

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT**

September 15, 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 Sambs (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Duane Fox – VHE II-5	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 8/11/09 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the August 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

Kimberly-Clark Add'l Building Water/Sanitary Service – Project status report/discussion
– Facilities Connection and Construction
Permit Fees (\$11,480 / \$100) due date

SCM reported a pre-con meeting is scheduled for 9:00 a.m. 9/16/09. On 9/16/09, Meyer Services will bore underneath FL 10 for the 8" sanitary line tie-in to the manhole utilizing C-900 Certa-lok sewer piping and will link seal around the core/pipe into the manhole (approved by SCM). Sanitary sewer installation will begin Monday, 9/21/09. The water main will be installed mid to late October, after the soybean harvest. The Commission agreed the connection/construction fees are due when connection to K-C occurs.

Acct. #943 (N9157 Jordan St.) Fence Installation – Utility Easement Amendment master form
(Fence on existing sewer easement) review discussion

CMG reviewed the preliminary Utility Easement Amendment received from CJH that was provided to the Commission/personnel prior to the 9/14/09 meeting. The last sentence will be changed to state if Grantor elects to plant trees and/or shrubs over the utility easement area, the Grantor will be responsible for landscape restoration if it becomes necessary for WSD to access the easement for future utility repair.

MLS/LJF motioned/seconded Utility Easement Amendment acceptance with the above noted change to the last sentence. Motion carried 3-0.

RWK will contact WSD residents where fences already exist over easements to present the Utility Easement Amendment for resident signatures.

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COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED**Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Utility easement receipt status**

SCM/WSD have not received contact/information from Attorney Frassetto since WSD's 8/11/09 meeting. Frassetto was to provide WSD the signed amended easement prepared by CJH. SCM will contact Frassetto to question easement status.

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

RWK reported all five tests, two taken 8/12/09 and three taken 8/18//09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Future Water Supply Connection (2nd) to Appleton – Future station's site acquisition status
– Harrison/VHE II-5 land deed status**

SCM stated the TOH has provided the required deed to VHE II-5. VHE II-5 has requested WSD deed the land received from the COA to VHE II-5. Duane Fox, representing VHE II-5, provided a preliminary CSM for Commission review. Fox will provide an amended CSM that will be submitted to the TOH and Calumet Co. When the CSM is completed (estimated completion by end of October based on meeting schedules) the TOH will issue the land use permit. In the meantime, the project will be placed for bids and the bid awarded to allow construction to begin as soon as TOH issues the permit. SCM recommended the Commission make a motion to deed the quit claim deeded property that WSD received from the COA to VHE II-5 subject to a purchase and sales agreement for the lot previously submitted by WSD to VHE II-5. When this is settled, WSD will provide the deed to the property to VHE II-5. Fox stated VHE II-5 will dedicate the roadway to the TOH before the formal CSM is complete.

MLS motioned/LJF seconded the motion as stated above. Motion carried 3-0.

- VHE II-5 (Warehouse Specialists) – Receipt status of required project acceptance items**– Water main easement****– Water main oversizing (\$10,000) payment to VHE II-5**

SCM reported the record drawings have been provided to RWK. All other project items have been received/completed. The draft water main easement has been received. The formal easement remains outstanding. The \$10,000 payment will issued to VHE II-5 after the formal easement has been received and the metering station site acquisition is complete.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**- Woodland Hills Heights – Project status report**

SCM stated Hagens planned to start this project during October 2009. However, the DNR has a wet land issue that is delaying this project. 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 8/11/09 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 8/11/09 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 reported M&E has prepared a concept plan and cost estimate for Van's Realty & Construction based on 7500 ft. lots to accommodate Habitat for Humanity homes to aid Van's in evaluating if it's conceivable for Van's to sell lots to Habitat. A concept plan has not been submitted to the TOH. The drainage issues causing prior development delays are now resolved. The signed Waiver of Assessment was received 1/24/06.

NEW BUSINESS

- **Establish the October Meeting Date – Tuesday, October 13, 2009 (8:30 a.m.) District Office**
Tuesday, October 13, 2009 at 8:30 a.m. was established as the October meeting date/time. The meeting will be held at the District's office.

- **Annexation (2) Requests: Brian Wruck – N8526 North Shore Rd // Menasha, WI 54952**
Wendy Bennett – W7096 Plank Rd // Menasha, WI 54952

CMG reported the TOH has addressed the above requests for annexation to WSD. The annexation requests will be approved at the Public Hearing scheduled for Sept. 29, 2009. The Plank Rd. property will not require annexation to COM for a single connection. However, annexation to COM will be required if the lot is split for future development (4 lots). Property owners have 60 days from annexation date for full payment of assessment reimbursements. CMG received the assessment reimbursement amounts from SCM and will issue the proper notifications to Wruck and Bennett upon annexation action completion.

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NEW BUSINESS - CONTINUED

- **Jury Duty Compensation – Establish District procedure for civil service/leave requirement**
 CMG provided the civil service/leave policies received from TOH, TOM, and Darboy for Commission review prior to the 9/15/09 meeting. The Commission agreed WSD should establish a civil service/leave policy. Further discussion will occur at WSD's 10/13/09 meeting.

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 Hietpas will begin manhole repairs on FL #2, 3, 7, 8 later this week. Hietpas estimated \$500-\$600 repair cost per manhole (15 total scheduled for repair). Hietpas will also change the cracked lateral at LS #4. The manhole/LS repairs should be completed by 9/25/09. CMG requested Hietpas submit itemized invoices for the above work.

Note: Actual manhole repair start date was 9/21/09.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

Lift Station #2 and #3 Control System Upgrade – Receipt status of Usemco's Quote

(PJ Kortens' \$20,250 quote reviewed at 8/09 mtg.)

RWK recommended WSD engage PJ Kortens for LS control system upgrade. RWK expressed his satisfaction with PJ Kortens' recent generator running alarm installation at LS #1. PJ Kortens' \$20,250 quote compares with the cost estimate DAV received from Usemco 2-3 years ago. Usemco did not submit a quote based on RWK's current contact/cost estimate request.

LJF motioned/MLS seconded WSD engage PJ Kortens for the LS #2 and #3 control system upgrade. Motion carried 3-0.

Lift Station #4 Upgrade – Status report of Crane Engineering's upgrade progress (\$8,766)

- Cost and timeframe discussion on the installation of two (2) separate lines into LS #4's wet well

RWK estimates this project will begin in approximately two weeks. The parts have been ordered but not received. Crane will do work beyond the work included in the \$8766 estimate.

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OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED

**Waverly Sanitary District's Rezone Issue – CMG to report current status of rezoning process
– Anticipated installation and completion date of
WSD's new facility sign**

CMG reported WSD's rezoning request has been approved by the Town Board/Planning Commission and should receive County approval at the County's next meeting. There is a 4-6 week time frame from sign order date to sign installation date. CMG requested/Commission approved WSD place the order for the sign at this time. Field personnel will remove WSD's current sign when time permits. The sign/installation cost is anticipated to be approximately \$4,200 -\$5,000.

WSD Facility's Parking Lot – Valley Seal Coat asphalt crack repair/seal coating status (\$3,075)

RWK reported the stoops were repaired on 9/11/09. Crack filling is scheduled for 9/15/09, and seal coating is scheduled for 9/17/09. Barricades will be placed across the driveway and personnel will park with permission at the TOH Fire Station during/after seal coating is applied.

Note: Crack filling/seal coating occurred Monday, 9/21/09.

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

Meeting adjourned at 9:15 a.m.

Submitted by Susan A. Hallock