

Algoma Sanitary District #
Regular Monthly Meeting
Minutes – November 8, 2007 - 6:00 p.m.

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine, and Commissioner Michael Gelhar present called the regular monthly meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Ray Edelstein, and Rose Mraz.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - a) **Mike made a motion to approve the minutes from the regular monthly meeting on October 11 as presented second-Alex/carried unanimously.**
 - b) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for October/second-Mike/carried unanimously.**
 - c) **Alex made a motion to approve the pending bills for November as presented/second-Alex/carried unanimously.**
- 2) Public Forum
 - a) Judith & Richard Leinweber, and Paula Rae Rost were in attendance to discuss the new well facility which is on the agenda.
- 3) Director's Report
 - a) Review of District statistics.
 - i) The Commissioners received a copy of stats previously.
 - b) Correspondence
 - i) Jim's Plumbing submitted an extension for a well abandonment as they were not able to abandon the well during the week of November 12. They were contracted prior to the cut off date for the credit.
 - ii) Reduction in sewer credit. The Stowe's purchased a house and cottage. The previous owner paid 1 equivalent unit for their house and ½ equivalent unit for the cottage. Rose contacted the owner and said they would need to complete the user fee rebate form if the cottage was vacant which they did. The Commissioners asked for additional information, such as flow and number of laterals and to put this on another agenda. For now the user fee should be 1 equivalent unit for each building.
 - iii) Staff sent a letter to the Town Board regarding the fire protection fee as they are proposing to pay 100% of the fee. The letter explains the effects of this proposal.
 - iv) Staff is mailing a letter to residents on Witzel for survey and wetland delineation access so they are aware that staff from Strand will be on site and they know who to contact with concerns. Kevin talked to each resident already except Mr. Rasmussen as we may or may not go through his property.
 - c) Status of 2007 projects – The status of projects are in Kevin's report. The land acquisition for the water treatment facility #3 was discussed for the benefit of the public in attendance.
 - i) Land acquisition for water treatment facility #3
 - (1) The most obvious thing you can see on site is the stakes for the property lines on the Miller's farm. They are not plowing the area that the District is proposing to buy from the Miller's and Nobel's.
 - (a) The District received the amendment to the offer for the Miller's property and it looks just fine.
 - (b) The offer from the Nobel's should be faxed over this evening yet.
- 4) Report from Committees
 - a) There was no Water Advisory Council meeting. There will be a meeting the end of November or early December.
- 5) Old Business
 - a) Status of 30 year sanitary treatment agreement with the City of Oshkosh
 - i) This was on the City's October 23 meeting agenda, but their Clerk's office said the city council did not get the agreement from city staff to review so it was laid over for November. There have been no questions to the District from the City on this. Earl and Kevin will attend their next meeting.
- 6) New Business
 - a) Financing of the proposed administrative, water treatment facility, warehouse building, and utility extension project.

- i) There was discussion on the report from Ehlers showing how the District can finance the project. The report took into account what is in the budget - using \$800,000.00 from the existing bond funds on the water side and 2.5 million on the sewer side. It works out that if rates increase 3% a year, the 2.5 million can be covered.
 - (1) The report shows that the ending cash balance will be positive. It needs to be discussed if the District will use existing funds versus bonding as the rates need to be decided. The District does not have an exact cost yet.
- b) Budget for 2008
 - i) Earl said the District held the public hearing, and has the acknowledgement from the paper that the budget was published. Alex said the District had a good workshop and Mike agreed. **Alex made a motion to adopt the budget for 2008 as presented in the legal notice to Residents of the Algoma Sanitary District #1, Winnebago County, 54904-second-Mike/carried unanimously.**
- c) Act on Engineering Agreement for Strand.
 - i) Review and discuss task list assignment
 - (1) Earl noted it was previously agreed to continue with Strand for this proposed project. Kevin reviewed the contracts and made some clarifications. The most recent request change was for task order #2 to add a meeting with the homeowners. Ray had some changes to wording in case there are ever disputes, and stressed that on page 2 under payments that Strand gives itemize statements. Kevin said he also changed the agreement to require Strand to send a statement 14 days prior to the District's meeting for payments.
 - ii) Kevin discussed the timeline of the proposed project tasks with Strand.
 - (1) It could be March before the District receives final approval for well #3.
 - (a) The DNR will require some wetland delineation above the District's sewer and water mains.
 - (b) Strand will draft the easements the District needs as well as designing the sewer and water.
 - (c) Kevin has been talking to the landowners regarding easements that they are willing to give the District. The District will design the North section of sewer and water main to be cased if a main arterial road goes over it in the future.
 - (i) The developers in the area are also talking to each other about future plans in the area.
 - (d) It was decided to survey homeowners along the proposed routes to see if they want water and or sewer. The parcels are not in the Sanitary District at this point. Kevin said the cash flow schedule shows 100% District funding without any recouping of the dollars. Cash flow will increase as the District receives assessments for the pipes.
 - (2) Mr. Leinweber asked if the District was still planning to put the access across from Horseshoe Road.
 - (a) Kevin said the plan is to be straight south of Horseshoe Road as that is where a future road is planned and approved by the County Highway Commission so the District has to follow their decision. The culvert may be put in next week.
 - (i) The CSM will have the dedication of 250' dedicated to the Town for the road right of way.
 - (b) Kevin told those present that he'll schedule a meeting with the neighbors at their convenience to discuss more detail of the District's plans. Kevin said there would be 7 homeowners invited.
 - iii) Approve the Technical Services Agreement.
 - (1) The agreement lasts for the entire project. Staff is comfortable with the agreement and task orders and there were no other comments.
 - (a) **Mike made a motion to accept the agreement for technical services e as proposed in the agreement dated October 31, 2007 from Strand/second-Alex/carried unanimously.**
 - (b) **Alex made a motion to approve task order 0701 pursuant to the Technical Services agreement dated October 31, 2007/second-Mike/carried unanimously.**
 - (c) **Mike made a motion to approve task order 0702 from Strand Associates pursuant to the Technical Services agreement dated October 31, 2007/second-Alex/carried unanimously.**
- d) Review blasting ordinance suggested changes.
 - i) Ray said the District's ordinance is ok as it is. The District will put people on notice when permits are issued so they know the requirements of the District's ordinance. This will be a staff procedure and not an ordinance change.
- e) Discuss County Highway Commission proposed arterial road locations.

- i) Kevin has a concern that the County does not have frontage roads. If they go through commercial lands, you still will not have access.
- f) Kevin told the Commissioners that his budget to purchase items for the next month will include items that were budgeted for, but not purchased yet and will go over his allowed monthly expenditures.
- g) The District gave out a copy of a draft newsletter for review.
- h) **Alex made motion to adjourn/second-Mike/carried unanimously.**

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President