

The Commissioners of Ledgeview Sanitary District #2 held a meeting on Wednesday, **May 8, 2013** at the Municipal Building located at 3700 Dickinson Road.

1. **Open the meeting:** Steve Jauquet opened the meeting at 6:03 p.m.
2. **Roll call:** Present were Steve Jauquet, Ken Geurts and Dennis Watermolen. Also present were engineer Scott Brosteau, systems operator Mark Pansier and clerk/treasurer Luann Pansier.
3. **Approve or amend the agenda:** Motion was made by Geurts, seconded by Watermolen, to approve the agenda. All aye – motion carried.
4. **Act on minutes:** Motion was made by Geurts, seconded by Watermolen, to approve the minutes of March 27, 2013 and April 15, 2013. All aye – motion carried.
5. **Public comments:** None.
6. **Requests from property owners, customers, other:**
 - a. **Request from Ryan Kane, representing the Truttman’s on Mayline Road – would like to discuss and clarify existing and potential future special assessments.**

The Truttman’s own three contiguous parcels, two of which carry special assessments that have been deferred because the combination of all three total more than 35 acres, much of what was being farmed. They want to know if they sell all three parcels to one buyer, can the deferment be passed on to the buyer. The board said yes, as long as the use remains the same as it is currently.

Their second option is to split the property into a variation of three differently configured lots, with the house parcel completely separating the other two. In that scenario would the assessments be deferred? After some discussion, the board determined this situation would not meet the requirements of the state statute for ag purposes nor would deferment to be buyers be allowed under the policy adopted with these assessments. Therefore, if the house parcel is sold, the attributable portion per foot is due. The remaining two parcels could be paid off in 1/10th installments unless they too are sold, then they’d also be due upon closing.
7. **Financial assistance for developments requiring water and sanitary sewer service:**

Jauquet gave those in the audience an update to explain that there’s a shortage of lots, therefore the District is willing to borrow funds to lend to developers for sewer and water infrastructure if the project is a good fit for the Town. We plan on using the Radue development, off Lime Kiln/Copper Lane as a pattern. Brosteau showed a depiction of the plat and said staff is working on the developer’s agreement.
8. **B-318 acquisition and development:** L Pansier told the Commission there’s a hearing on Friday, May 10th to turn this parcel over to the County due to non-payment of back taxes. The County will then offer it to Bellevue and they’ll have 30 days to respond. Pansier will send a letter to the Brown County Treasurer to ask that we be contacted with Bellevue’s response.
9. **Mead & Hunt, Inc – award projects, pay requests, project updates, change orders:**
 - a. **GV Update:** None.
 - b. **Water main adjustment needed for the CTH G bridge reconstruction:** Brosteau explained that it’s been determined that our watermain is in the County’s right-of-way by permit and because

the new bridge will require piling, the County is mandating that we move it. He explained the urgency to get this done and that the best way to do it would be to bore the line, but will cost approximately \$50,000 to \$60,000.

Motion was made by Jauquet, seconded by Geurts, to have Mead & Hunt, Inc. design and bid the project to move the water main along CTH G to accommodate the bridge reconstruction just east of the CTH G/CTH GV roundabout. All aye – motion carried.

- c. Swan Road Interceptor extension: De Pere is working on this. They also hope to install the sewer line on CTH PP later this fall, as PP will not be reconstructed until next year.
- d. Sewer Master Plan update: Brosteau showed a draft drawing of the revised sewer master plan for the CTH GV / CTH X region. This new plan takes into consideration the adopted commercial future use and flood study delineations. The new plan alters the direction of flow that would have went to the sewer line on Creamery Road to now going to future streets east of CTH GV, then north. The final revision will be drafted for adoption at an upcoming meeting.
- e. Municipal water and sanitary sewer extension to properties along Monroe Rd (CTH GV between Ledgeview Road and Heritage Road). Brosteau will verify elevations and do cost estimate to install approximately 900ft of sewer along CTH GV north of CTH X. The board also discussed the installation of water along CTH GV north of CTH X up to Parcel D -389-1.
Motion was made by Jauquet, seconded by Geurts, to have Mead & Hunt, Inc. move forward with design and engineering to install sewer and water along CTH GV as proposed above. All aye – motion carried.
- f. Other Misc. Updates: Brosteau said he's working on the Radue plat. Jauquet said we should look into borrowing the funds for this project in order to use current reserves for work on Parcel B-318 if needed. L Pansier will look into this.

10. Discuss option to extend municipal sewer and water service to the area near the end of Heritage

Heights: Brosteau explained where the high spot is on Heritage Heights and in order to get the services from their current location along Heritage Road to the end parcels on Heritage Heights mean either a 35 to 40ft deep sewer pipe or the need for a lift pump. The sewer master plan for this area is to get gravity flow from future roads north and west of the end of Heritage Heights, none of which is being developed at this time. In addition, the portion of Heritage Heights that would have gravity flow to Heritage Road is in the Brown County Sewer Service Area, but beyond the crest, the lower end to the north, is not in the SSA. Because of the size, this area would require a major amendment which is quite costly and timely compared to a minor amendment.

Motion was made by Watermolen, seconded by Geurts, that we've investigated options to serve the area around the north end of Heritage Heights and find no viable or economic option to get sewer to this area at this time, therefore properties requesting building permits in this region need to sign an agreement to the Town and have it recorded on their parcel at the Brown County Register of Deeds, stating they will connect to municipal services upon becoming available. All aye – motion carried.

11. Discuss and possibly take action to move forward with a Sewer Service Area Amendment request to Brown County to include the area near the end of Heritage Heights: This issue was discussed in the item above and found to be a non-viable at this time.

12. Systems operation:

- a. Swan Ridge, Remington Ridge, and Wandering Brooks apartment complexes – water and sanitary sewer maintenance agreements and corrections being made to privately owned water

- “flow through” situations. M Pansier said they must disconnect one end of their water main. The DNR has granted an extension of time to November 1, 2013 to have this accomplished.
- b. Authorization to allow add'l part-time hours for meter change outs and sewer manhole inspections. Geurts said he gave preliminary authorization and the Personnel Committee also approved because these items need attention at this time. All agreed.
 - c. Other misc. operation updates – M Pansier said he’s getting prices to paint the tower so that we know how much to budget for this future project.

13. Clerk/Treasurer:

- a. Policy for commercial second/sewer deduct meter – L Pansier gave a draft of an application for a second water meter to deduct outside sewer charge. She explained that “Water Only Meters” are for water that has not gone through any other meter as the water enters the property. Water only meters are governed under the PSC rules. On the other hand, “Sewer Deduct Meters” will be installed if the water has already been recorded through a meter as it entered the property, but will only be used to measure gallons that should not be applied sewer charges. Sewer deduct meters will be regulated by the District and we could apply an installation charge. The board agreed, therefore Pansier will revise the draft agreement to include an applicable installation fee based upon expenses incurred by the District for time and materials. This will be put on the next agenda for action.
- b. Misc. updates – Pansier asked Dennis Watermolen if he wished to be reappointed to another term ending in June of 2019 and then asked Ken Geurts if he wished to be reappointed to a term ending in June of 2017. Both agreed. The Town Board will have these re-appointments on their June 3rd agenda.

14. Act on vouchers: Motion was made by Jauquet, seconded by Watermolen, to approve the vouchers itemizing payments made since March 27, 2013. All aye – motion carried.

15. Adjourn: Motion was made by Jauquet, seconded by Geurts, to adjourn the meeting at 7:40 p.m. All aye – motion carried.

Luann M. Pansier
Clerk/Treasurer