



MEETING	DATE	TIME	LOCATION
Joint Sanitary District	Thursday, February 22, 2018	Immediately following 6:30 Public Hearing	Grand Chute Town Hall 1900 Grand Chute Blvd Board Room

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA/ORDER OF THE DAY

D. PUBLIC INPUT

Members of the public are welcome to address the Commission and Town Board. Individuals wishing to speak on an item (whether on the agenda or not) must sign in prior to the start of the meeting and may speak during the Public Input segment of the meeting. This segment is placed early in the agenda so that the public may make their comments prior to any discussion or action by the Commission or Town Board. Individual comments are limited to no more than three minutes each. The Public Input section is limited to a total of 15 minutes. The Commission/Town Board may suspend this rule if deemed necessary. Once the public input segment ends there will be no additional discussion from the audience. Note regarding non-agendized Town related matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.

E. CONSENT AGENDA

(Items on the Consent Agenda are routine in nature and require one motion to approve all items listed. Prior to voting on the Consent Agenda, items on the Consent Agenda may be removed at the request of any Supervisor and addressed immediately following the motion to approve the other items on the Consent Agenda.)

1. Approve Regular Joint Meeting minutes – February 6, 2018
2. Accept Monthly Report – January 2018

F. FINANCIAL REPORTS

1. Approval of Voucher List – February 22, 2018
2. Accept August 2017 Budget Statement

G. NEW BUSINESS

1. Approval of a contract for services with Moss and Associates to provide property acquisition services for the Misty Lane Detention Pond and Permanent Limited Easements for fire hydrants for the Spencer Street urbanization project at a cost of \$6,900.

H. ADJOURNMENT

Public Notice: Agendas are posted in the following locations: Town Hall bulletin boards & Town website www.grandchute.net 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920-832-5644) with at least 24-hour notice.

Notice of Possible Quorum: A quorum of the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Town Board, Plan Commission, Board of Review, Licensing Committee, Parks Commission, Joint Review Board, Zoning Board of Appeals and/or Police and Fire Commission will be taken at this meeting.

JOINT REGULAR MEETING – SANITARY DISTRICT NO. 1, NO. 2, NO. 3 & EAST SIDE UTILITY DISTRICT – 1900 W. GRAND CHUTE BLVD., GRAND CHUTE, WI – FEBRUARY 6, 2018

CALL TO ORDER/ROLL CALL

Meeting called to order at 6:31 p.m. by Dave Schowalter, presiding officer.

PRESENT: Dave Schowalter, Jeff Nooyen, Travis Thyssen, Bruce Sherman, and Jim Pleuss

STAFF: Jim March, Town Administrator; Bob Buckingham, Community Development Director; Tim Bantes, Fire Chief; Julie Wahlen, Finance Director; Greg Peterson, Police Chief; Bob Heimann, IT Director; Karen Heyrman, Deputy Director of Public Works; Mike Patza, Town Planner; Brent Braun, Sam Sok, IT; Tracy Olejniczak, Community Development; Carl Sutter, McMahon Associates; Attorney Rossmeissl, Herrling Clark Law Offices

OTHERS: 15 signed attendance

PLEDGE OF ALLEGIANCE

President Schowalter led the Pledge of Allegiance.

APPROVAL OF AGENDA/ORDER OF THE DAY

Motion (Nooyen/Pleuss) to approve the agenda as printed. Motion carried.

PUBLIC INPUT – There was no public input.

CONSENT AGENDA

Approve Regular Joint Meeting minutes – January 16, 2018

Motion (Thyssen/Sherman) to approve the consent agenda. Motion carried. Pleuss and Nooyen abstained.

FINANCIAL REPORTS

Approval of Voucher Lists – February 6, 2018
San 1, 2, 3 & East Side – \$100,720.31; ACH – \$7,327.72

Motion (Thyssen/Sherman) to approve the voucher list. Motion carried.

ADJOURNMENT

Motion (Nooyen/Sherman) to adjourn. Motion carried.

Meeting adjourned 6:33 p.m.

