

June 15, 1998

Special Town Board Meeting

1.

The Town Board of the Town of Taycheedah conduct a public hearing for the purpose of considering the formation of Taycheedah Sanitary District No. 3-St. Peter Area Sanitary District on Monday, June 15th, 1998, at 7:30 p.m., at the Town Hall. Members present were: Chairman James Huck, Supervisors Mark Kirschling and Mike Nett, Attorney John St. Peter and thirteen residents/property-owners.

The Chairman called the public hearing to order.

The petition results were reviewed. The results were as follows:

property-owners	55.59%
308/554	
owners of the land	66.21%
1675.91/2531.18	

Atty. John St. Peter presented a verbal over-view of the sewer service agreement negotiations with the City of Fond du Lac and answered several questions from residents and Board members.

Chairman James Huck closed the public hearing.

At 8:40 p.m., Chairman James Huck called the Town Board meeting to order.

Jim Huck motioned to form the proposed sanitary district as described in the legal description attached to the petitions as Taycheedah Sanitary District No. 3, St. Peter Area Sanitary District, motion rescinded.

Jim Huck motioned to approve the order establishing Sanitary District No. 3 (St. Peter Area Sanitary District) of the Town of Taycheedah, seconded by Mike Nett. Motion carried.

The following residents have volunteered to serve as a Commissioner for the District:

Rick Erickson	Hwy. 149 & McCabe Rd.	NFDL School Dist.
Gerry Gilgenbach	St. Peter	Frank Nett Co.
Jerry Guelig	St. Peter	business owner
Adolph Schneider	St. Peter	semi-retired plumber
Jim Hovland	St. Peter	FDL-Ext.
Mike Freund	McCabe Rd.	self-employed
Allen Sabel	St. Peter	bar owner
James Wempner	St. Peter	insurance agent
John Rickert	St. Peter	FDL Sewer Dept.

The Commissioners will be appointed at the July 14th meeting. The terms will be staggered at 2 yrs., 4 yrs., and 6 yrs. The Commissioners will designate their own Chairman.

Mike Nett motioned to adjourn, seconded by Mark Kirschling. Motion carried.

Dated: June 18, 1998

Attest. Brenda A. Schneider
Brenda A. Schneider
Town Clerk

July 20, 1998

St. Peter Sanitary District

The Commissioners of St. Peter Sanitary District conducted an organizational meeting on Monday, July 20th, at 6:30 p.m., at the Town Hall. Commissioners present were James Hovland, Adolph Schneider, and Michael Freund.

The Taycheedah Town Clerk administered the Oath of Office by the Commissioners.

Adolph Schneider motioned to designate James Hovland as Chairman of St. Peter Sanitary District, seconded by Mike Freund. Motion carried.

Adolph Schneider motioned to designate Mike Freund as Secretary, motioned withdrawn.

Chairman James Hovland appointed Mike Freund as Secretary, Adolph Schneider as Treasurer and Brenda Schneider as temporary Clerk of St. Peter Sanitary District. The Commission will discuss appointing a permanent Clerk at the next meeting.

The Clerk dispersed considerable reference materials as well as several Statements of Qualifications from engineering firms. The Commission will begin to compile a list of engineering firms from whom they wish to solicit updated Statements of Qualifications.

Future meetings will be held on either Wednesdays or Thursdays. The Commission's next meeting will be on Wed., August 26th, at 6:30 p.m., at the Town Hall.

Mike Freund motioned to adjourn, seconded by Adolph Schneider. Motion carried.

Dated: July 23, 1998

Attest. Brenda A. Schneider

Brenda A. Schneider

Commission Clerk

The Commissioners of St. Peter Sanitary District conducted a meeting on Wednesday, August 26th, at 6:30 p.m., at the Town Hall. Members present were: Chairman James Hovland and Commissioners Adolph Schneider and Mike Freund.

