

**Algoma Sanitary District #**  
**Regular Monthly Meeting - Minutes – July 9, 2009**

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular meeting to order at 6:02 p.m. Also present were Kevin Mraz, Ray Edelstein, Rose Mraz and Dave Wagner.
- 2) Call to Order.
  - a) Earl noted that the District is using a tape recorder for the maintenance of the minutes. No one else is using one.
  - b) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting held June 11, 2009 /second-Mike/carried unanimously.**
  - c) Approve cash receipts & investments for sanitary and water.
    - i) **Alex made a motion to approve the cash receipt and investment report as submitted/second-Mike/carried unanimously.**
  - d) Approve pending bills for sanitary and water.
    - i) The District will take the 3<sup>rd</sup> draw for the internal loan bringing it up to the \$1 million. Next month the District will need to start bonding to cover the bills; however, the District will hold off until September 2 for the first draw from Public Lands in order to avoid a payment until March, 2011. If you draw before September 1, you need to make a payment in March, 2010. **Alex made a motion to approve the pending bills for sanitary and water/second-Mike/carried unanimously.**
- 3) Public Forum – Kathy Chapman, a resident from Sheldon Drive, was in attendance.
  - a) Mrs. Chapman said she read the District’s newsletter and wanted to thank the District for the work being done to verify that sump pumps are compliant; she indicated this is very impressive. She said Sheldon Drive probably is one of the worst spots in the entire Town for flooding and she appreciates that the sump pumps are taken as seriously as the District is taking it. She said she had about 2’ of backup in their basement last year during the storm.
  - b) She wanted to know how the District relates to the Town Board in terms of authority and what is the situation for the folks as low as she is.
    - i) Earl said, in the newsletter, that Kevin gave an update about the sanitary sewers and not the storm sewers as the District does not have authority over the storm sewers. Earl said that during last summer’s storms, the City of Oshkosh backed up into the District; however, because of the action of the District’s staff, they prevented catastrophic backups. Aurora Hospital would have been one of the first to backup due to this, and this was prevented
    - ii) Earl told her that the Sanitary District can take on storm sewers if the Town of Algoma would make a resolution giving this job to the District. To date, the Town has retained this authority. Earl said the Town had engineering studies completed by Strand, but have not implemented the plans and recommendations received. Mike said that Tim Blake, in their Town newsletter, indicated that the Town may go forth with something.
      - (1) Earl said the District has looked into taking on the responsibility of doing storm water prevention for the Town, as we have staff and equipment available and offered our services, but was turned down. The District offered to do some work jointly when the water lines were put in on Sheldon, but that was also turned down.
        - (a) Earl said the project would increase taxes for residents which may be a reason the Town is keeping the authority. Earl said, as a resident in the Town, that it is frustrating to see the studies completed without implementation or action.
        - (b) Earl said it would cost approximately \$35.00 to \$50.00 more in taxes yearly for each resident for the District to implement this study. This cost will go up over time. There has not been detailed analysis completed yet as to the cost as it has not been offered to the District.
  - c) Mrs. Chapman said she had over \$10,000 in damage during the storm due to flooding and said that she has been complaining to the Town since 1989 and was told over the years that it is not their jurisdiction and later was told that they hired a group to analyze the situation which she said was another delay; and

now that they have the results they said they would act on it, but to date nothing happened. She said she has not always had this problem, so the development over the years has caused this problem.

4) Director's Report

a) Status of 2009 projects.

i) Kevin attended the Town's Planning Commission meeting last evening. The committee approved the zoning change on the future lands map with a vote of 6 to 0 from industrial to commercial. The next step is the Town Board's Public Hearing and at that time the Town board will vote on the change to the future land use plan, and in August the District goes back for the zoning change to our parcel from the existing R1 to B3 zoning. The county specifically said this is the only zoning that works for a lawn care business.

ii) The contractor on Witzel hit a fiber optic line that coincidentally AT&T was going to charge \$6,000 to move. Unfortunately the fiber optic was marked incorrectly – it was 22" off. They need to paint their marks within 18" and it was 4" off.

(1) So far Advance didn't receive any bills for repairing the fiber optic. The District will install all the water mains before this gets the final repair. So far AT&T transferred the line to another line and when the District is finished working, AT&T will move the line. Unfortunately when the fiber optic was originally installed, it was zigzagged across the right of way and was 8' below grade which is not within the zone of where the fiber optics should be. This location and markings are documented in the District's field notes.

iii) The District has been working on a project to raise the manholes on Sheldon. The manholes have been under water so the District brought them up to grade. Joel Rasmussen was aware of what the District was doing and had no issues with it.

(1) Mrs. Chapman said the District's employees working on Sheldon were very polite to residents with questions and Kevin thanked her for letting the District know.

(2) One of the neighbors told staff that this may help with the backups and he was happy to see the work being done. One other neighbor called and was concerned that this was in the way of the flow line, but he was unable to attend tonight's meeting. Earl asked if there is still flow and Kevin said that what happens is that the culverts share the main restriction, but you still have more room for additional flow around the manholes.

(a) The town is aware of this and can look at their flow line and should be able to adjust their drainage if required. If necessary, another culvert could be put in next to the manholes.

(3) Earl said he noticed that on Witzel, at least one manhole was put in the middle of a driveway.

(a) Kevin said the goal is to put manholes in driveways so the county's plows do not hit the manholes in the winter.

iv) Grant and financing applications.