These minutes were taken at a regular meeting held on February 6, 2018 and entered in this record book, February 8, 2018 by:

Tracy Olejniczak

Tracy Olejniczak, Plan Commission Secretary
Joint Sanitary District No. 1, No. 2, No. 3 & East Side Utility District

INITIAL DRAFT



*Sanitary District No. 1 & 2
Monthly Report
January 2018*

UTILITY LOCATES	69
SERVICE CONNECTION PERMITS	
WATER	3
SEWER.....	3
STORM	3
FT. OF VACTORING	0
QUARTERLY BILLS.....	2,745
(Sections 1) (Does not include final bills)	

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
Total 92333:						130,228.71
Total 62:						130,228.71
63						
92316	02/22/2018	US POSTMASTER	02062018	UTILITY BILL POSTAGE	63-03-82000-311	823.24
Total 92316:						823.24
92335	02/22/2018	GRAND CHUTE UTILITIES	101455001 22	4640 PROSPECT AVE	63-03-82000-220	86.19
Total 92335:						86.19
92339	02/22/2018	MCAHON	0908940	AMERWOOD LN DITCHING THRU DEC 2017	63-00-10700	4,897.40
92339	02/22/2018	MCAHON	0908941	BENTWOOD ESTATES PONDS REDESIGN THRU D	63-00-10700	4,834.60
Total 92339:						9,732.00
92341	02/22/2018	OMNI ASSOCIATES	N1942A17-1	IDDE PROGRAM	63-03-81000-000	11,350.00
Total 92341:						11,350.00
92351	02/22/2018	US POSTMASTER	020618	PERMIT FOR MAILING BULK	63-03-82000-311	202.50
Total 92351:						202.50
Total 63:						22,193.93
Grand Totals:						157,621.79

Dave Schowalter, President: _____

Jeff Nooyen, Commissioner: _____

Travis Thyssen, Commissioner: _____

Bruce Sherman, Commissioner: _____

Jim Pleuss, Commissioner: _____

Karen L. Weinschrott, Secretary: _____

Julie M. Wahlen, Treasurer: _____

Check Number	Check Issue Date	Payee	Invoice Number	Description	Invoice GL Account	Check Amount
61						
92317	02/22/2018	AMERICAN CONSERVATION &	7903	AQUAHAWK	61-00-39110	904.00
Total 92317:						904.00
92322	02/22/2018	BECKER, KEN	02092018	HYDRANT METER DEPOSIT REFUND	61-00-23500	140.18
Total 92322:						140.18
92326	02/22/2018	CORE & MAIN	1406130	UNIPRO USB CONN HOCKY PUCK	61-01-67600-933	313.90
92326	02/22/2018	CORE & MAIN	1406190	DRIVE SEC SOCKET	61-01-67600-933	25.00
Total 92326:						338.90
92328	02/22/2018	DELUCA AND TOBIN CABLE C	02092018	HYDRANT METER DEPOSIT REFUND	61-00-23500	168.31
Total 92328:						168.31
92329	02/22/2018	DIGGERS HOTLINE	180139201	DIGGERS 69 TICKETS	61-01-66500-390	110.40
Total 92329:						110.40
92330	02/22/2018	DIRECTIONAL DRILLING SERV	02092018	HYDRANT METER DEPOSIT REFUND	61-00-23500	200.00
Total 92330:						200.00
92335	02/22/2018	GRAND CHUTE UTILITIES	101609500 02	MISTY LANE	61-01-67200-349	9.98
Total 92335:						9.98
92339	02/22/2018	MCMAHON	0800299	DESIGN SERVICES	61-00-10700	2,612.98
Total 92339:						2,612.98
92342	02/22/2018	OUTAGAMIE COUNTY HIGHW	012218	UTILITY PERMIT M-2-18	61-01-67300-390	291.00
Total 92342:						291.00
92346	02/22/2018	ROCK SOLID CONSTRUCTION	02092018	HYDRANT METER DEPOSIT	61-00-23500	121.31
Total 92346:						121.31
92350	02/22/2018	TOWN & COUNTRY CONSTRU	02092018	HYDRANT METER DEPOSIT	61-00-23500	180.00
Total 92350:						180.00
92353	02/22/2018	WALT PETROLEUM	02092018	HYDRANT METER DEPOSIT REFUND	61-00-23500	122.09
Total 92353:						122.09
Total 61:						5,199.15
62						
92333	02/22/2018	FOX WEST REGIONAL SEWER	4109	DEPRECIATION	62-02-40300-000	130,228.71

Check Issue Date	Payee	Invoice Number	Description	Invoice GL Acct	Check Amount
61					
02/01/2018	DTCC	020118	2008 DEBT INTEREST	61-01-43000-620	8,200.00
Total 180201001:					8,200.00
Total 61:					8,200.00
63					
02/06/2018	PSN	020618	PSN 63-03-82000-290	63-03-82000-290	49.95
Total 180206001:					49.95
Total 63:					49.95
Grand Totals:					8,249.95

Karen L. Weinschrott, Secretary:



Date:

2/14/18

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #1
2017 BUDGET STATEMENT
AUGUST 2017**

