

**Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, April 18, 2022**

The monthly meeting was called to order at 6:30 p.m. Present were Doug Allen, Chad Fischer, Dan Herzberg, Terry Malcheski, Troy Schaden, Dennis Steigenberger and Brandon Strelow from Cedar Corporation. Others in attendance: Mark Cherney, Beth Trudell, and Mike Trudell.

Approve agenda for April 18, 2022 – Chad Fischer made a motion to approve the agenda for the meeting. The motion was seconded by Dan Herzberg and the motion carried with all in favor.

Approve minutes from March 21, 2022 – Chad Fischer made a motion to approve the minutes from the March 21, 2022, meeting as presented, and Dan Herzberg seconded the motion. The motion carried with Allen, Fischer, and Herzberg (all) in favor.

Agenda item #1/Review election results for commissioner of sanitary district and act on designating commissioner to serve as President of Sanitary District Commission - Incumbent Dan Herzberg was re-elected to serve as commissioner of the sanitary district for another six-year term. He completed his oath with the town clerk. Chad Fischer made a motion to appoint Dan Herzberg President of the commission and the motion was seconded by Doug Allen. The motion carried with Allen and Fischer in favor. Dan Herzberg accepted the appointment.

Agenda item #2/Review and act on feasibility of providing sewer service to lot on Park Street in Sobieski – Mark Cherney, a local realtor, presented to discuss the feasibility of servicing a parcel on Park Street with sanitary sewer. Currently there is no sewer main at this location. Due to depth, the property would not be able to be serviced by gravity sewer. At this time, the board indicated development can take place on the parcel with an on-site system. However, if sewer is extended to that parcel or area in the future, the property owner would be responsible for any assessment and would be required to connect to the sanitary sewer.

Agenda item #3/Phosphorus reduction/plant upgrade including approval of payment request(s) and/or change request(s) from Staab Construction Corporation, approval of disbursement request/documents for Clean Water Fund loan, and any other needed discussion and action by the board relative to this project – Brandon Strelow has provided Troy Schaden with O&M manuals. Volume 1 is for the wastewater plant and volume 2 is the manufacturers manuals and warranties. Troy also has a pdf copy on a USB drive. Dennis Steigenberger noted final paperwork/close-out with Staab is in process. Extended warranties are beyond the standard two year. The two-year standard warranties begin September 24, 2021, but the standard warranty start date for the driveway and landscaping is October 29, 2021. Chad Fischer made a motion to approve the warranty dates and the motion was seconded by Doug Allen. The motion carried with all in favor. Dan Herzberg executed his signature on the document. Dennis reviewed change order #6 and this is the final change order and establishes the final contract price. Dennis reviewed payment request #12 submitted by Staab, which includes change order #6. Chad Fischer made a motion to approve payment request #12 and change order #6 and the motion was seconded by Doug Allen. The motion carried with all in favor. Dan Herzberg executed signature on the change order and the payment request. The final pay request to release the retainage will be submitted in the future (approximately \$25K). The district has received 95% of their loan from the Clean Water Fund and the Clean Water Fund retains 5% until all final paperwork is completed. Dennis indicated the change order for the outfall pipe is still pending with WI DNR and the attorney has been actively working this item. It is hoped to have this resolved soon. A conference call with WI DNR and the attorney occurred to discuss this further. WI DRN position is the outfall pipe is a new contract. If no update from WI DNR by May, have the attorney actively call the question and get a letter of decision by WI DNR.

Agenda item #4/Lilly/Lilac Road and East Frontage Road sewer extensions. Review Bids received. Review and act on special assessment process and any other needed action regarding Lilly/Lilac and East Frontage Road extensions – Bids were accepted for the project and were opened today. There were seven bidders. The district

needs a commitment from the town regarding monies that will be dedicated to paving of Lilly/Lilac Road. The roadway needs new asphalt at this time and after the sewer is extended to this area, the town plans to rehabilitate the road. Oconto County should be able to provide a price for asphalt within a week. To proceed with the schedule of special assessments, the district needs to have the asphalt price. The method of special assessment for East Frontage Road will be determined in the future. Cedar Corporation will put proposals together. Lilly/Lilac Road will be a roof-top special assessment. The preliminary resolution to levy special assessments was completed in December 2021. The plan and specifications are completed and approved. A detailed itemization of costs needs to be compiled, as well as a table of properties, owners, and dollar amount of special assessment. A class 1 notice will be done to notify of public hearing and the special assessment roll displayed for ten days during normal working hours of the town hall. All property owners will be notified in writing of the special assessment hearing and dates. The sanitary district clerk will inquire of financial institutions regarding interim financing.

Agenda item #5/Maintenance and operations report and any needed action by board – Troy reported there is a lot of inflow; 110,000 gallons per day. This area received over six” of rain during March. Pump #2 at the Grosse Road lift-station has difficulty managing the large inflow and this lift-station needs to be upgraded. The air-release valve between the town hall and the highway is full of water. The current WI DNR discharge permit expires June 30, 2023, and Brandon and Troy will work on the renewal application. Brandon contacted Staab regarding the warranty on the heater transducer.

Agenda item #6/Review of master map and any needed action– All survey work is completed. The manholes will have GPS coordinates to correspond with the master map. The town can add information to the GIS map if they would like and can place on the town website. Dennis will investigate the GIS licensing and provide the information to Troy.

Agenda item #7/American Rescue Plan Act update and any needed action – The town has pledged money from the American Rescue Plan Act for paving of Lilly/Lilac Road.

Agenda item #8/Review and approval of expenditures, report from clerk, complete signature cards for Associated Bank and any needed action by board – The board received and reviewed the report of the expenditures. Chad Fischer made a motion to approve the expenditures and the motion was seconded by Doug Allen. The motion carried with all in favor.

Other Business – Beth and Mike Trudell (non-residents of the sanitary district) inquired as to why the agenda and minutes for the sanitary district are not up to date on the town website. It was explained to them the sanitary district posts the agenda in three public places, as required by WI state statute, and does not utilize the town website as an official posting. Beth and Mike expressed the sanitary district is part of the town and receives funds from the town. Dan Herzberg stated the sanitary district operates independently of the town with their own budget and does not receive any funds from the town.

Set next meeting date: The next meeting will occur on Monday, May 16, 2022, at 6:30 p.m. Dan Herzberg made a motion to adjourn this meeting at 8:15 p.m. and Doug Allen seconded the motion. The motion carried with all in favor. Minutes recorded by Terry Malcheski