

**- PROPOSED MINUTES -**

**WAVERLY SANITARY DISTRICT**

August 11, 2009

District Office - N8722 County Rd. LP

The meeting was called to order at 8:30 a.m. by Commissioner Helein.

Present: Commissioner Helein (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZeeland (TGV)
Commissioner Sams (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)
Dan Pociask – KC Representative	Ron Wolf – McMahon Assoc.
Mark Finney – Burr Computer Environments Inc.	

Approval/acceptance of the 7/14/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the July 2009 Financial and Budget Comparison Reports was accomplished with MLS' motion and LJF's second. Motion carried 3-0.

Invoices were approved for payment and checks were signed prior to the meeting.

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

**KC Service Inquiry – Water/Sanitary Sewer Plan Approval by District Commission**

**-- Waiver of Assessment receipt status // Estimated Engineering Cost**

SCM detailed the final water/sanitary sewer plan received from McMahon Assoc. for Commission review/approval. SCM recommended the plan include the installation of a T with a valve south on the frontage road connection to accommodate possible future service installation on FL 10 south. KC's service connection on FL10 will interrupt water service to KC for approximately half a day to a day. Pociask anticipates the temporary service interruption will not cause problems. SCM provided Pociask with an estimate of the charges based on three days for water installation and three days for sewer installation and explained that inspections on private mains are required because the private mains are part of WSD's public system, and infiltration affects the public mains. While the mains are now private, they could become public in the future if ownership change would occur. Project mobilization will begin on 8/24/09, and installation is anticipated EOM 8/09. The contractor will be August Winter. SCM will be notified when the pre-con meeting/installation start dates are established. Wolf questioned future maintenance responsibilities if an easement were granted over the water/sanitary sewer facilities. SCM explained WSD does not grant easements over facilities unless unavoidable. SCM recommended the Commission approve the final water/sanitary sewer plan as discussed above.

LJF motioned/MLS seconded water/sanitary plan approval as recommended by SCM. Motion carried 3-0. The signed Waiver of Assessment was provided to WSD at the 8/11/09 meeting.

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**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED****Acct. #943 (N9157 Jordan St.) Fence Installation – Recordable document cost responsibility –  
(Fence on existing sewer easement) Sanitary District versus Property Owner**

CMG stated the Commission was provided the information received from CJH suggesting the property owner should be responsible for providing the recordable document. Because WSD has 23 easement situations where this issue could/already exists (approximately 4), SCM suggested WSD cover the cost (\$250-\$300) of a recordable document form to be utilized for the above situation, the existing fence situations, and all future easement situations. There will also be a \$12-\$13 recording fee for each document recorded.

LJF motioned/MLS seconded WSD incur the cost for a recordable document form to be utilized for the above situation, the existing fence situations, and all future easement situations as well as the related recording fees. Motion carried 3-0. RWK will provide the locations where fences already exist over easements to allow for proper document signatures/recording.

**Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Utility easement receipt status**

SCM spoke with Attorney Frassetto after WSD's 7/14/09 meeting to question whether the amended utility easement could be prepared before the other issues are resolved. Frassetto agreed it could, and CJH prepared the easement that is now in the process of being signed by the appropriate parties. This easement will replace the existing 1983 easement. When the signed easement is received, this item will be removed from the Meeting Agenda.

**OLD BUSINESS****- Water Sample Tests' Results**

TGV reported all five tests, three taken on 7/20/09 and two taken 7/27/09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Carl Bowers Construction – CMG to report ditch work maintenance 2-yr. warranty issuance  
(Manitowoc Rd. Water Loop)**

CMG stated the first year and second year ditch work maintenance fee of \$1000 was paid on 7/17/09 to Carl Bowers after the TOH confirmed/approved the work and current ditch conditions.

**- Future Water Supply Connection (2<sup>nd</sup>) to Appleton – Future station's site acquisition status  
– Harrison/Appleton land transfers status**

SCM reported the deed from the COA has been received/recorded. The TOH has not provided the required deed to VHE II-5. When VHE II-5 receives the deed from the TOH, VHE II-5 will provide the deed to WSD. The electrical plan has been provided to RWK for his review, and application has been made to We Energies. The site plan has been provided to TOH for review. The erosion control drainage plan has been approved by TOH Planner Mark Mommaerts. When WSD receives the deed from VHE II-5, the project will be placed for bids.

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**OLD BUSINESS**

- **WSD's Connection to Appleton's 16-inch Main – Full payment issued to Don Hietpas & Sons**  
CMG stated the full payment of \$6591.40 was issued to Don Hietpas & Sons, Inc. on 7/17/09.

- **VHE II-5 (Warehouse Specialists) – 12-inch water main installation project report**  
**Receipt status of required project acceptance items**  
**(Easement to be received after installation but**  
**prior to project acceptance)**

SCM stated the project has been completed/tested. The safe water sample results and the final cost/quantities have been received. Duane Fox is in the process of preparing the easement and is aware the easement must be received before final project acceptance can occur. WSD will submit the \$10,000 water main over sizing costs to VHE II-5 after/when VHE II-5 provides the land deed for WSD's metering station to WSD.

Note: Engineering cost reimbursement to WSD does not apply since this project and all related expense is included as part of the metering station site acquisition/total cost.

**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**

- **Woodland Hills Heights – Project status report**  
SCM stated Hagens plans to start this project during September 2009. The executed Waiver of Assessment was received on 2/9/09.

