

**Town of Algoma Sanitary District #1
Meeting Minutes – January 13, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for January to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Financial Utility Clerk Sara Gonzales.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on December 9 as submitted/second-Peter/carried unanimously.**
 - c) Approve balance adjustments. Mike explained the 2021 annual cost of money adjustment for deferred assessments equaled \$118,588.27. Staff reclassified a \$49 water bill overpayment toward the property owner's water assessment balance per the resident's request. A \$6,620 sewermain cost was recorded for a Town of Omro property due to receiving the payment. **Chad made a motion to approve balance adjustments as submitted and explained by Mike for a total of \$125,208.27/second-Peter/carried unanimously.**
 - d) Approve investment changes. Mike suggested transferring \$757,464.91 from Community First Credit Union (CFCU) to the Wisconsin Local Government Investment Pool to cover the Safe Drinking Water Loan payment due on May 1. **Chad made a motion to approve investment changes as suggested by Mike/second-Peter/carried unanimously.** Mike also mentioned the \$225,000 principal wire due February 1 is ready for two Commissioners' signatures at CFCU.
 - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for December as submitted/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the following information:
 - Business Card: total of \$16,816.55, including the purchases made after the statement closed and before year-end.
 - City of Omro: fourth quarter sewage treatment invoice of \$28,669.59 for 4.714 million gallons of flow and 458 connections, including prorated charges related to a credit for fixed charges from the previous quarterly invoice.
 - WPS: total amount adjusted to \$6,232.57 per the pending bills sheet sent the previous day.
 - DeGroot: third pay request of \$15,171.41, with a remaining \$5,000 for retainage, for the water and sewer installation at Sandhill Farms-Final Phase.
 - **Sue made a motion to approve the January pending bills and the December previous disbursements for sanitary and water as submitted/second-Peter/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements.
 - Peter thanked staff for the nice snapshot of the year-end budget summary for the sanitary and water utilities, stating it is always nice to spend less than is budgeted. He also noted it was pretty consistent from the year before and stated everyone involved did a good job. Mike agreed that everything is very consistent noting after accounting for the fourth quarter bills that were completed earlier that week, and added last year's water sales revenue exceeded the previous year's water sales revenue by about \$300.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence.
 - Town of Omro Meeting: Kevin and Chad will meet with the Town of Omro Chairman and the Planning Commission Chairman the following day to look at updating the Town's Future Land Use Plan, specifically development south of Highway 21 after the roundabout is scheduled to be installed in 2027.
 - c) Status of 2022 projects. No discussion was had on this agenda item.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Peter made a motion to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Meeting entered closed session-12:09pm.
 - ii) **Chad made a motion to reconvene into open session at 12:21 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Peter/carried unanimously.** Chad stated there was no action on the items discussed in closed session.
 - b) Discuss and act on sanitary sewer extension for "The Wit" development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. Kevin stated the

City of Oshkosh has not responded to the District's proposed solution on December 10 and no action is required at this time.

7) New Business.

- a) Discuss and act on contractor proposals to line 140' of 8" sewer main on Honey Creek Road for an amount not to exceed \$17,500.
 - Kevin presented online pictures and explained the sewer lining process entails a flat, rolled out liner about ¼" thick that goes inside the existing sewermain and expands to seal cracks. It will be used on Honey Creek Road to reinforce the repair joint coupling and the two resulting seams. The company will bypass pump the sewerage around this area as it pulls the liner into place through the pipe and will heat treat it with warm pressurized air to expand the liner to fit the existing pipe, which takes about two hours per 200 feet. Then, the two ends are cut off and flow is reestablished. The diameter of the pipe is reduced, but it can handle a similar amount of flow because it results in less friction. Chad asked what the lifetime of the new pipe would be and Kevin answered the repair creates a solid pipe that is just as strong as new pipe and lasts longer than concrete because it does not corrode, so it would easily be a 50-year repair.
 - Staff obtained three quotes: Visu-Sewer for \$17,500 including bypass pumping, Michels Materials for \$18,171 including bypass pumping, and Speedy Clean for \$17,200, which did not specifically include bypass pumping. Kevin recommended the District hire Visu-Sewer to reline the sewermain, as this quote included the cost for by-pass pumping. Chad asked if it would be completed before the spring thaw, and Kevin answered it would. Sue asked if the District has used this company before, and Kevin answered no but stated they are a very reputable company that works in multiple states.
 - **Peter made a motion to accept the quote from Visu-Sewer not to exceed \$17,500 to line 140' of 8" sewer main/second-Sue/carried unanimously.**

8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:27 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – February 10, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioner Sue Drexler present called the regular monthly meeting for February to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Financial Utility Clerk Sara Gonzales. Christy DeMaster of Trilogy Consulting, LLC was also in attendance. Commissioner Peter Cernohous was excused.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on January 13 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. None. Mike mentioned the form is ready to sign which authorizes transfers of funds from the Local Government Investment Pool (LGIP) account to make the Safe Drinking Water Loan (SDWL) payments without issuing a check. He also stated he received verbal confirmation that the 2022 Letter of Credit will insure District funds of up to \$3.35 million. Unfortunately, there is a cost increase to 0.15% versus the current rate reduction of 0.10% on the District's average monthly balance, with the increased rate reduction taking effect beginning in February.
 - e) Approve cash receipts & investments for sanitary and water. Mike mentioned the January 2022 tax settlements were received from both the Town of Algoma and the Town of Omro. **Chad made a motion to approve the cash receipts and investments for sanitary and water for January as submitted/second-Sue/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the following information:
 - Bond Trust Service: principal and interest payment for \$181,153.13.
 - Visu-Sewer: \$17,500 to reline the sewermain under the Honey Creek bridge crossing, which is now complete.
 - Wisconsin Retirement System: revised total of \$5,602.88 last month, noted on the January 2022 disbursements report.
 - **Chad made a motion to approve the February pending bills and the January previous disbursements for sanitary and water as submitted/second-Sue/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. The District released two new water and two new sewer permits so far this year.
 - b) Correspondence.
 - Oakwood Lane Sewer Service Request: When Kevin met a contractor on site for a property on Oakwood Lane, they discovered a private well that had no cover and was less than 18" above the ground. The District has no authority over the well; however, it definitely was a concern, and Kevin suggested the owners test the well's water quality. The contractor inquired about the possibility of installing municipal water on that private road. All of the houses are connected to municipal sanitary sewer; however, there is currently no municipal water available. Staff obtained a quote of \$27,000 to bore a 6" pipe 485 LF to serve this area, estimating another \$20,000 for the pipe plus other costs for a fire hydrant and water services for each parcel. If a new watermain can serve half a dozen properties it would cost about \$13,000 each, which is much more feasible. Once the final cost is established, if the property owner is interested in receiving municipal water service, the District would try to secure an easement from one of four nearby homeowners to extend the watermain from Shorehaven Court and then survey the other homeowners in the area. If an easement is not obtained, it would be a much longer extension that currently would only produce two new connections.
 - Leonard Point Road Sewer & Water Request: a potential buyer is considering purchasing one large lakefront parcel and dividing it into two lots to build two new houses. The sanitary sewer would be easy to connect to as a sewermain is installed between the current house and the lake. Staff is also in the process of considering the options for extending municipal water about 500 LF to serve this area.
 - c) Status of 2022 projects. No discussion was had on this agenda item.
 - **Chad made a motion to discuss Agenda Item 7) New Business/second-Sue/carried unanimously.**
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion at 12:13 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session.

