

**Little Suamico Sanitary District #1  
Minutes of Monthly Meeting  
Monday, May 16, 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.

**Approve agenda for May 16, 2022** – Chad Fischer made a motion to approve the agenda for the meeting. The motion was seconded by Doug Allen and the motion carried with all in favor.

**Approve minutes from April 18, 2022** – Chad Fischer made a motion to approve the minutes from the April 18, 2022, meeting as presented, and Doug Allen seconded the motion. The motion carried with Allen, Fischer, and Herzberg (all) in favor.

**Agenda item #1/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** – Dennis Steigenberger reported at this time the WI DNR is not approving change order #3 (outfall pipe) for Clean Water funds. Their position is state bidding laws were violated. Attorney Gagan on behalf of the sanitary district has indicated to them a violation did not occur. WI DNR indicated if the contractor, Staab, will indicate in writing their involvement then the WI DNR may reconsider. Staab indicated to Dennis they will do this via attorney Gagan. The final payment request and closing documents are still pending. Punch list items to be completed were reviewed by Brandon Strelow. There is an issue at the treatment plant with the chemical pump. Brandon is working with Staab and subcontractors to get the issue resolved. Due to this issue chloride waste has occurred at an expense to the sanitary district. The sanitary district desires reimbursement. A conference call will be held tomorrow to discuss the issues. Retainage from the contract will continue to be held until all issues are resolved. Troy Schaden indicated discharging is happening and results of lab tests are questionable. Brandon will follow-up with DeGroot about changing valves at the treatment plant and if they have received them.

**Agenda item #2/Lilly/Lilac Road and East Frontage Road sewer extensions. Review and act on special assessment process, interim financing options, and any other needed action regarding Lilly/Lilac and East Frontage Road extensions** – The asphalt cost still needs to be determined to proceed further with bidding process. Dan Herzberg will discuss with Elmer Ragen, town chair. There is a ninety-day price hold on the bids received. Dennis reviewed the process for special assessment process (display assessment roll, hearing, final resolution, formerly award contract). Dennis reviewed options for levying of special assessments. The special assessment for Lilly/Lilac Road will be a roof-top assessment, but the district needs to determine the method for East Frontage Road. After discussing the options, the board determined to levy special assessments based on acreage and this coincides with the method that was used to levy the deferred special assessment to finance the lift-station. A motion was made by Chad Fischer to proceed with an acreage assessment for East Frontage Road sewer extension and to proceed with a roof-top special assessment for Lilly/Lilac Rd sewer extension. The motion was seconded by Doug Allen and the motion carried with Allen, Fischer and Herzberg all in favor. The board determined one stub lateral will be provided for each parcel and if the property owners would like additional, they can inform the district. The cost of each stub lateral will be included in the special assessment. However, the cost per acre will be the same for all. The board is considering offering a 20-year payment term. The payment term will be indicated in the final resolution levying special assessments.

**Agenda item #3/Maintenance and operations report and any needed action by board** – Troy Schaden reported a manhole in the private interceptor on East Frontage Road (south of Allen Road) is taking in surface water. Brandon Strelow will assist with sending communication to the property owner to have this repaired. The pump in lift-station #3 will be upgraded. The board approved Sable Mechanical to do this work.

**Agenda item #4/Review of master map and any needed action** – Survey data will be put in GPS format for ease of access by Troy.

**Agenda item #5/American Rescue Plan Act update and any needed action by board** – Dan will follow up with the town board on monies that are being designated for the sanitary district.

**Agenda item #6/Review and approval of expenditures, report from clerk, review Associated Bank offerings (ACH/Debit/Credit) and any needed action by board** – At a future time the sanitary district will work with Associated Bank to initiate ACH and credit card payments. The board agrees with offering this. A list of the expenditures that occurred since the last meeting were reviewed by the board. Dan Herzberg made a motion to approve the expenditures and the motion was seconded by Chad Fischer. The motion carried with all in favor. The audit report was supplied by CLA, and a copy was given to each board member. The audit report will be reviewed at the June meeting.

**Set next meeting date: The next meeting will occur on Monday, June 20, 2022, at 6:30 p.m.** Dan Herzberg made a motion to adjourn this meeting at 8:10 p.m. and Doug Allen seconded the motion. The motion carried with all in favor. Minutes recorded by Terry Malcheski