

- PROPOSED MINUTES -

WAVERLY SANITARY DISTRICT

May 12, 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 VanZeeland (TGV)
Commissioner Fulcer (LJF)	System Operator Dornfeld (DWD)
Commissioner Sambs (MLS)	Office Mgr. Girdley (CMG)
Engincer Martenson (SCM)	Admin. Asst. Hallock (SAH)
Resident Jerry Lopas	

Approval/acceptance of the 4/14, 4/17, and 4/29/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the April 2009 Financial and Budget Comparison Reports was accomplished through MLS's 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

Clear Water Inspection Procedure – CMG to report project requirements/status

CMG stated Joann Ashauer recently provided a copy of Darboy's clear water inspection ordinance and related correspondence issued to area Title Companies, as well the list of Title Companies notified, for WSD's referencce/use. CMG will generate an ordinance, mirroring Darboy's, for adoption at the 6/9/09 meeting. The Commission agreed the ordinance will state a \$40 inspection fee and be effective 7/1/09. SCM suggested rather than stating the inspection fee amount in the ordinance, when WSD adopts the ordinance, WSD should also adopt a resolution to control the inspection fee. The fee can then be adjusted utilizing an annual resolution. SCM also suggested CJH be contacted for guidance.

Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Status report/Amended easement receipt

SCM /WSD have not received contact/information regarding this project since WSD's 4/14/09 meeting. TOH Administrator Fluke stated at WSD's 4/14/09 meeting that Attorney Frassetto and the TOH are still working through the process.

KC Service Inquiry – Building and Waiver of Assessment receipt status

SCM /WSD have not received contact/information regarding this project since WSD's 4/14/09 meeting.

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

TGV reported all five tests, two taken on 3/4/09, and three taken on 3/18/09, 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**– PSC's approval status****– COA's w. main connection approval status**

CMG stated PSC approval has been received for WSD's second connection with COA. Written approval for WSD's second connection to COA remains outstanding. However, SCM has received verbal approval from the COA. SCM will schedule a meeting with COA's Public Works Director Paula Vandehey to discuss acquiring COA's access property south of the Midway Rd. right-of-way that would be immediately north of Warehouse Specialist's property which is north of the property already dedicated to TOH. The Town will deed it later to WSD. The 12" water main, to which WSD will connect, must be installed by June 1, 2009. VHE-II-5 continues to believe WSD has influence with TOH/Calumet Co. regarding access permit issuance issues between Town/County.

- Midway Road Water Main Extension – Receipt status of required project acceptance items**– Payment #1 (Final) Certificate approval request/action**

SCM reported the water main extension project is complete and all required project acceptance items have been completed/received. SCM recommended the Commission authorize Payment #1 in the amount of \$25,837.50 to be issued to Roger Bowers Const. Note: The payment request exceeds the actual bid amount by \$1937.50.

MLS motioned/LJF seconded final payment authorization/issuance as stated above. Motion carried 3-0.

- VHE II-5 (Warehouse Specialists) – Water main easement to be received after installation – prior to project acceptance

SCM stated this project is scheduled to proceed soon.

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

SCM stated the projected project start date is June 2009.

- Birling Court Extension (Andrysczyk) – Project status report

SCM/WSD have not received contact/information regarding this project since WSD's 4/14/09 meeting.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS) CONTINUED

- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 4/14/09 meeting.

- **Outagamie LLC Future Development – Project status report (18 acres)**
Location: North of Woodland Terrace and south of Manitowoc Rd.
SCM stated Calumet County is in the process of adopting a zoning ordinance to change the lot sizes for possible development. This project will not proceed until ordinance adoption occurs.

- **1st Addition – Lake Park Heights – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 4/14/09 meeting.

- **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 4/14/09 meeting.

NEW BUSINESS

- **Establish the June Meeting Date – Tuesday, June 9, 2009 (8:30 a.m.) District Office**
Tuesday, June 9, 2009 at 8:30 a.m. was established as the June meeting date/time. The meeting will be held at the District's office.

OFFICE REPORT (Attachment #2, pp. 1-11)

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

CMG noted Martenson & Eisele was recognized as the Post Crescent's 2009 Small Business of the Year. All those in attendance extended their congratulations to M&E.

CMG reported receipt of an email from SCM regarding outstanding blacktop work for two driveways affected by the July 2007 Manitowoc Rd. water main looping project. SCM stated we have first and second year ditch maintenance warranties. We have not been paid for either of these. Bill Bowers to complete the driveway's blacktop restoration in the near future.

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

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

TGV reported Davies Water completed the work on the fire hydrants affected by Waterous' recall of hydrants manufactured between 1999 and 2004 due to defective rods. The 18 hydrants that were leaking after the rod replacement were repaired by Davies Water on 5/11/09.

TGV reported hydrant flushing is approximately 75% complete with a projected completion date of 5/21/09.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

Secured Mail Box for District – Installation location discussion

After general discussion, it was determined the new secured mail box will fit, with some stand modifications, on the current mail box's stand. The Commission agreed field personnel will remove WSD's current mailbox and install the secured mail box in the same location, utilizing the base/post installed for the original mailbox.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED

District Payment Drop Box – Removal confirmation discussion

CMG provided written notification to American Payment Centers regarding the 90-day contact requirement for service contract termination on March 12, 2009. WSD can purchase the current drop box, recently replaced due to weathering, for \$1355. Due to possible conflict with the Post Office if a secured mailbox were utilized as WSD's payment drop box, the Commission agreed WSD will purchase its currently leased drop box from American Payment Centers.

MLS motioned/LJF seconded WSD purchase the drop box for \$1355. Motion carried 3-0. CMG will notify American Payment Centers that WSD will purchase the drop box before the box's scheduled removal date.

Memorial Day Holiday Hours – Closing Approval for Friday-5/22/09 and Holiday-5/25/09

The Commission agreed WSD will close 5/22/08 thru 5/15/09 for the Memorial Holiday. Proper closing posting will occur at WSD's three designated posting locations.

WSD's Sign Base Deterioration Reported by RWK at WSD's 4/14/09 Meeting

WCH reported he contacted Dave Stubbs at Keller Structures to report/discuss the sign's foundation damage caused by frost that was reported by RWK at the 4/14/09 meeting. Stubbs suggested WCH contact Appleton Sign, the company that provided the sign. CMG stated Sanderfoot Masonry installed the sign's footing measuring 3' 6" x 11' by 1' 6" thick. WCH will contact Stubbs again as well as Sanderfoot Masonry regarding the sign's foundation damage. MLS suggested contact with Jeff Schwabenlander at Keller Structures because Schwabenlander assisted with issues incurred during/after building construction.

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

Meeting adjourned at 9:05 a.m.

Submitted by Susan A. Hallock