- ii) **Chad made a motion to reconvene into open session at 1:14 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously. Chad made a motion to approve John St. Peter to retain secondary legal counsel to draft a letter to the DNR with a copy to the PSC requesting that they address the sewer extension proposal by the City of Oshkosh on Witzel Avenue and to assist in continuing contract negotiations with the City/second-Sue/carried unanimously.**
- b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. This agenda item was discussed during closed session. The meeting continued with Agenda Item 8).
- 7) New Business.
 - a) Discuss and act on proposal from LW Allen for SCADA System computer upgrades in the amount not to exceed of \$32,225.00.
 - Kevin stated this SCADA upgrade is included in the budget and he recommended approval, which is mainly for hardware and software. **Chad made a motion to approve the proposal from LW Allen for SCADA System computer upgrades in the amount not to exceed of \$32,225.00/second-Sue/carried unanimously.** The meeting continued with Agenda Item 6).
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 1:15 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – March 10, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for March to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. District Attorney Ray Edelstein was excused.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on February 10 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. **Peter made a motion to transfer \$175,000 from Community First Credit Union (CFCU) to the Wisconsin Local Government Investment Pool (LGIP) as presented by Mike due to collateral limitations/Sue-second/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for February as submitted/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the following additions:
 - Viking Electric; Invoice for fuses for the shop heater for \$30.95.
 - Wisconsin LGIP; Transfer \$175,000 from CFCU to LGIP approved under Agenda Item 2d).
 - **Sue made a motion to approve the March pending bills and the February previous disbursements for sanitary and water as submitted/second-Peter/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements.
 - Peter thanked Chad for speaking with the City of Oshkosh mayor.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. Kevin stated staff has released eight water permits and six sanitary sewer permits during the first two months of the year and even had four more of each released the previous day. District sewer flows are doing well.
 - He also mentioned Fox Valley Technical College is buying two vacant lots in the Olde Apple Acres subdivision to complete some hands-on construction training with students.
 - b) Correspondence.
 - City of Oshkosh: Kevin provided the Town of Algoma Administrator and Chairman the District's formal response to the City of Oshkosh in the form of a letter from the District's attorney regarding the City's attempt to terminate wastewater treatment service. The letter dated March 1, 2022 from Attorney Kobza stated, "Oshkosh's obligation to continue providing wastewater treatment services does not terminate. Oshkosh continues to have an obligation to serve existing customers (i.e., the Sanitary District) even after the contract expires."
 - c) Status of 2022 projects. No discussion was had on this agenda item.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Peter made a motion at 12:28 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session.
 - ii) **Chad made a motion to reconvene into open session at 1:04 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.**
 - b) Discuss and act on sanitary sewer extension for "The Wit" development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) Discuss the City of Oshkosh's decision to terminate wastewater treatment services at the Regional Wastewater Treatment Plant (WWTP) as of January 31, 2024. No action was taken.
- 8) Adjourn. **Sue made a motion to adjourn the regular monthly meeting at 1:10 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – April 14, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for April to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. District Attorney Ray Edelstein was present via phone.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes. **Chad made a motion to move Agenda Item 7) before Agenda Item 6)/second-Peter/carried unanimously.**
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on March 10 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. None. Mike mentioned once approved under pending bills, all the Commissioners will need to sign the transfer form from the Local Government Investment Pool for the Safe Drinking Water Loan payment.
 - e) Approve cash receipts & investments for sanitary and water. **Peter made a motion to approve the cash receipts and investments for sanitary and water for March as submitted/second-Sue/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. No discussion was had. **Chad made a motion to approve the April pending bills and the March previous disbursements for sanitary and water as submitted/second-Peter/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements.
 - Sue asked if the District would consider changing engineers to the town's engineer, McMahan Associates, to potentially save cost on future projects.
 - Chad wished everyone a safe and happy Easter holiday.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence.
 - Bellhaven Lot (Parcel #002-0010-03-01) Sewer & Water Service: Kevin explained the property owner recently created a new lot by a Certified Survey Map (CSM) on Bellhaven Lane, so laterals were not installed to it previously. The owner is selling this parcel soon and the buyer has hired Ganther Construction to build a house. Kevin stated staff is obtaining multiple quotes and presented a map that showed how the District intends to get water and sewer service to it. The sewer is about 17 feet deep, which will require the excavator to use two trench boxes. The closest watermain is at the intersection of Roselawn Lane and Bellhaven Lane, and staff received a quote to bore a service along the road frontage to the site. Staff will contact the other homeowners in this area to see if they want municipal water service as well. When watermain was installed in this area around 2004, the six homeowners at the time stated they did not want or need municipal water service, so watermain was not installed in the area.
 - Anchorage Homes CSM: Kevin attended the Town Planning Commission meeting the previous night and explained the details on a new proposed development from Russ Williams for eight 2-unit condos on an 11-acre parcel immediately west of Olde Apple Acres and four single-family houses proposed on the adjacent northern 14-acre parcel. Kevin explained the Town of Algoma would need to use Lot 99 of Olde Apple Acres and the adjacent outlot, both of which they own, to create a public road right-of-way to access the northern lot. The District will request water, sanitary sewer, and stormwater easements from Mr. Williams through the northern lot between Lots 3 and 4 to provide service to the west end of the Town and to the northern lot. He added the sewermain on Crab Apple Lane was installed at a sufficient depth and designed to serve all vacant Town parcels north of Highway 21 to the Town line without requiring another lift station.
 - c) Status of 2022 projects. No discussion was had on this agenda item.
 - The meeting continued with Agenda Item 7).
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Peter made a motion at 12:16 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Chad/carried unanimously.** Herein occurred the closed session.
 - ii) **Peter made a motion to reconvene into open session at 1:00 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.**
 - b) Discuss and act on sanitary sewer extension for "The Wit" development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken. The meeting continued with Agenda Item 8).

7) New Business.

