

**- PROPOSED MINUTES -****WAVERLY SANITARY DISTRICT**

July 14, 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 VanZeecland (TGV)
Commissioner Sambs (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 6/9/09 and 6/22/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the June 2009 Financial and Budget Comparison Reports was accomplished through 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**

**Acct. #943 (N9157 Jordan St.) Fence Installation Inquiry – Located on existing Sewer Easement**  
 RWK reported Carrie Voss recently contacted WSD to inquire whether she could construct a wood fence on WSD's sewer easement at N9157 Jordan St. The Commission/CMG acknowledged this request has been received/dealt with in the past and the Commission agreed if Voss agrees to remove the fence at property owner's expense if future sewer repair is required, the fence could be constructed. SCM suggested utilizing a recordable document for the agreement that would track with the property if/when ownership change occurs. CMG suggested contact be made with CJH to discuss/request a legal document that could be utilized for this situation and for future situations.

MLS motioned/LJF seconded Commission approval to allow the fence as discussed above and that CJH be contacted to create a legal document to accommodate the above situation and future similar situations. Motion carried 3-0.

**Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Status/Amended easement receipt**  
 SCM /WSD have not received contact/information regarding this project since WSD's 6/9/09 meeting. TOH Administrator Fluke stated at WSD's 4/14/09 meeting that Attorney Frascotto and the TOH are still working through the process.

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**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED****KC Service Inquiry – Building and Waiver of Assessment receipt status**

CMG reported 6/11/09 contact from Dan Pociask requesting K-C be notified after WSD's 2<sup>nd</sup> water connection with the COA occurs. KC will perform new fire flow testing after WSD's 2<sup>nd</sup> connection is complete because the 2<sup>nd</sup> connection will increase water pressure resulting in increased fire flows for KC. RWK will contact Pociask when WSD's 2<sup>nd</sup> water connection is complete.

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

TGV reported all five tests, two taken on 6/10/09 and three taken 6/23/09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Carl Bowers Construction – Reimbursement time-frame for ditch work maintenance fee**

SCM stated a first year and second year ditch work maintenance fee of \$500 per year (total \$1000) has not been paid for the 2007 Manitowoc Rd. water main construction. The TOH requires two year warranties on ditch restoration. Contact has been made with TOH Road Superintendent Kesler to check the ditch work. As of the 7/14/09 meeting date, there has not been a response from TOH/Kesler. The warranty escrow will be released/issued to Carl Bowers after the TOH confirms/approves the work.

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

SCM reported Don Hietpas and Sons' has completed WSD's connection to the COA's 16" water main and installed water main to WSD's future metering station site. The safe water sample has been received and pressure testing has occurred. Don Parker Exc. has completed VHE II-5's 12" water main installation. The COA has provided the closing statements to the involved entities for signatures. When the signed closing statements are returned to the COA, the land deeds will be recorded. VHE II-5 has acknowledged the land for WSD's metering station will be deeded to Waverly Sanitary District. Application will be made for electric and telephone service. The DNR and COA requested an intrusion alarm be installed. A proposal has been received from a security company stating \$250 for equipment/installation and a \$300 per year monitoring fee including daily testing of the telephone lines. The telephone line will be an additional cost. The COA will install/pay for a radio tower (height unknown at this time) along the north/west side of the building that will provide a direct signal from the metering station to the COA's water plant. The existing tree line will provide coverage. Site plan and erosion control plan approvals will be submitted to the TOH this week. WSD has paid the \$350 Site Plan and \$300 Erosion Control fees. The project will be placed for bid when all required approvals/documents have been received.

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**OLD BUSINESS - CONTINUED**

- **WSD's Connection to Appleton's 16-inch Main – Connection status (Don Hietpas & Sons, Inc.)**

SCM stated the project has been completed and pressure tested. The Commission agreed the Don Hietpas & Sons, Inc. invoice will be paid upon receipt.

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

SCM stated 12" water main has been installed and tested. A leak was discovered, repaired, and pressure tested. The safe water sample, final cost/quantities, record drawings, system maps, and the easement remain outstanding. SCM informed Duane Fox that the outstanding items stated above are required. WSD will pay the \$15,000 over sizing expense after the land issue is resolved.

**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**

- **Woodland Hills Heights – Project status report**

SCM stated Hagens plans to start this project during Fall 2009.

- **Birling Court Extension (Andrysczyk) – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 6/9/09 meeting.

- **Lake Park Condominiums – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 6/9/09 meeting. SCM anticipates this project will not proceed until the housing market improves and the Lake Park Road project is complete. SCM will contact Kaster to report that WSD's metering station will be located on property acquired from VHE II-5. SCM had previously approached Kaster to discuss a possible land purchase to accommodate WSD's metering station.

- **Outagamie LLC Future Development – Project status report (18 acres)**

**Location: North of Woodland Terrace and south of Manitowoc Rd.**

SCM stated 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 the potential Van's Realty & Construction/Habitat for Humanity development.

- **1<sup>st</sup> Addition – Lake Park Heights – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 6/9/09 meeting.

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**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS) - CONTINUED**

- **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 6/9/09 meeting. This project will not proceed until the housing market improves.

**NEW BUSINESS**

- **Establish the August Meeting Date – Tuesday, August 11, 2009 (8:30 a.m.) District Office**  
Tuesday, August 11, 2009 at 8:30 a.m. was established as the August meeting date/time. The meeting will be held at the District's office.

**OFFICE REPORT** (Attachment #2, pp. 1-12)

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 stated LS #2 and #3 control system upgrade will be discussed under Other Business.

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

**Lift Station #2 and #3 Control System Upgrade – General discussion**

RWK reviewed the control system upgrade planned for LS #2 and #3 and provided the scope (price quote outstanding) received from PJ Kortens that RWK will also utilize for soliciting a quote from Useenco. Both quotes should be received by WSD's 8/11/09 meeting date.

**Waverly Sanitary District's Marque/Base – General discussion**

CMG reviewed the two repair quotes received from Stubbs (Keller Structures) for WSD's current sign base repair, sign examples/costs received from Jones Sign, and also the zoning issues that came to light when CMG researched installing a reader board sign to replace WSD's current sign. All information was provided to the Commission/WSD personnel before the 7/14/09 meeting. Because the TOH has been granted "Agent" status for zoning issues, WSD will be working with Town Planner Mark Mommaerts on WSD's sign issue. The zoning issues will not be resolved until 2010. However, if WSD makes a request to Calumet County/pays the County \$350 for a variance zoning change, WSD's name could be installed directly on WSD's building at this time. Mommaerts informed CMG the TOH expressed interest in attaching the TOH Fire Station property located directly south of WSD's property to WSD's property if WSD applies for/pays \$350 for a zoning variance. When questioned whether the Town would be willing to share the \$350 cost, Mommaerts stated this issue would be addressed at the TOH's 7/28/09 meeting.

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**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED****Waverly Sanitary District's Marque/Base – General discussion – Continued**

After reviewing the zoning issues, sign repair quotes, and sign options, the Commission agreed to the \$7200 lit sign (Jones Sign example # 1) that can be installed directly onto the front of the building. WSD will submit a rezoning request to Calumet Co. whether or not TOH shares the \$350 rezoning costs.

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

Meeting adjourned at 9:15 a.m.

Submitted by Susan A. Hallock