	2017 BUDGET	CURRENT MONTH	2017 YTD	%	REMAINING BUDGET
EXPENSES					
PERSONNEL	535,170	39,536	354,520	66%	180,650
OPERATIONS AND MAINTENANCE	5,447,930	715,679	2,084,383	38%	3,363,547
Subtotal-Operating Expense	5,983,100	755,215	2,438,903	41%	3,544,197
DEBT SERVICE	470,000	-	275,000	59%	195,000
CAPITAL IMPROVEMENTS	1,016,920	7,461	303,010	30%	713,910
Subtotal-Capital Expenses	1,486,920	7,461	578,010	39%	908,910
TOTAL EXPENSE	7,470,020	762,676	3,016,914	40%	4,453,106
REVENUES					
Operating Revenues	6,413,476	970,333	3,382,571	53%	3,030,905
Capital Revenues	2,120,875	5,151	13,289	1%	2,107,586
TOTAL REVENUES	8,534,351	975,484	3,395,861	40%	5,138,490
Operating Net Income	430,376		943,668		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #2
2017 BUDGET STATEMENT
AUGUST 2017**

	2017 BUDGET	CURRENT MONTH	2017 YTD	%	REMAINING BUDGET
EXPENSES					
PERSONNEL	370,570	32,517	231,766	63%	138,804
OPERATIONS AND MAINTENANCE	2,613,560	171,750	1,084,231	41%	1,529,329
Subtotal-Operating Expense	2,984,130	204,267	1,315,997	44%	1,668,133
DEBT SERVICE	375,000	-	-	0%	375,000
CAPITAL IMPROVEMENTS	658,800	1,791	53,647	8%	605,153
Subtotal-Capital Expenses	1,033,800	1,791	53,647	5%	980,153
TOTAL EXPENSE	4,017,930	206,057	1,369,644	34%	2,648,286
REVENUES					
Operating Revenues	3,247,500	467,495	1,851,783	57%	1,395,717
Capital Revenues	615,875	4,273	15,974	3%	599,901
TOTAL REVENUES	3,863,375	471,767	1,867,757	48%	1,995,618
Operating Net Income	263,370		535,785		

**TOWN OF GRAND CHUTE
SANITARY DISTRICT #3
2017 BUDGET STATEMENT
AUGUST 2017**

	2017 BUDGET	CURRENT MONTH	2017 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	281,920	21,104	176,652	63%	105,268
OPERATIONS AND MAINTENANCE	836,654	32,351	182,364	22%	654,290
Subtotal-Operating Expense	1,118,574	53,455	359,016	32%	759,558
DEBT SERVICE	905,000	-	255,000	28%	650,000
CAPITAL IMPROVEMENTS	1,525,250	21,948	106,501	7%	1,418,749
Subtotal-Capital Expenses	2,430,250	21,948	361,501	15%	2,068,749
TOTAL EXPENSE	3,548,824	75,403	720,517	20%	2,828,307
REVENUES					
Operating Revenues	3,054,300	488,451	1,749,121	57%	1,305,179
Capital Revenues	3,202,500	-	25,709	1%	3,176,791
TOTAL REVENUES	6,256,800	488,451	1,774,830	28%	4,481,970
Operating Net Income	1,935,726		1,390,105		

**TOWN OF GRAND CHUTE
EAST SIDE UTILITY DISTRICT
2017 BUDGET STATEMENT
AUGUST 2017**

	2017 BUDGET	CURRENT MONTH	2017 YTD	% BUDGET	REMAINING BUDGET
EXPENSES					
PERSONNEL	9,550	-	-	0%	9,550
OPERATIONS AND MAINTENANCE	32,350	103	2,098	6%	30,252
Subtotal-Operating Expense	41,900	103	2,098	5%	39,802
CAPITAL IMPROVEMENTS					
Subtotal-Capital Expenses	-	-	-	0%	0
TOTAL EXPENSE	41,900	103	2,098	5%	39,802
REVENUES					
Operating Revenues	43,846	5,938	32,089	73%	11,757
TOTAL REVENUES	43,846	5,938	32,089	73%	11,757
Operating Net Income	1,946	5,835	29,991		



AGENDA REQUEST

2/22/2018

TOPIC: Approval of a contract for services with Moss and Associates to provide property acquisition services for the Misty Lane detention pond and permanent limited easements for fire hydrants for the Spencer Street Urbanization project at a cost of \$6,900.