- a) Discuss and act on approving Developer's Agreement – Authorization to Design with 300, LLC for Olde Apple Acres-1st Addition, Phase III.
 - Kevin stated the District has had several Developer's Agreements with 300, LLC in the past. They are aware of the design and bidding costs for this development, and Kevin recommended approval for the authorization to design. **Peter made a motion to approve the Developer's Agreement – Authorization to Design with 300, LLC for Olde Apple Acres-1st Addition, Phase III/second-Sue/carried unanimously.**
- b) Discuss and act on approving task order with Westwood Infrastructure in the amount of \$20,600 for design-related services for Olde Apple Acres-1st Addition, Phase III. Kevin also recommended approval. **Peter made a motion to approve the task order with Westwood Infrastructure in the amount of \$20,600 for design-related services for Olde Apple Acres-1st Addition, Phase III/second-Sue/carried unanimously.**
- c) Discuss and act on municipal water extension through an easement from Shorehaven Court to Oakwood Lane.
 - Kevin presented a map of the area and showed where the Kaulls plan to build a new house on the lake and a guest house across the street. He explained the closest watermain is on Shorehaven Court or the intersection of Oakwood Road and Shorehaven Court. The shortest distance would require obtaining an easement from homeowners on Shorehaven Court and Kevin met with one who was willing to grant one, but she is planning on selling her house soon and he would want to receive it as soon as possible. The other parcel the watermain would have to pass through to get to Oakwood Lane is owned by the Oakwood Improvement Association, in care of an individual who lives across the street and said yes to receiving municipal water service in 2013. There were only two properties on Oakwood Lane that said yes at that time. Assuming those two homeowners are still interested, and including the two new houses and the other house the Kaulls own, the total would be five properties. Staff intends to contact all of the area homeowners to see if any opinions have changed.
 - Oakwood Lane is a private road that is not straight, which presents more challenges. Sewermain is installed north of the road which the watermain has to remain at least eight feet away from so it is not a simple project. One option being considered is to install some of the watermain behind the garages on the south side of the street. Staff has a quote to bore the watermain which can bend to avoid garages installed on the south side of the road. No action was taken.
- d) Discuss and act on Resolution #2022-4-1 to approve a 70% sewer user fee credit for the following parcel:
 - i) Vacant building at 2534 Witzel Ave, Parcel #906-2301-00-00.
 - Kevin explained this property, owned by Mr. Moorhead, has abandoned the well, so no water is being used. The District's Sewer Ordinance provides the authority to give a credit in this circumstance. Staff is in the process of obtaining a signature on the credit request form. Kevin recommended approval. **Chad made a motion to approve Resolution #2022-4-1 to approve a 70% sewer user fee credit for the vacant building at 2534 Witzel Ave, Parcel #906-2301-00-00/second-Sue/carried unanimously.**
 - The meeting continued with Agenda Item 6).

8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 1:01 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – May 12, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioner Sue Drexler present called the regular monthly meeting for May to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Financial Utility Clerk Sara Gonzales. Bryan Grunewald from CliftonLarsonAllen (CLA) was in attendance by phone to present the 2021 financial audit. Commissioner Peter Cernohous arrived during Agenda Item 5).
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on April 14 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. Mike explained three investment changes involve closing accounts at Bank First for \$265,132.77 plus May interest and Verve, a Credit Union for \$271,529.82 plus April and May interest and to transfer \$450,000.00 by check from Community First Credit Union to the Wisconsin Local Government Investment Pool (LGIP), which earned 0.3% interest last month and continues to increase as it follows the Fed's interest rate within a couple of points. **Chad made a motion to approve the investment changes as presented by Mike/second-Sue/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for April as submitted/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the following information:
 - **LGIP:** a check to transfer \$450,000.00 to the LGIP account approved under investment changes.
 - **Sue made a motion to approve the May pending bills and the April previous disbursements for sanitary and water as submitted/second-Chad/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2022 projects.
 - **Town of Omro Water Leak Repairs:** Staff monitors the amount of water that flows through the meter vaults to serve the Town of Omro. About three months ago, water flows did not decrease as much as anticipated, so staff proceeded to take more meter readings to identify any unaccounted water. Four small water service leaks were quickly located and repaired, removing all water system leaks in the Town of Omro at this time. There are currently four 4' x 10' gravel patches in the road that will be repaired at a later date, and the Town Chairman is aware of this.
 - **Bellhaven Lot (Parcel #002-0010-03-01) Sewer & Water Service:** Jason Lindemann, who now owns this vacant lot, has signed to pay for the municipal water and sewer extensions. Kevin will inform DeGroot to go forward with the sewer extension and Precision Drilling for the water extension. He may also speak with the approximately six other homeowners in the area to see if they would like a municipal water service bored to their properties at that time.
 - **Potential Water Extension to Oakwood Lane:** Last month, the Commission discussed a possible water extension through an easement from Shorehaven Court to Oakwood Lane to serve at least two parcels. Kevin spoke with a homeowner on Shorehaven Court who was willing to provide an easement, but she mentioned she would be selling her house soon. She now has an accepted offer, so staff will either need to secure a different easement or see if the new homeowners are willing to grant the District an easement after the property sale closes.
 - **Chad made a motion to move Agenda Item 7) above Agenda Item 6)/second-Peter/carried unanimously.**
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Sue made a motion at 12:36 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Peter/carried unanimously.** Herein occurred the closed session.
 - ii) **Chad made a motion to reconvene into open session at 1:08 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** No action was taken on items discussed in closed session.

- b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken. The meeting continued with Agenda Item 7b).
- 7) New Business.
- a) Discuss the 2021 financial audit completed and presented by CliftonLarsonAllen LLP.
 - Bryan Gruenwald of CLA introduced himself over the phone and thanked everyone for allowing him to attend the meeting remotely. He also thanked staff for working ahead, being proactive, and having information ready and available for them. He appreciates that the audit always goes very smoothly and the high level of cooperation he receives from District staff.
 - As part of the audit process, Bryan explained the auditors typically propose audit adjustments, and he was pleased to announce CLA did not propose any changes or adjustments this year. He added the audit includes an unmodified opinion stating the financial statements are complete and accurate, which is the highest level of assurance clients can receive.
 - Bryan began a PowerPoint presentation which highlighted some trends and showed, as usual, there was a lot of consistencies for both the Water and Sewer Utilities.

Water Utility

- **Operating Results:** The Water Utility’s operating revenues and maintenance expenses were pretty consistent with the previous year, generating a net operating income for 2021 of \$33,969. After accounting for capital contributions, the overall net position, or equity, increased by \$387,350 for 2021.
- **Rate of Return:** The Public Service Commission (PSC) focuses on the rate of return as a benchmark. Operating income compared to investment made in infrastructure verifies the utility’s financial condition is stable and solid. The Water Utility had an actual rate of return of 8.8% at the end of 2020 and 7.7% at the end of 2021 versus the PSC-authorized rate of return of 1.4%. The Water Utility is not eligible for a rate increase this year due to its current rate of return.
- **Other Statistics:** The gallons of water sold in 2020 increased quite a bit and then came down slightly in 2021. A water loss percentage of only 5% is pretty good and means staff is monitoring and proactively identifying leaks when they occur, which is extremely important. The PSC typically gets involved when water loss exceeds 15%.
- **Cash & Investments:** The change in the unrestricted cash balance shows the Water Utility borrowed an additional \$2 million in 2021 from the Sewer Utility.
- **Net Position:** The Water Utility’s net investment in capital assets increased from \$9.3 million in 2017 to \$13.6 million in 2021. Its equity is currently tied up in capital assets and uses advances from the Sewer Utility to provide cash flow.
- **Long-term Debt:** The amount of debt is decreasing over time. In 2021 the Water Utility repaid \$1,245,000 in principle and is scheduled to repay principle of \$1,272,000 in 2022.

