/second-Alex/carried unanimously.**
- 7) The Commissioners returned from closed session after discussing staff reviews and employee matters. There was no other further discussion at this time.
- 8) Adjourn – **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted,

Rose Mraz: _____

Approved: _____
Earl Lawrence, President