<input checked="" type="checkbox"/> New Business <input type="checkbox"/> Unfinished Business <input type="checkbox"/> Reports <input type="checkbox"/> Closed Session <input type="checkbox"/> Ordinance/Resolution	Meeting: Sanitary District No. 1 and No. 3 <i>Kmh</i>
Department Reporting: Public Works	Submitted By: Karen M. Heyrman, P.E., Deputy Director of Public Works

ISSUE: Shall the Town Board approve a contract for services with Moss and Associates to negotiate the acquisition of property for the Misty Lane detention pond and the fire hydrant permanent limited easements (PLEs) for the Spencer Street urbanization project at a cost of \$6,900.

BACKGROUND/ANALYSIS: Moss and Associates will negotiate the purchase of property required for a detention pond and PLEs required for fire hydrants for the urbanization of Spencer Street. Mr. Moss is also preparing the required WisDOT documentation for the Town on sloping easements required for this project.

The parcel for the pond is larger than what is needed to construct the pond. The Sanitary District will need to decide whether to purchase the entire parcel or just what is needed for the project. There are a total of twelve hydrants the need a 5' x 5' PLE. .

This is a federally funded project, however, the right of way acquisition is 100% locally funded. The project is scheduled for 2019 construction.

RECOMMENDATION: Staff recommends that the Town Board approve the Contract for Services with Moss and Associates to negotiate the acquisition of property for the Misty detention pond and PLEs for fire hydrants for the Spencer Street Urbanization project at a cost of \$6,900.

FISCAL IMPACT: CIP
 Cost of the negotiation for property acquisition and PLE's was included in the CIP costs of the Spencer Street project.

ATTACHMENTS: Attachment No. 1

Contract for Services with Moss and Associates to negotiate the acquisition of property for the Misty Pond and Fire Hydrant PLEs.

Attachment No. 2

Misty Pond Concept.

CONTRACT FOR SERVICES

BETWEEN

TOWN OF GRAND CHUTE

AND MOSS & ASSOCIATES LLC

PROJECT: MISTY POND DETENTION POND AND FIRE HYDRANT PLE'S

Moss & Associates LLC will provide project management, negotiation and relocation services, through acquisition and or condemnation.

Negotiation Services

- Moss & Associates LLC will provide all aspects of property acquisition:
 - Offer Price letter, copy of appraisals and description of taking and obtain purchase agreement if desirable.
 - Negotiation files complete with Title Search, copy of appraisal, negotiation diary, mortgage releases, lien releases, tax proration, closing statement, copies of Conveyances and statements to construction engineer.
 - Obtain mortgage and lien releases when necessary.
 - Submit necessary deeds and releases to the register of deeds for recording.
 - Provide necessary documentation to the designated Town of Grand Chute when an administrative settlement is recommended by the negotiator to preclude condemnation.
 - Voucher all payment requests to Town of Grand Chute for payment of the acquisition.
 - Provide all necessary forms to proceed with condemnation if necessary, i.e. Jurisdictional Offer and Award of Damages.

Project Management Services

- Moss & Associates LLC will conduct all activities within the guidelines of Wis. Stats. Chapter 32 and Wis. Administrative Code Chapter 202, and the WisDOT Manual for Right of Way Acquisition
- Invoice Town of Grand Chute monthly for work processed.
- Process offering price reports to the Town for approval.
- Audit, approve and voucher payments for completed appraisal fees.
- Review and voucher invoices for property owner appraisals as provided in Wis. Stats. 32.05(2)(b).
- Provide periodic status reports
- Provide pre-trial consultation regarding condemnation proceedings
- Attend any meeting or conference required by the Town of Grand Chute
- Provide consultation as necessary

Town of Grand Chute will provide:

- Any information necessary from the Town Assessor for the appraiser or negotiator to perform their functions.
- Any necessary R/W plats, construction plans, profiles and cross sections as required.
- All engineering survey services and descriptions for property acquisition.
- Arrange and conduct all asbestos contamination inspections, remediation and property demolition.
- Pay for any Title Searches or updates to Title Searches.
- Pay for all approved purchases of right of way.
- Pay for all recording fees.
- Pay for approved appraisal fees.

Moss & Associates LLC will provide the services as outlined above, provided in the attached Proposal for Services.

MOSS & ASSOCIATES LLC

TOWN OF GRAND CHUTE

Randy Moss, Owner Date

Karen M. Heyrman Date
Deputy Director of Public Works

**Moss & Associates LLC
Proposal for Services
Fire Hydrant PLE's, Misty Pond Acquisition
Spencer Street**

Negotiation:

Acquisition of 12 PLE only	\$4,500
Acquisition of land for Misty Pond	\$600
Total	\$5,100

Appraiser:

<u>Appraisal of pond parcel</u>	<u>\$1,800</u>
Grand Total	\$6,900

Potential Additional Appraiser Costs

Court Preparation	\$100/hr
Court Testimony	\$150/hr