Sewer Utility

- **Operating Results:** The Sewer Utility experienced a slight increase in operating revenues from 2020 to 2021. However, there were also additional expenses, with treatment charges, other operations and maintenance costs, and depreciation all increasing slightly. The result is a net operating loss of almost \$263,000. Part of that is funded by the tax levy, non-operating items, and capital contributions, increasing overall net position by over \$582,000 for 2021.
- **Cash & Investments:** Total cash and investments decreased in 2021 due to the advance to the Water Utility.
- **Net Position:** Total overall net position increased slightly, which shows steady growth. Net investment in capital assets is very consistent at \$10.1 million in 2017 and \$10.1 million at the end of 2021. This is due to capital additions and depreciation expense each year and shows the Sewer Utility replaces and depreciates its assets at approximately the same rate. While repaying debt is important for the Water Utility, the Sewer Utility focuses on continuing to reinvest in capital assets and increasing its unrestricted reserves. The unrestricted net position of \$5.5 million in 2017 increased to \$6.9 million in 2020 and \$7.4 million in 2021, demonstrating strong growth in net position and cash reserves.
- **Long-term Debt:** The downward trend in long-term debt is positive to see. Total debt of \$980,000 in 2017 decreased to \$620,000 in 2021. Compared to \$17.9 million in overall equity, this amount of debt is very small.

New Accounting Standards: GASB Statement No. 87, relating to changes in accounting for leases, will be effective for 2022. Bryan included a link to the website for additional information and stated he would stay in communication with Mike to properly implement new accounting standards as needed.

- Inflation:** Inflation is having a big impact on the economy, so it’s important to be proactive and monitor your budgets.
- Chad thanked Bryan for putting together a simple, easy to understand presentation for the Commissioners to follow.
 - Kevin mentioned staff received some correspondence from the Town of Algoma regarding the District’s audit in their annual pamphlet. Sue stated she was supplied a link to the location of the audit currently available on the District’s website to include and is satisfied with that. Chad added anyone is welcome to come to the District office to discuss the audit.
 - The meeting continued with Agenda Item 6).

- b) Discuss and act on Resolution #2022-5-1 to approve the submission of the 2021 Compliance Maintenance Annual Report for the Wastewater Utility to the Wisconsin Department of Natural Resources. Chad thanked staff for putting the CMAR together. **Chad made a motion to approve Resolution #2022-5-1 to approve the submission of the 2021 Compliance Maintenance Annual Report for the Wastewater Utility to the Wisconsin Department of Natural Resources/second-Peter/carried unanimously.** Kevin stated he will submit the completed report to the WDNR.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 1:09 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – June 9, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for June to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Financial Utility Clerk Sara Gonzales.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on May 12 as submitted/second-Peter/carried unanimously.**
 - c) Approve balance adjustments. Mike explained one balance adjustment was for a \$241.50 user fee credit approved at the previous meeting and the other two were for small late fee reversals, for a total of \$247.80. **Peter made a motion to approve balance adjustments as submitted/second-Sue/carried unanimously**
 - d) Approve investment changes. Mike recommended transferring \$75,000 of sewer funds by check from Community First Credit Union (CFCU) to the Local Government Investment Pool (LGIP). Sue asked about insurance coverage of District funds in the LGIP. **Sue made a motion to approve the investment changes as presented by Mike/second-Peter/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Peter made a motion to approve the cash receipts and investments for sanitary and water for May as submitted/second-Sue/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the following information:
 - **LGIP:** check to transfer \$75,000 to the LGIP approved under investment changes.
 - Sue asked what purchases under office supplies for the Business Card included, and if the bulk of that total was for Indeed. Staff answered office supply purchases included paper, 4,000 bottle caps for the water bottles, and other office supplies, and Indeed was the daily fee for an online job posting to recruit for two open job positions. Kevin added staff also uses other groups, such as the American Water Works Association and Handshake, for recruitment in addition to postings and presentations at the Fox Valley Technical College.
 - **Peter made a motion to approve the June pending bills and the May previous disbursements for sanitary and water as submitted/second-Sue/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements.
 - Peter complimented Sara for submitting detailed and well-written minutes for the monthly meetings.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence.
 - Kevin also mentioned our two Operators both passed their state certification exams.
 - **Town of Algoma Car Show:** The Town of Algoma Fire Chief stopped by the administrative office that morning and requested the District supply 200 water bottles again for the Fire Department's car show in late August.
 - c) Status of 2022 projects.
 - **Bellhaven Lane Request for Sewer Service:** The District is waiting on the contractors to install a sewer lateral from the 18' deep sewermain for the Lindemann property.
 - **Reighmoor Road Sewer Service Request:** A homeowner on Reighmoor Road currently served by a private onsite wastewater treatment system would like to connect to municipal sanitary sewer. Staff will forward a Petition for Addition to the Town of Omro the following month. Kevin is still working through the details regarding the grinder pump and other construction costs. The homeowner is not proposing to develop the farm at this time.
 - **Industrial Dehumidifier:** Staff received a quote for over \$3,000 to replace its industrial dehumidifier at one of the wellhouse facilities. The Operators have been able to take care of minor repairs, but spare parts for it have become obsolete. Dehumidifiers are necessary in the wellhouses to keep the moisture down.
 - **Manholes on East & West Reighmoor:** Staff is working with this private lane association to repair the asphalt around a few manholes that has degraded. This road does not have a solid base and is on soft ground adjacent to the lake, which allows the asphalt to settle around the manhole and crack. We saw cut squares around the manhole to help the association remove the asphalt for their contractor to replace and repair the road.
 - **Sewer Jetting:** The two Operators recently finished jetting the sanitary sewer mains in the Town of Omro, which is almost 20% of the entire system. While jetting and removing sediment within the mains, they look for leaks. Staff found a 1-2 gallons per minute leak in a manhole on the south side of Harbor Village that they will seal and grout from the inside. The groundwater is very high in this area and can infiltrate through manholes.

- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion at 12:14 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Peter/carried unanimously.** Herein occurred the closed session.
 - ii) **Chad made a motion to reconvene into open session at 12:28 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Peter/carried unanimously. Chad made a motion to authorize the transfer that was discussed in closed session/second-Sue/carried unanimously.**
 - b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) Discuss and act on 2022 Consumer Confidence Report prior to publishing.
 - Kevin stated the proof from the printing company was available for the Commission to review at the meeting. Sue suggested some wording changes that will be modified. **Peter made a motion to approve the CCR with the recommended changes/second-Sue/carried unanimously.**
- 8) Adjourn. **Peter made a motion to adjourn the regular monthly meeting at 12:37 p.m./second-Chad/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – July 14, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for July to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. District Attorney Ray Edelstein was excused.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Peter made a motion to approve the minutes of the regular monthly meeting on June 9 as submitted/second-Sue/carried unanimously.**
 - c) Approve balance adjustments. Mike explained there were two small balance adjustments to remove a late fee and to match the total amount of a payment received for a total of \$0.96. **Sue made a motion to approve balance adjustments as submitted/second-Chad/carried unanimously.**
 - d) Approve investment changes. Mike recommended the following investment changes: close the account at Winnebago Communities Credit Union and transfer the balance to Community First Credit Union (CFCU), transfer \$400,000 of sewer funds by check from CFCU to the Local Government Investment Pool (LGIP), and decline the renewal of the CD at CFCU which will be automatically transferred into the primary sewer funds account. He stated the LGIP is currently paying 0.98% interest. **Peter made a motion to approve the investment changes as presented by Mike/second-Chad/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for June as submitted/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. **Sue made a motion to approve the July pending bills and the June previous disbursements for sanitary and water as submitted/second-Peter/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. Staff released 32 water permits and 32 sewer permits for the first half of the year. The District has already surpassed its annual goal of releasing 20 sewer permits and is likely to exceed its goal of 40 water permits.
 - b) Correspondence.
 - c) Status of 2022 projects.
 - Petition for Addition – Reighmoor Road Parcel: Kevin, along with both property owners, will attend the public hearing at the Town of Omro the following Monday. He presented a map showing the parcel lines, the location of the house, and where the grinder pump would be installed and connect to the adjacent force main.
 - Sanitary Sewer Jetting: This annual sewer main jetting project is completed for the year.
 - Fire Hydrant Painting: The Operators will begin this annual project soon. First, they sandblast the fire hydrants, which changes them from red to near-white metal, then they apply the primer coat, so you may temporarily see them a color other than red, and then they paint the hydrants red.
 - Olde Apple Acres: Kevin emailed the Town Administrator regarding the planned road on the south end of the final phase of this subdivision in the Town of Algoma. Staff is working with its engineer to also provide municipal water and sanitary sewer service to future condos and/or houses for the conceptual CSM to the west, and Kevin verified the Town is also involved.
 - Water Service Leak: Staff discovered a leak on the copper water service at 3884 Crab Apple Lane. Water hammer may have loosened the fitting. The Operators quickly located the leak and Zillges repaired it the previous day.
 - Sandhill Farms: The watermains in this new development in the Town of Omro all tested safe for bacteria, which is required before the mains can be turned on and connected to. The roads will be constructed by Zillges and should be available within a few months.
 - 5716 Springbrook Rd: Staff received a call late the previous night that this grinder pump, which was replaced about two or three years ago, went out. The issue should be fixed by their electrician by the time of the meeting.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion at 12:19 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater**

Treatment Agreement negotiations with the City of Oshkosh/second-Peter/carried unanimously. Herein occurred the closed session.

- ii) **Chad made a motion to reconvene into open session at 12:24 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** No action was taken.
- b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) Discuss and act on potential watermain extension to serve interested property owners on Oakwood Lane based on survey results.
 - Kevin presented a map of the survey responses received. The only property owners electing to participate in the municipal water system were the three properties owned by the Kaulls. If the Oakwood Lane Homeowners Association grants an easement, the District is willing to extend a watermain through an easement from the new property owners on Shorehaven Court who gave their verbal consent, curve the main slightly, and install a fire hydrant on Oakwood Lane. No action was required from the Commission.
 - The original quote of \$27,000 was to install the watermain, plus the pipe cost of about \$7,000, plus the cost of water services, for a total of about \$40,000. Staff quoted the homeowners \$13,500 per lot. It would be difficult to breakeven with only three participating homes, but staff may still make it work. There is a potential for the Kaulls to pay for this entire project and be reimbursed a proportionate share by any property owner who chooses to connect to it in the future. There may be new owners on this lane over the next 10 years. However, if three new wells are drilled at \$19,000 each, the Kaulls will not want to receive municipal water in the future.
 - Kevin has had numerous conversations with the owners and their builder. They opted to pay two assessments in full right away and the third one over 20 years at 3.75% interest because their current home would probably be sold after they move into their new one. Kevin will first try to obtain the easements and request a more definitive estimate that includes longer water services before beginning the design and special assessment process.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:37 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – July 27, 2022**

Special District Meeting.

- 1) Open Special District meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the Special District meeting to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Financial Utility Clerk Sara Gonzales. Attorney Lawrie Kobza was present via phone.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
- 3) Public Forum. No one was in attendance from the public.
- 4) New Business.
 - a) Discuss and act on Resolution 2022-7-1 to approve the District’s proposal for an Agreement between the City of Oshkosh and Town of Algoma Sanitary District No. 1.
 - Kevin explained the City had a closed door meeting the previous night to discuss the proposal the District sent to the City. District staff attempted to follow up with the City that morning and had not received any response. Lawrie stated the proposal attempts to resolve the outstanding issues with the City to get into the next phase of negotiations until a long-term wastewater treatment agreement is established. She suggested it be approved so the City is aware it is not only offered by staff but is also something the Commission agrees with.
 - **Chad made motion to approve Resolution 2022-7-1, the District’s proposal for an Agreement between the City of Oshkosh and the Town of Algoma Sanitary District No. 1, and to give the Director the discretion to act on any proposed modifications after consultation with counsel, unless there are substantive changes which will require Commission approval/second-Peter/carried unanimously.**
 - b) Discuss and act on setting up a segregated account with the District’s primary financial institution to hold funds for disputed Clean Water Fund debt service payment invoices from the City of Oshkosh.
 - Mike explained he needs authorization to open Subaccount #3 and to fund it with a transfer of \$246,670.61 from the Sewer Utilities general funds money market, which is the total of the four CWF invoices. Ray reiterated this is not an escrow account, it is a separate, segregated account, which is what the District’s proposal approved earlier describes. Kevin added once an agreement is worked out with the City, we will pay an amount determined to be owed from that account. The District lost developable acreage due to the Boundary Agreement the Town of Algoma made with the City and is unable to use the full amount of its current allocated capacity. The current issue of charging depreciation versus debt service payments in rates remains to be worked out.
 - Kevin read an excerpt from the original 1977 agreement relating to the requirements for new capital investments by the City. Item 22 states, “New capital investment may be required in the future for treatment of sewage emanating from District's collection system. With reference to such new capital investment by City, the engineers charged with responsibility for design of such new investment shall calculate the proportion thereof which is intended to service sewage emanating from the various areas to be serviced by said investment. District’s proportionate share shall be then calculated and District shall pay to City its allocable share of such investment either in cash or pursuant to whatever terms may be agreed upon between the parties.” The District has not received this calculation of its allocated share.
 - **Sue made a motion to set up a segregated account into Subaccount 3 with the District’s primary financial institution to hold funds for the disputed Clean Water Fund debt service payment invoices from the City of Oshkosh/second-Peter/carried unanimously.** Kevin will notify the City that the District has placed funds in a segregated account to move forward.
- 5) Adjourn. **Peter made a motion to adjourn the Special District meeting at 12:13 p.m./second-Chad/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – August 11, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes via phone with Commissioner Sue Drexler present called the regular monthly meeting for August to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. Commissioner Peter Cernohous and District Attorney Ray Edelstein were excused.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meetings. Sue wanted to verify the minutes reflected that the Commission did not want to allow any amount of the Oakwood Lane watermain project cost to be deferred and risk the District not receiving payment in full. Kevin and Mike read excerpts from the minutes stating that the Kaul's would be assessed for the full cost of this project. **Sue made a motion to approve the minutes of the regular monthly meeting on July 14 and the Special District meeting on July 27 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. Mike recommended the following investment changes: 1) decline the renewal of the CD at Community First Credit Union (CFCU) that came due the previous day, 2) open a 12-month CD at West Pointe Bank earning 2.5% interest using the existing funds in the money market account, and 3) transfer \$150,000 from CFCU to the Local Government Investment Pool (LGIP). **Sue made a motion to approve the investment changes as presented by Mike/second-Chad/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Chad made a motion to approve the cash receipts and investments for sanitary and water for July/second-Sue/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike stated one addition was the \$150,000 check authorized under investment changes. **Sue made a motion to approve the August pending bills with the addition and the July previous disbursements for sanitary and water as submitted/second-Chad/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2022 projects.
 - The private grinder pump installed by the Ankrams on Reighmoor Road will not require any District maintenance.
 - A grinder pump serving two residences at the end of Ormand Beach went out the previous week and again the previous evening. Since grinder pumps are about \$2,500 each, the District is considering installing gravity sewer to these homes. Staff plans to send a letter to all properties served by grinder pumps that discusses proper maintenance. Most pumps last more than 10 years but, occasionally, issues occur causing them not to last as long.
 - A water service was installed to the property line of the new lot on Bellhaven Lane owned by Mr. Lindemann. Additional permits cannot be obtained to build a house until sanitary sewer is available, so the District is actively working with DeGroot Construction to complete that extension.
 - The homeowners on Oakwood Lane met earlier that week and approved an easement for the watermain extension. Kevin explained to the residents the easement is only for water, sewer, and storm water. Existing easements do not allow use by the public, they merely allow employees and contractors of the District to complete work on District utilities. Once the draft easement is finalized, staff will obtain an additional easement from the new homeowners on Shorehaven Court and begin designing the project. An additional Oakwood Lane resident contacted the District to request water, so hopefully there will be four assessments to divide this project cost between, which may reduce the cost per assessment.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion at 12:14 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session.
 - ii) **Chad made a motion to reconvene into open session at 12:24 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** No action was taken.

