

**Town of Algoma Sanitary District #1
Meeting Minutes – January 11, 2024**

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, and Financial Utility Clerk Sara Gonzales. Attorney for the District Matt Parmentier was 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 December 7/second-Peter/motion carried unanimously.**
 - c) Approve balance adjustments. Mike explained balance adjustments recorded the 2023 Cost of Money (COM) annual adjustment for deferred assessments for \$111,378.45, removed the water assessment on the unbuildable parcel that now contains the Town's stormwater pond at North Oakwood Road and Omro Road for \$130,305.69, and removed the fourth quarter user fee for a company that has declared bankruptcy for \$402.90. **Peter made a motion to approve the balance adjustments report as submitted/second-Sue/carried unanimously.**
 - d) Approve investment changes. Mike suggested renewing the CD at Community First Credit Union that comes due on January 14 for 15 months at the special rate of 5.3% less collateral costs. He also noted the check to transfer funds to the Local Government Investment Pool did not clear in December due to a mail delay, but the check has since been received and will be included on January's financial report. **Sue made a motion to approve investment changes as suggested by Mike/second-Peter.** Sue asked if staff has looked into wire transfers and Mike answered he will consider it for future transfers. **Motion 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 December as submitted/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the total amount for McClone, including the additional policy from Wednesday's report, is \$40,004 for the annual commercial, auto, and workman's comp policies. It also includes the wire he is requesting the Commissioners to sign at that meeting. Sue asked what the Xylem Waterworks invoice for \$95,000 was, and Kevin answered it is for multiple lift station pumps. **Peter made a motion to approve the January pending bills and the December 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.
 - Sue wished everyone a happy new year and Chad echoed it.
- 5) Director's Report. Kevin submitted his report prior to the meeting and had nothing to add.
 - 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 2024 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) **Chad made a motion to go into closed session at 12:06 p.m. 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./second-Sue/carried unanimously.** No action was taken.
- 7) New Business.
 - a) None.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:24 p.m./second-Peter/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President