Chairman Jim Hovland called the meeting to order and distributed copies of the meeting's agenda. The Clerk read the minutes of the July 20th meeting. Mike Freund motioned to approve the minutes as read corrected, seconded by Adolph Schneider. Motion carried.

The Commissioners compiled the following list of engineering firms from which the district will request Statement of Qualifications:

Rust Environment & Infrastructure

Foth & Van Dyke

McMahon & Associates, Inc.

Excel Engineering

Robert E. Lee & Associates

Environmental Engineering

Crispel-Snyder

Kaempfer & Associates

A. J. Arthur & Associates

Adolph Schneider motioned to pay the Clerk an hourly wage of \$8.00, seconded by Mike Freund. Motion carried.

Adolph Schneider motioned to reimburse the commission members for long-distance phone call and for out-of-county mileage per the Federal Mileage Rate, seconded by Mike Freund. Motion carried.

Mike Freund motioned to reimburse the commission members for phone expenses, out-of-district meeting & registration fees, postage and supplies, seconded by Adolph Schneider. Motion carried.

The next district meeting will be on Thursday, September 17th, at 6:30 p.m., at the Town Hall.

Adolph Schneider motioned to adjourn, seconded by Mike Freund. Motion carried.

Dated: August 30, 1998

Attest. Brenda A. Schneider
Brenda A. Schneider
District Clerk

The Commissioners of St. Peter Sanitary District met on Thursday, September 17th, at 6:30 p.m., at the Town Hall. Members present were: Chairman James Hovland, Adolph Schneider and Mike Freund.

The Clerk dispensed with the reading of the minutes of the last meeting.

The Commissioners previously reviewed the Statement of Qualifications submitted by the following engineering firms:

Environmental Engineering
Robert E. Lee & Associates
Foth & Van Dyke
McMahon & Associates
Crispell-Snyder
Rust Environment & Infrastructure
Excel Engineering
J.A. Arthur & Associates

Kaempfnr & Associates did not respond to the request for Statement of Qualifications.

Adolph Schneider motioned to short-list to three (3) engineering firms for interviews, seconded by Mike Freund. Motion carried.

The Commissioners discussed pros and cons of several of the firms.

Mike Freund motioned to select Foth & Van Dyke, McMahon & Associates and Crispell-Snyder, seconded by Adolph Schneider. Motion carried.

The Commissioners discussed at length what information they want the three firms to include in their Request for Proposals.

Adolph Schneider motioned to appoint Atty. John St. Peter as the District legal counsel, seconded by Mike Freund. Motion carried.

Request for Proposals must be submitted to the District Clerk no later than 6:00 p.m., on Friday, October 23rd.

The Commissioners will meet on Thurs., October 28th to review the Request for Proposals.

The Commissioners will conduct interviews on Friday, November 6th. Each firm will have up to 30 min. to make their presentation and 15 min. to answer questions. There will be a 15 min. break between each firm. The Commissioners will meet at 1:00 p.m. and interviews are scheduled as follows:

Crispell-Snyder	1:15
McMahon & Associates	2:15
Foth & Van Dyke	3:15

Mike Freund motioned to adjourn, seconded by Adolph Schneider. Motion carried.

Dated: September 20, 1998

Attest. Brenda A. Schneider
Brenda A. Schneider
District Clerk

October 28, 1998

St. Peter Area Sanitary District

1.

The Commission of St. Peter Area Sanitary District conducted a public meeting on Wednesday, October 28, 1998, at 6:00 p.m., at the Taycheedah Town Hall. Members present were: Chairman James Hovland, and Commissioners Adolph Schneider and Mike Freund.

The District Clerk read the minutes of the last meeting. Mike Freund motioned to approve the minutes as read, seconded by Adolph Schneider. Motion carried.

Preparations for the upcoming engineer interviews were made. It was decided to move up the posted time of the meeting to noon. At which time, the Commissioners will prepare evaluation standards and finalize questions. The interviews would begin at 1:15 p.m., at 4:00 the Commission will go into Closed Session to deliberate and then reconvene into Open Session at 5:00. Prior to the interviews, the Commissioners will call references supplied by each of the firms. Adolph will take Foth & Van Dyke, Mike will take Crispell-Snyder and Jim will take McMahon.