- b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) None.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:25 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – September 8, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for September to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Financial Utility Clerk Sara Gonzales. Chad noted the Commission would move Agenda Item 7b) after Agenda Item 3).
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on August 11 as submitted/second-Peter/carried unanimously.**
 - c) Approve balance adjustments. Mike explained two large balance adjustments recorded costs paid by the property owner for water and sewer services that were extended. A couple others removed late fees on water accounts and adjusted interest to match the amount paid, for a total amount of balance adjustments in August of \$25,819.01. **Sue made a motion to approve the balance adjustments as submitted/second-Peter/carried unanimously.**
 - d) Approve investment changes. Mike recommended the District decline the CD renewal at Fox Communities Credit Union coming due the next week, deposit the funds at Community First Credit Union (CFCU), and transfer \$250,000 from CFCU to the Local Government Investment Pool (LGIP), which is currently earning 2.15% interest. **Peter made a motion to approve the investment changes as presented by Mike/second-Sue/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Chad made a motion to approve the cash receipts and investments for sanitary and water for August/second-Peter/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike stated the invoice from NTD of \$337.12 was received that morning and the \$250,000 check to LGIP authorized under investment changes was included as well. **Chad made a motion to approve the September pending bills and the August previous disbursements for sanitary and water as submitted/second-Sue/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public. The meeting continued with Agenda Item 7b).
- 4) Commissioner Statements. None.
- 5) Director's Report. Kevin submitted his report prior to the meeting.
 - a) Review of District statistics. The District exceeded its annual goals for both water and sanitary sewer permits.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2022 projects. No discussion was had on this agenda item. The meeting continued with Agenda Item 7a).
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh. No action was taken.
 - i) The Commissioners will go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh.
 - ii) The Commissioners will reconvene into open session to discuss and act on matters discussed during closed session regarding the: Wastewater Treatment Agreement negotiations with the City of Oshkosh.
 - b) Discuss and act on sanitary sewer extension for "The Wit" development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) Discuss and approve quote for cleaning and touch-up paint for the water tower.
 - Kevin explained the water tower is beginning to rust and needs to be cleaned and the paint touched up. Staff will lower the water level in the tower so it will not sweat while loose paint and rust is removed down to the bare white metal, along with touching up the District's logo. Central Tank Coatings, Inc. is the lower of the two quotes received at \$22,900 and is proposing to start on September 19, and Kevin recommended approval. **Peter made a motion to approve the quote from Central Tank Coatings, Inc. for cleaning and touch-up paint on the water tower for \$22,900/second-Sue.** Kevin added he previously forwarded the company's insurance information to the District's insurance carrier, and our agent stated their insurance coverage is sufficient. **Motion carried unanimously.**
 - Peter asked for clarification on when a second water tower would be needed, and Kevin answered it would be needed when the Water Utility has 1,923 customers connected to the municipal water system. Staff is beginning to plan for that, which would allow the original water tower to be taken completely offline to sandblast and fully repaint it over a three-month time period. The meeting continued with Agenda Item 8).