- **Birling Court Extension (Andrysczyk) – Project status report**  
SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. The executed Waiver of Assessment was received from SCM on 12/13/07.

- **Lake Park Condominiums – Project status report**  
SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. SCM anticipates this project will not proceed until the housing market improves and the Lake Park Road project is complete. The executed Waiver of Assessment was received from SCM on 9/12/06.

- **Outagamie LLC Future Development – Project status report (18 acres)**  
**Location: North of Woodland Terrace and south of**  
**Manitowoc Rd.**

SCM stated Van's Realty & Construction and Ament have partnered for this project and are preparing to move forward. Calumet Co. is in the process of creating an ordinance that will change the minimum lot sizes from 12,500 ft. to 7,500 ft. to accommodate future Habitat for Humanity homes. Habitat approached Van's/Ament to discuss purchasing lots for future home construction over a three-year period. The signed Waiver of Assessment was received 1/24/06.

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**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**

- **1<sup>st</sup> Addition – Lake Park Heights – Project status report**  
SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. Because a signed Waiver of Assessment has not been returned to WSD, this item will be removed from future Meeting Agendas until further contact is received/developments occur.
  
- **Crestwood Subdivision – Location: Southside of Midway Road – Off Cottonwood Drive – Between Eternal Love Lutheran Church and Barker Farm Estates**  
SCM/WSD have not received contact/information regarding this project since WSD's 7/14/09 meeting. This project will not proceed until the housing market improves. Because a signed Waiver of Assessment has not been returned to WSD, this item will be removed from future Meeting Agendas until further contact is received/developments occur.

**NEW BUSINESS**

- **Establish the September Meeting Date – Tuesday, September 8, 2009 (8:30 a.m.) District Office**  
Tuesday, September 8, 2009 at 8:30 a.m. was established as the September meeting date/time. The meeting will be held at the District's office. LJF will contact CMG if her September vacation will interfere with the above meeting date.

**OFFICE REPORT** (Attachment #2, pp. 1-13)

CMG reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

**FIELD REPORT** (Attachment #3A, pp. 1-5 & Attachment #3B)

A Field Report was not submitted for meeting minutes' attachment.

RWK reported P.J. Kortens recently installed a generator running alarm at LS #1 for a cost of \$335. There was a recent air pump failure in LS #4 that was discovered when Monday morning LS readings were taken. Crane Engineering will install an alarm in the air pump that will notify field personnel if the air pump fails. RWK will also investigate having a dialer installed in LS #5. Dialers are already in place at LS #1, #2, #3, and #4

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION****Lift Station #2 and #3 Control System Upgrade – Quotes receipt/discussion**

RWK reviewed the \$20,250 quote received from PJ Kortens to upgrade the control system for LS #2 & #3. Usemco's estimate will be received by WSD's 9/8/09 meeting date. The quotes will be reviewed at WSD's 9/8/09 meeting.

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**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED****Lift Station #4 Agitator/Mixer – Quotes (2) discussion**

RWK reviewed the \$18,635.31 quote received from ITT Flygt, and the \$8,766 quote received from Crane Engineering for the LS #4 upgrade. RWK recommended WSD engage Crane Engineering to do the upgrade. ITT Flygt's quote represented a more elaborate system than is required at LS #4.

MLS motioned/LJF seconded Crane Engineering be engaged to do the LS #4 upgrade. Motion carried 3-0.

RWK would like to remove the Y connection located on the pipe on the return line that connects to the manhole and install two separate lines to the wet well to avoid backups to the manhole. This procedure is not included in the above quotes. RWK estimated the cost will be \$8,000 to \$12,000.

**Waverly Sanitary District's Rezone Issue – CMG to report TOH's decision, required procedure and the anticipated rezone completion time frame**

CMG reported TOH agreed to cost share (50/50) the \$350 cost of the rezoning petition. The petition was addressed/approved by the TOH's Plan Commission at its 8/4/09 meeting and will be addressed by the TOH's Board at its 8/25/09 meeting. If approved, TOH Planner Mark Mommaerts will submit the application to Calumet County for rezoning TOH Fire Dept/WSD's property from Agricultural to Commercial. If Calumet County Plan Commission approves the petition at its 9/3/09 meeting, the rezoning should be complete by mid September 2009. WSD's new unlit sign (approximate cost: \$4450) can be installed after the rezoning is complete. WSD's current sign will be removed before winter 2009. Note: TOH does not require a permit for the sign installation.

**WSD Facility's Parking Lot – Crack repair/asphalt seal coating quotes (3) discussion**

RWK reviewed the three quotes received for WSD's parking lot crack repair/asphalt seal coating. Fox Valley Asphalt submitted a \$2750 quote, Asphalt Seal & Repair submitted a \$2570 quote, and Valley Seal Coat submitted a \$3075 bid. RWK recommended the District engage Valley Seal Coat to do the work even though Valley Seal Coat submitted the highest quote because this quote represents the most comprehensive repairs/seal coating.

MLS motioned/LJF seconded WSD engage Valley Seal Coat to repair/scal coat the District facility's parking lot. Motion carried 3-0.

Since there wasn't any other business to legally come before the Commission, LJF motioned/MLS seconded meeting adjournment.

Meeting adjourned at 9:25 a.m.

Submitted by Susan A. Hallock