

The Commissioners of Ledgeview Sanitary District #2 held a meeting on Wednesday, **July 1, 2015** at the Municipal Building located at 3700 Dickinson Road.

1. **Call the meeting to order:** Steve Jauquet called the meeting to order at 6:00 p.m.
2. **Roll call:** Present were Steve Jauquet and Ken Geurts. Dennis Watermolen was excused. Also present were Scott Brosteau - engineer, Mark Pansier – systems operator and Luann Pansier – clerk/treasurer.
3. **Approve or amend the agenda:** Motion was made by Geurts, seconded by Jauquet, to approve the agenda as is. All aye – motion carried.
4. **Act on minutes:** Motion was made by Geurts, seconded by Jauquet, to approve the minutes of May 6, 2015. All aye – motion carried.
5. **Public comment:** None.
6. **Requests from property owners, customers, etc:**
 - a. **Joey Lotto CSM Review – Parcel D-141-1 & D -152-1 Mayline Rd**

Lotto explained that he purchased the property to continue farming the land but wants to sell off the home, so he is submitting a CSM request that dedicates the current long driveway as a public road which he will continue to maintain and upgrade in the future when the remaining property is developed. He had the following questions:

 - Is the home required to connect to sewer/water at this time? He was told no because of the distance to the existing main on Mayline. The home will be required to connect when the interior of these parcels are improved.
 - If the current driveway is deeded over to the Town as a future public road, is there an amount due to the District for sewer/water assessments at this time? If so, how much? After some discussion the Commissioners followed suit with past policy of the width at the road frontage.

Motion was made by Jauquet, seconded by Geurts, to make recommendation to the Town to approve the CSM and authorize the collection of special assessments attributable to the 70ft width of the proposed road at a combined sewer and water cost of \$85.90 per foot. All aye – motion carried.
7. **Resolution acknowledging and approving the WDNR NR 208 Compliance Maintenance Report for reporting year 2014:** The annual sewer compliance maintenance report reviews and grades the municipal’s financial and operating performances for the year. Motion was made by Jauquet, seconded by Geurts, to approve Resolution S.D. 2015-004 authorizing the submittal of the 2014 CMAR report as presented, with a Grade A in both Financial Management and Collection Systems. All aye – motion carried.
8. **Proposal for Public Works Organizational Review and Succession Planning:** This review and report would be used as a budgeting tool and benchmark for public works staffing and accountability. It would give recommendations to how public works may adjust their duties to become more efficient, as well as what should or should not be outsourced. M Pansier said they wanted to do this “in house” but are not finding the time and Dave Vaclavik has done this for municipalities of all sizes throughout the country. And, he formerly was head of

Public Works for the City of Appleton so he knows what's required and how growth factors into the job duties. The cost is not to exceed \$6,000 and would be split between five funds, so sewer and water would each be charged about \$1,200. Geurts said he's in favor of this study, but doesn't want this money to go to waste, so whatever the outcome is, we need to follow through with the findings and not let it go by the wayside like previous studies. Motion was made by Jauquet, seconded by Geurts, to give recommendation to the Town to approve this Public Works Organizational Review and Succession Planning proposal. All aye – motion carried.

9. Mead & Hunt, Inc. – award projects, pay requests, project updates, change orders:

a. GV10 – sewer/water extension, adjustments and road reconstruction –

- Assessment options to property owners within 680 feet to the south of the intersection at Oak Ridge Ci / Ledgeview Rd. - Brosteau said the final cost of this project, and therefore proposed assessment to each parcel, is less than the estimate given to the parcel owners when they signed the Waiver of Special Assessments. As proposed, the final cost is being divided equally between the three parcels because they all receive the same benefit and are not large enough to be split in the future.

Motion was made by Jauquet, seconded by Geurts, to adopt the final policies and assessments as proposed for the CTH GV10 sewer/water extension project located within 680 feet to the south of the intersection at Oak Ridge Circle / Ledgeview Road. All aye – motion carried.

- b. Dollar Road / Dollar Lane – Brosteau said the proposed Radue plat for the property north of Dollar Rd / Dollar Ln is still being worked on, however the Radues would like to move forward with developing four lots along Dollar from parent Parcel D -184. All four lots could be served by extending the sewer line where it now ends on Dollar however the end home may need an ejector pump. Water laterals would be connected to the water main already in place across the street.

Motion was made by Geurts, seconded by Jauquet, to recommend approval for Radue to develop four lots along Dollar Road from Parcel D -184 with the condition that Radue sign an agreement to cover all costs incurred. All aye – motion carried.

- c. Misc. update – Brosteau showed maps of other large parcels being discussed by a developer for possible spring developments. Just giving the board information at this point as none have been purchased yet. One is at the end of Copper Lane, one off Oak Ridge Circle and another at Cottonwood/Heritage Road.

10. Staff Reports:

a. Systems Operator –

- M Pansier said the water tower overflowed. It was caused by a plugged transducer. We lost approximately 10,000 gallons of water.
- He also stated he's requesting Central Brown County Water Authority to do a list of restoration items at our site on Scray Hill Road for using it site as a staging area for their construction.
- Sewer cleaning and televising is being done right now. Speedy Clean quoted \$.68 per foot to do any size pipe, so Pansier gave them the go ahead to do the areas of

Pheasant Run, Kettle Creek, Bower Creek thru B-318, GV north of G, Spring Hills, Oak Ridge Circle and Dickinson Heights.

b. Clerk/Treasurer –

- Enforcement action against property owners for non-connection

L Pansier said Randy and Jane Werchek own two homes on Big Creek Road that have not yet connected to municipal sewer and water. They've been sent four notices since January of 2013 and warned of penalties if connection isn't made but we have not gotten a response. The Commissioners agree that the penalties should be billed to them if connections are not made by September 1, 2015.

11. **Act on vouchers:** Motion was made by Jauquet, seconded by Geurts, to approve the vouchers itemizing payments made May 4, 2015 through today. All aye – motion carried.

12. **Adjourn:** Motion was made by Jauquet, seconded by Geurts, to adjourn this meeting at 7:08 p.m. All aye – motion carried.

Luann M. Pansier
Clerk/Treasurer