- b) Discuss and act on Dempsey Law engagement agreement.
 - i) **Chad made a motion to go into closed session at 12:03 p.m. pursuant to Wisconsin Statute 19.85 (1) (e) to deliberate or negotiate an engagement agreement with Dempsey Law for future legal services/second-Sue/carried unanimously.** Herein occurred the closed session.
 - ii) **Peter made a motion at 12:36 p.m. to reconvene into open session to discuss and act on matters discussed during closed session regarding the: Dempsey Law engagement agreement/second-Sue/carried unanimously.** Ray excused himself during the closed session. The meeting continued with Agenda Item 4).
 - **Peter made a motion to approve the Dempsey Law engagement agreement/second-Chad/carried unanimously.**
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:40 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – October 13, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioner Sue Drexler present called the regular monthly meeting for October to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, Attorney for the District Matt Parmentier, and Financial Utility Clerk Sara Gonzales. Commissioner Peter Cernohous arrived during closed session.
 - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on September 8 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. Mike recommended transferring \$150,000 of sewer funds from Community First Credit Union (CFCU) to the Local Government Investment Pool (LGIP). He also mentioned the Safe Drinking Water loan payment, which will be wired out of the LGIP, is included under pending bills. **Sue made a motion to approve the investment change, including the loan payment, as presented by Mike/second-Chad/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for September/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike stated the pending bills sheet sent the previous afternoon included an invoice from Midwest Meter for 12 meters for \$4,080. **Chad made a motion to approve the October pending bills and the September previous disbursements for sanitary and water as submitted/second-Sue.** Sue asked what was included in the \$32,000 invoice for the SCADA System “upgrade”. Kevin and Mike answered it was a whole system upgrade including two new computers, the SCADA license, and onsite installation. Chad asked if the wireless data stream is encrypted, and Kevin stated he would verify that. **Motion carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. None.
- 5) Director’s Report. Kevin submitted his report prior to the meeting and added a few items as well.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2022 projects.
 - SCADA System Upgrade: As stated under pending bills, the upgrade of the SCADA System was implemented seamlessly. Staff had to update a couple of the reports and did not transfer some of the historical data and trending history; however, the old computers are still available to retrieve that information if needed.
 - Water Sampling Requirements: Staff received the preliminary annual monitoring sample requirement schedules. Kevin noted under water requirements, three samples from all three wells for three quarters of next year are required to be tested for PFAS for an estimated cost of about \$4,000. When staff took a preliminary sample about a year ago, the result was “No Detect”. Kevin explained there is a multijurisdictional case available that the District can sign up for that may be able to cover the cost for sampling. A representative from the Department of Natural Resources (DNR) told staff verbally that if there is no detection on the first round of samples, the following samples would be waived with the understanding that the Water Utility is in an area that does not have contamination.
 - Water Tower Cleaning & Repainting: Before and after pictures of the cleaned and repainted water tower were shown and previously added to the District’s website.
 - Havenwood Drive Sewer Lateral: A City of Oshkosh property that the District provides sanitary sewer service to on Havenwood Drive had a repair completed to their sewer lateral.
 - City of Oshkosh Master Agreement - Meeting: The first meeting with the City of Oshkosh to discuss their proposed Master Agreement will be held on November 1 at 2:00 p.m. at the Oshkosh Police Department. Kevin previously sent a proposed agenda to all of the other Sanitary Districts for everyone to post so there can be a quorum at the meeting. Staff attempted to outline items we want the City to present to get a good understanding of the Master Agreement proposal.
 - Annual Budget Public Hearing: As scheduled for approval under New Business, the public hearing for the annual budget is proposed to be held at Noon on November 10, 2022.
 - Oakwood Lane Watermain Extension: Upon recording of the two required utility easements, the District awarded the Task Order to design the watermain extension on Oakwood Lane to Westwood Infrastructure.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.

- i) **Chad made a motion at 12:14 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session. Commissioner Peter Cernohous arrived during discussion.
 - ii) **Chad made a motion to reconvene into open session at 12:44 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Peter/carried unanimously.** No action was taken.
 - b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
- a) Discuss and act on proposed 2023 Annual Budget. Kevin stated the proposed 2023 Annual Budget was sent to the Commissioners the previous Friday and will be published as a Class 1 notice in the Oshkosh Northwestern.
 - i) Approve proposed 2023 Annual Budget for publication. **Chad motioned to approve the posting for publication of the 2023 Budget as submitted.** Sue asked if the Commission was endorsing the budget at that time and Kevin answered the Commission is approving the information to be published and the budget will be approved after the public hearing. **Second-Peter/carried unanimously.**
 - ii) Schedule the public hearing for 2023 Annual Budget on November 10, 2022 at Noon. The Commissioners confirmed a quorum would be present at this meeting.
 - b) Discuss and act on three-year proposal for conducting the District’s annual financial audit.
 - The proposal was sent to the Commissioners previously. Staff is able to do some items internally, such as filing the Public Service Commission (PSC) annual report. Also, as the District does not have plans for new federal funding, a single audit would not be required. Kevin recommended approval of the three-year proposal from CliftonLarsonAllen for the District’s annual audit. **Peter made a motion to act on the three-year proposal for conducting the District’s annual financial audit to CLA/second-Chad/carried unanimously.**
 - c) Discuss and act on Resolution #2022-10-1 to set the 2022 Property Tax Levy at \$220,914. Kevin stated this is the amount staff proposed in the budget and needed to be approved at that time to be used in the 2022 tax roll. **Peter made a motion to approve Resolution #2022-10-1 to set the 2022 Property Tax Levy at \$220,914/second-Chad/carried unanimously.**
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:48 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – November 10, 2022**

Public Hearing for Proposed 2023 Annual Budget.

- 1) Open public hearing. Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the public hearing for the proposed 2023 annual budget to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, Attorney for the District Matt Parmentier, and Financial Utility Clerk Sara Gonzales.
- 2) Public Forum. No one was in attendance from the public. No discussion was had.
- 3) Adjourn. **Chad made a motion to adjourn the public hearing at 12:00 p.m./second-Peter/carried unanimously.**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Sue Drexler and Peter Cernohous present called the regular monthly meeting for November to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, Attorney for the District Matt Parmentier, and Financial Utility Clerk Sara Gonzales.
 - a) Mike noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on October 13 as submitted/second-Peter/carried unanimously.**
 - c) Approve balance adjustments. Mike explained the numerous small adjustments were to remove late fees from public fire protection fees for \$20.26, plus \$0.25 for a couple of adjustments on final water bills, for a total of -\$20.51. **Sue made a motion to approve the balance adjustments as submitted/second-Peter/Chad abstained/carried 2-0-1.**
 - d) Approve investment changes. Mike recommended the renewal of the CD that will come due that month with Community First Credit Union for 14 months at their special rate of 4.0% interest, which will be 3.85% after accounting for the District's cost of collateral. **Sue made a motion to approve the investment change as presented by Mike/second-Chad/carried unanimously.**
 - e) Approve cash receipts & investments for sanitary and water. **Chad made a motion to approve the cash receipts and investments for sanitary and water for October/second-Peter/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. **Sue made a motion to approve the November pending bills and the October previous disbursements for sanitary and water as submitted/second-Chad/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. Chad wished everyone a safe and relaxing Thanksgiving.
- 5) Director's Report. Kevin submitted his report prior to the meeting and added the following items as well.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2022 projects.
 - **Rock Blasting:** There is some rock blasting scheduled for the following day in the Bellhaven Estates subdivision that is needed to excavate the basement and extend water and sewer laterals to the footings for a new home. Staff provided a letter to put the company, builder, and property owner on notice of liability for potential damage to the District's underground utility infrastructure.
 - **Ormand Beach Heights:** When flushing hydrants, staff found a loose fire hydrant, and it appears an excavator knocked the hydrant off at the breakaway flanges while doing some work on the pond in that subdivision. No leak occurred, but the contractor did not notify the District and just stood the hydrant back up where it was damaged. Staff bagged the hydrant for the night because it was unusable and repaired it the next morning with spare parts on hand. The owner of the development was put on notice, but since the damage was not witnessed, staff is unable to bill the contractor. Usually, when repairs are completed, staff charges for their time and/or repair parts. The cost of the parts used to complete this repair was probably between about \$150-\$250.
 - **Peter made a motion to move to Agenda Item 7)/second-Sue/carried unanimously.**
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion at 12:12 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session. No action was taken. The meeting continued with Agenda Item 7d).