(1) The District received the SDWL data indicating the District's priority ranking was 56; and that unfortunately the District was \$18 million out of the fundable range. If projects drop out, the District could be in the fundable range. It could take a year to see if projects drop off and place us up in the eligible field.

v) Earl asked about the crossover on Thackery and if it went well. Kevin said the road wasn't closed down until about 8:30 a.m. and then construction began and about 5:00 p.m. they were able to open up the road with hot asphalt actually paved back in the road. This is not the final repair as the District will go 50' in each direction to complete the repair and it will be milled out and the top layer will blend in. The District still needs to bore under Witzel for a home on the other side for sewer service.

5) Report from Committees.

i) The District Advisory Council workshop had a good turnout. Alex and members of the advisory council attended this workshop which was held at the new site. Kevin gave a tour of the progress.

(1) Alex said there was a lot of interest in the storm detention pond as they wanted to know how it works and settles out the sediment. Kevin explained that the rainwater from our site will be collected and there is a regulated outflow that releases the water out to Witzel. This pond slows the flow rate down and allows the suspended solids to settle out.

6) Old Business.

- a) Review and act on Build America Bond proposal from Quarles and Brady.
    - i) The Build America proposal was submitted to Quarles and Brady and they put together the resolution and other paperwork required for the program.
      - (1) **Mike made a motion to approve Resolution No. 2009-7-1 ratifying \$5,000,000 State Trust Fund Loan application and the Issuance of Certificates of Indebtedness to the State of Wisconsin Board of Commissioners of Public Lands; and Making Certain Covenants Relating to the Build America Bond Program/second-Alex.**
        - (a) **Roll call – Mr. Gelhar – aye, Mr. Irvine – aye, Mr. Lawrence – aye. Carried 3-0.**
    - ii) The District proposed to go with the company that Dave Wagner recommended for the \$150.00 annual fee for timely filing of the annual paperwork required to obtain the rebate. Dave indicated that this is a small cost to assure that all rebates are timely filed over the next 20 years.
  - b) Update status of 1362 Conrad Street - sump pump citation.
    - i) This homeowner paid the fine due to the citation for the sump pump discharge being changed. The homeowner paid the full bond amount of the fine and the District received \$284.00 after court and administrative costs. Kevin said it is not the dollar amount, just the fact that someone changed their sump pump after the inspection.
      - (1) This is probably the first citation issued in maybe 20 years. Ray said next time, the District will give a daily citation rather than 1 day only.
    - ii) This sump pump has been fixed and is compliant now.
  - c) Review survey results for North Oakwood Road - water main extension.
    - i) The District received 2 responses in favor and 3 not wanting to participate with a water extension. One owner chose not to participate due to the fact that they do not know how the DOT is going to change the Highway 21 intersection. Staff proposes not to do the extension at this time.
      - (1) There was further discussion by the commissioners regarding the individual homeowners that may need the water due to an emergency and how they could possibly receive water. Kevin said if this is the Commission wish; the District could do it. Originally the District was going to do all or none.
        - (a) Kevin said that there is a sewer main crack in the area that needs to be repaired and that he submitted it to Advance to see how much this would cost to be repaired. Earl asked if it was going to be relined, but Kevin said the pipe was installed in 1979 and it's about a 3' crack and approximately 13' deep, so it is better to cut out and put a new pipe in. Grouting is more expensive than digging and repairing.
        - (b) Kevin said the water could possibly be installed to the 2 homeowners requesting it at this same time. Kevin said a homeowner's plumber is still asking if the District can possibly do this. There would be approximately \$20,000 from the 2 assessments, and it may cost \$18,000 to do the work. The \$20,000 has to cover 2 supply assessments. Eventually when the other side is developed, the District would recoup the balance of the cost.
          - (i) Earl said to talk to the residents and see if the 2 homeowners are willing to go higher. Kevin said they really won't go higher from previous discussions with them.
          - (ii) Ray said to see if the contractor would do it for \$18,000 less administrative costs and the commissioners agreed.
- 7) New Business.
- a) Water system special assessment for Parcel No. 002-2954 - Bellhaven Lane entrance. This is for the supply assessment for their sprinkler system which will be completed approximately July 13.
    - i) Kevin has the signed waiver of special assessment preliminary notices and public hearing.
    - ii) **Alex made a motion to approve the final assessment resolution authorizing public improvement & levying special assessments. (Resolution number 2009-7-2) affecting the Bellhaven Lane intersection, parcel number 002-29540-second/Mike-carried unanimously.**
      - (1) Kevin asked Ray if the District can publish this resolution with the Oakwood Road special assessments if Oakwood Road goes forward and Ray said that would be fine for cost savings.
  - b) Review and adopt the internal red flag rules policy.

- i) Earl said the document is impressive and Ray, Mike and Alex agreed. Rose said she took Ray's advice and spent the time to look online for a policy and eventually found one specifically written for utilities that could be used and then tweaked to make it work for our District. The District's auditor looked over the policy and indicated the policy does not need any changes to it. Rose said, after talking with Kevin, there possibly should be one change to the policy regarding how often to change passwords. Currently it indicates monthly and this is probably too often. Mike mentioned going with 6 months and after discussion this was agreed upon.
  - ii) **Mike made a motion to approve the adoption of the red flag rule policy with the one amendment of changing the password from 1 month to 6 months/second-Alex/carried unanimously.**
- 8) Mike asked how the new banking is going. Rose said that she is very happy with Community 1<sup>st</sup> C.U. so far. Not everything is switched over yet.
- 9) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: \_\_\_\_\_  
Rose Mraz, Office Manager

Approved: \_\_\_\_\_  
Earl Lawrence, President