The Commissioners then reviewed the Request for Proposals submitted by the three firms and formulated specific questions for each firm.

Commissioner's pay periods were discussed. The Commission decided to pay semi-annually-December and June. However, Adolph would prefer to be paid his first check in January '99 instead of December '98.

Adolph Schneider motioned to adjourn, seconded by Mike Freund. Motion carried.

Dated: October 30, 1998

Attest. Brenda A. Schneider
Brenda A. Schneider
District Clerk

November 6, 1998

St. Peter Area Sanitary District

1.

The Commissioners of St. Peter Area Sanitary District met on Friday, November 6, 1998, at 12:00 p.m., at the Taycheedah Town Hall. Members present were: Chairman Jim Hovland and Commissioners Adolph Schneider and Mike Freund. The Chairman called to meeting to order.

The Commission reviewed interview questions and prepared standards by which the firms will be evaluated upon completion of the interviews.

Interview began at 1:15 p.m., with Crispell-Snyder, followed by McMahon at 2:15 and concluding with Foth & Van Dyke at 3:15.

Upon completion of the interviews, at 4:15, Mike Freund motioned to convene into Closed Session pursuant to 19.85(1)(e) of Wis. Stats. to deliberate the results of the interviews, seconded by Adolph Schneider. Roll call vote: Mike Freund-yes, Adolph Schneider-yes, Jim Hovland-yes, 3 yes, 0 nos, 0 abstentions, motion carried.

Mike Freund motioned to reconvene into Open Session, seconded by Adolph Schneider. Motion carried.

Adolph Schneider motioned to hire Foth & Van Dyke, seconded by Mike Freund. Roll call vote: Mike Freund-yes, Adolph Schneider-yes, James Hovland-yes, 3 yes, 0 nos, 0 abstentions. Motion carried.

Mike Freund motioned to adjourn, seconded by Adolph Schneider. Motion carried.

Dated: November 10, 1998

Attest.

Brenda A. Schneider

Brenda A. Schneider

District Clerk

December 4, 1998

Town Board Meeting
St. Peter Sanitary District Meeting

1.

The Taycheedah Town Board and the St. Peter Sanitary District conducted a joint meeting on Friday, December 4, 1998, at 9:00 a.m., at the offices of Edgerton, St. Peter, Petak, Massey and Bullon. Members present were: Town Chairman James Huck, Supervisor Mike Nett, District Chairman Jim Hovland and Commissioners Mike Freund and Adolph Schneider. Also present was Ron Cunzenheim of Excel Engineering and Attorney Kathryn Bullon.

The members discussed the future capacity needed for the Town and the sanitary districts. Per Cunzenheim's calculations, capacity calculated would cost \$101,340.00. Ron projects a population by 2020 to be 3673 and 229 additional units for the whole town. Interceptor capacity would cost an additional estimated \$125,000.00.

Dated: December 7, 1998

Attest. Brenda A. Schneider
Brenda A. Schneider
Town Clerk
District Clerk

December 10, 1998

St. Peter Sanitary District

1.

The Commission of St. Peter Sanitary District conducted a public kick-off meeting on Thursday, December 10, 1998, at 6:30 p.m., at the Town Hall, for the purpose of gathering information to be used in the Feasibility Study. Members present were: Chairman James Hovland, Commissioners Adolph Schneider and Mike Freund. Also present were Steve Marmen and Phil Korth of Foth & Van Dyke.

The Chairman called the meeting to order and announced the purpose of the meeting. Foth & Van Dyke gave a progress report, population estimates and discussed the next steps. Meeting notes submitted by Foth are attached.

Mike Freund motioned to adjourn, seconded by Adolph Schneider. Motion carried.

Dated: December 15, 1998

Attest. Brenda A. Schneider
Brenda A. Schneider
District Clerk