

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT**

June 9, 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)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 5/12/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgment and approval of the May 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**Sansee Hietpas 40-Acre Parcel – Future water/sanitary service availability (Ross Van Handel)**

CMG reviewed the current contact/prior 2004 history information relating to the Sansee Hietpas property that was provided to meeting attendees prior to the 6/9/09 meeting. Ross Van Handel, representing the property owner(s), contacted WSD to discuss property development possibilities/requirements. SCM stated the 40-acre parcel located south of Manitowoc Rd. and east of Woodland Rd. is not in WSD's boundaries, would require a Lift Station and collector sewer for sanitary service, and is on Temporary SSA Hold (at least 10 years). At the current rate of development, SCM anticipates the SSA "hold" status will remain in effect for more than 10 years. A 150 ft. deep strip (4.5 acres) along the west side from Manitowoc Rd. south was assessed by the TOH (deferred assessment amt: \$2429.74). Van Handel's contact with WSD was included on the 6/9/09 Meeting Agenda for documentation purposes.

Clear Water Inspection Procedure – CMG to report project status//Special meeting request

CMG requested a special meeting be scheduled in approximately two weeks to allow time to contact CJH, generate the required ordinance, and generate a Real Estate Inquiry Form and cover letter to be issued to area Title/Real Estate Companies regarding WSD's Clear Water Inspection Procedure effective 7/1/09. WSD's outstanding DNR Resolution required for WSD's annual Compliance Maintenance Report due 6/30/09 will be adopted at the meeting as well. The Commission agreed to schedule a special meeting on Monday, June 22, 2009, at 8:00 a.m., at the District's Office to address WSD's Clear Water Inspection Procedure and adopt the ordinance/resolution and the CMAR Resolution.

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COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED

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 5/12/09 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

WSD have not received contact/information regarding this project since WSD's 5/12/09 meeting. SCM stated although no decision has been made to proceed, KC's engineer contacted SCM to question whether water service could be accessed from the Firclane and brought into the building. SCM approved KC's water access method.

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

TGV reported all five tests, taken on 5/19/09, 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/Appleton land transfers status
- COA's w. main connection approval status

SCM provided/reviewed the preliminary plans for the building, site, 16" main connection, water line w/valving, and internal piping. The metering station building will be 26' x 16' to accommodate the possibility of upsizing from 6" meter to an 8" meter and will include a dehumidifier and sump pump.

Duane Fox informed SCM that COA and TOH will be deeding property to VHE II-5. TOH's attorney Roger Clark is currently working on the TOH's property deed to VHE II-5. When TOH/COA deeds are received, VHE II-5 will deed the metering station site to WSD and dedicate the right of way for future street connection to Midway Rd. VHE II-5 plans to deed the site to WSD, possibly at no cost, because the anticipated land deeds from COA/TOH to VHE II-5 are more valuable than the land WSD requested. SCM will confirm the site deed to WSD before building construction begins. WSD will be financially responsible for the water main over sizing expense. Note: VHE II-5 has not responded to WSD's Offer to Purchase as of the 6/9/09 meeting date.

SCM stated written approval from COA has been received for WSD to connect to COA's 16" main on Midway Rd. The water line will be installed in approximately two weeks.

- WSD's Connection to Appleton's 16-inch Main – Connection authorization to Don Hietpas & Sons, Inc. by the WSD Commission

Because WSD contracts Hietpas for minor jobs within WSD, SCM requested WSD authorization to contract Hietpas to do WSD's connection to COA's 16" main when the metering station site is secured. SCM estimates the connection cost will be under \$20,000.

MLS motioned/LJF seconded WSD contract Hietpas as stated above. Motion carried 3-0.

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OLD BUSINESS - CONTINUED

- **Midway Road Limited Access Map – General Discussion (Calumet County approved accesses)**
SCM reviewed the results of the recent meeting attended by all parties/entities involved with/affected by the C, D, and E Midway Road proposed access issues. Because Calumet County, COA, and TOH were in agreement with the proposed access plan, Access A, B, C, D, and E were approved by the Calumet Co. Highway Commission. WSD will utilize Access E.

- **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 per Duane Fox: Don Parker Exc. will begin this project in approximately two weeks.

GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Woodland Hills Heights – Project status report**
SCM anticipates Carl Bowers will start this project by the end of June 2009.

- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 5/12/09 meeting.

- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 5/12/09 meeting.

- **Outagamie LLC Future Development – Project status report (18 acres)**
Location: North of Woodland Terrace and south of Manitowoc Rd.
SCM stated Van's Realty & Const. has expressed interest in purchasing this property. Calumet Co. is currently in the process of creating an ordinance that will change the minimum lot sizes from 12,500 ft. to 7,500 ft. This project will not proceed until the zoning ordinance is passed (possibly July 2009).

- **1st Addition – Lake Park Heights – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 5/12/09 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 5/12/09 meeting. SCM predicts there will not be any activity on this project for approximately one year.

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NEW BUSINESS

- **Establish the July Meeting Date – Tuesday, July 14, 2009 (8:30 a.m.) District Office**
Tuesday, July 14, 2009 at 8:30 a.m. was established as the July 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 reported the DNR changed WSD's water sample requirements from free chlorine residual to total chlorine residual effective 4/09. RWK was not made aware of this change until the 5/09 samples were submitted to WDNR. RWK was able to resubmit 5 total chlorine residual for 5/09, but the 4/09 missed samples are considered a monitoring violation that must be published in the Post Crescent by 6/10/10 and also reported in WSD's 2010 Consumer Confidence Report even though water quality was not compromised.

Speedy Clean is in the process of jetting the sanitary sewers throughout the District.

WSD's seasonal employees will return for summer 2009. ATV will start 6/11/09 and AJW will start 6/15/09.

Firelane 2 thru Firelane 8 manhole maintenance/repair will begin in July 2009 based on Stu Hietpas' schedule.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**WSD's Sign Base Deterioration**

CMG reported per Dave Stubbs (Keller Structures): Sanderfoot Masonry will not warranty work done seven years ago and has no interest in repairing the foundation. Miller Masonry will provide a repair quote based on photos of the foundation damage WSD provided to Stubbs. RWK reviewed the repairs required for WSD's current sign. The Commission reviewed information received from the TOH regarding the \$18,000 electronic sign installed at the TOH Town Hall approximately four years ago. The Commission agreed to delay the decision on sign repair/replacement until the repair quote is received.

Fourth of July Holiday Hours – Closing Approval for Thursday-7/2/09 and Holiday-7/3/09

The Commission agreed WSD will close 7/2/09 and 7/3/09 in observance of the Fourth of July Holiday. Proper closing posting will occur at WSD's three designated posting locations.

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

Meeting adjourned at 9:20 a.m.

Submitted by Susan A. Hallock