- b) Discuss and act on sanitary sewer extension for “The Wit” development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) Discuss and act on Resolution 2022-11-1 to approve the 2023 annual sanitary sewer user fee for Town of Algoma Sanitary District #1 residents per equivalent unit.
 - i) Set the user fee for properties discharging to the Oshkosh Wastewater Treatment Facility at \$395.
 - ii) Set the user fee for properties discharging to the Omro Wastewater Treatment Facility at \$510.
 - Kevin stated staff recommended approval of this resolution, adding it matches what was presented in the budget.
 - **Peter made a motion to approve Resolution 2022-11-1 as stated/second-Sue/carried unanimously.**
 - b) Discuss and act on Resolution 2022-11-2 to increase the 2023 Contribution in Aid of Construction (CAC) by 3%.
 - Mike stated the new CAC for a single-family residential unit due upon sanitary sewer permit application would be \$2,656.00, which is an increase of about \$75, adding this amount was included in the budget. Kevin explained this cost goes toward sanitary sewer structures and equipment, such as lift stations and other mains not that are dedicated to a specific property, and stated that staff recommended approval.
 - **Chad made a motion to approve Resolution 2022-11-2 as submitted/second-Peter/carried unanimously.**
 - c) Discuss and act on Resolution 2022-11-3 to adopt the 2023 Annual Budget for the Sanitary Sewer and Water Utilities.
 - Mike presented a printed copy of the publication in the Oshkosh Northwestern on October 20, 2022.
 - **Peter made a motion to approve Resolution 2022-11-3 as submitted/second-Chad/carried unanimously.**
 - The meeting continued with Agenda Item 6).
 - d) The Commission continued in closed session pursuant to Wisconsin Statute 19.85 (1) (c) to discuss matters in relation to annual employee evaluation, compensation, and benefits.
 - i) **Sue made a motion to reconvene into open session at 1:38 p.m. to discuss and act on matters discussed during closed session regarding employee evaluations/second-Chad/carried unanimously.**
 - Chad stated he will email the review to Kevin, who will then forward it on to Mike.
- 8) Adjourn. **Sue made a motion to adjourn the regular monthly meeting at 1:39 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Meeting Minutes – December 8, 2022**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioner Sue Drexler present called the regular monthly meeting for December to order at 12:05 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. Commissioner Peter Cernohous and Attorney for the District Matt Parmentier were excused.
 - a) Mike noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on November 10 as submitted/second-Chad/carried unanimously.**
 - c) Approve balance adjustments. Mike explained there was one balance adjustment of \$55.32 for a resident that paid their past-due water bill after staff posted the tax roll entry to transfer these amounts to the property tax bills. **Sue made a motion to approve the balance adjustment as submitted/second-Chad/carried unanimously.**
 - d) Approve investment changes. None.
 - e) Approve cash receipts & investments for sanitary and water. **Chad made a motion to approve the cash receipts and investments for sanitary and water for November/second-Sue/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike stated the payment to Wisconsin Public Service was revised to \$5,698.31 and one of the road deposit refunds was adjusted to \$800. Kevin explained, upon sanitary sewer permit application, that if there is not an existing lateral at the property line and the sewer main is near the road, the District requires a road deposit. However, neither of these two connections caused any damage to the road and no settling occurred, so Kevin recommended returning the full road deposit. Sue added the sanitary district is responsible for restoring the road to its previous condition, and Kevin agreed. **Sue made a motion to approve the December pending bills and the November previous disbursements for sanitary and water as submitted/second-Chad/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. Chad wished everyone a Merry Christmas and thanked them for a wonderful year.
- 5) Director's Report. Kevin submitted his report prior to the meeting and added the following item as well.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2022 projects.
 - Crane Truck Purchase: Staff obtained a quote for a crane truck but would like to obtain additional quotes. After verifying with Attorney Parmentier, Kevin hoped to hold a short meeting later this month, maybe by teleconference, to approve this purchase. Sue mentioned the purchase is included in the previously-approved budget; however, Kevin stated purchases over \$25,000 must be approved by the Commission. He anticipates receiving multiple quotes, and then one would be selected and recommended for Commission approval. The bid for the truck could be accepted and the payment could be approved simultaneously, with a check needing to be signed afterwards.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion at 12:15 p.m. to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session.
 - ii) **Sue made a motion to reconvene into open session at 1:23 p.m. to discuss and act on matters discussed during closed session regarding Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Chad/carried unanimously.** No action was taken.
 - b) Discuss and act on sanitary sewer extension for "The Wit" development on 18.5 acres at parcel #90614920100, located on the south side of Witzel Avenue, east of Barton Road and generally north of Mercy Medical Center. No action was taken.
- 7) New Business.
 - a) None.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 1:23 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President

**Town of Algoma Sanitary District #1
Special District Meeting Minutes
December 21, 2022 - 12:00 p.m.
3477 Miller Drive, Oshkosh, WI 54904**

Special District Meeting.

- 1) Open Special District Meeting.
 - Commission President Chad Hayes via teleconference with Commissioner Sue Drexler via teleconference called the special district meeting to order at 12:00 p.m. Present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. Commissioner Peter Cernohous and Attorney for the District Matt Parmentier were excused.
- 2) Public Forum. No one was in attendance from the public.
- 3) New Business.
 - a) Discuss and act on approving purchase of a 2022 Ram 3500 mechanic service truck in an amount not to exceed \$91,134.00.
 - Kevin stated staff published the public notice for the invitation to bid in the Oshkosh Northwestern on December 14 and 15 and the sealed bids were opened on December 19 at 12:00 p.m. Of the two bids received, the lowest was from Victory Lane in Illinois for \$112,109 for the truck and crane. However, availability of the crane was 31 weeks out, so Kevin recommended approval to purchase only the truck for \$91,134.00. **Sue made a motion to approve the purchase of a 2022 Ram 3500 mechanic service truck in an amount not to exceed \$91,134.00 as recommended by Kevin/second-Chad/carried unanimously.**
 - Kevin said the total includes a delivery charge and the company was proposing to deliver it the following day, but that may be delayed until the following week due to the winter weather forecast. He also mentioned the truck is set up to be insured through McClone Insurance, the District's insurance carrier. The check was available to sign at the meeting and two Commissioners planned to stop by the office later that day to sign it.
 - b) Discuss and act on approving purchase of a crane for the mechanic service truck.
 - Kevin explained staff is looking to purchase the crane attachment from a local vendor. Two quotes were obtained thus far for about \$19,000 and \$21,000 apiece, but the crane was 60 days out to receive upon ordering. **Sue made a motion to authorize staff to purchase a crane for the mechanic service truck not to exceed \$24,000 as recommended by Kevin/second-Chad/carried unanimously.**
 - Sue asked for verification that both the cost of the truck and the crane were included in the budget, and Kevin answered that was correct.
- 4) Adjourn. **Chad made a motion to adjourn the special district meeting at 12:04 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President