

**Little Suamico Sanitary District #1  
Minutes of Monthly Meeting  
Monday, September 18, 2023**

The meeting was called to order at 6:30 p.m. Present were Doug Allen, Chad Fischer, Dan Herzberg, Terry Malcheski, Rick Boucher, Troy Schaden and Brandon Strelow from Cedar Corporation.

**Approve agenda for September 18, 2023**– Dan Herzberg made a motion to approve the agenda for the meeting. The motion was seconded by Doug Allen and the motion carried with Allen, Fischer, and Herzberg (all) in favor.

**Approve minutes from August 21, 2023** – Dan Herzberg made a motion to approve the July 17, 2023, meeting minutes as presented, and Doug Allen seconded the motion. The motion carried with Allen and Herzberg in favor; Fischer abstained.

**Agenda Item #1/Phosphorus reduction/plant upgrade including possible approval of payment request(s) and/or change request(s) from Staab Construction Corporation, execution of any needed documents for Clean Water Fund loan, and any other needed discussion and action by the board relative to this project** –One of the reject pumps has been replaced but it isn't pumping the volume it should. The reject tank is filled with sand. Another tank may need to be installed to help with sand. Brandon will contact Nexom. Brandon indicated the pumps from LW Allen are under warranty until 2026.

**Agenda item #2/Lilly/Lilac Road and East Frontage Road sewer extensions. Update on status of project and any needed action by board. Review and possible action on implementing method/process of collecting deferred special assessments and any other needed action regarding Lilly/Lilac and East Frontage Road extensions** – Brandon Strelow provided the final assessment for both projects. The final assessment for Lilly/Lilac Road per schedule B is \$279,783.12 with a per rooftop assessment of \$23,315.26. The final special assessment for East Frontage Rd is \$547,784.21 resulting in a per acre assessment of \$4,476.21 and a lateral charge of \$2,511.02 for those properties that had laterals installed. The per acre cost came in at about \$400.00 less per acre and the lateral cost came in at about \$300.00 less. Brandon indicated per Attorney Gagan no further action is needed regarding the final special assessment levy. A motion was made by Chad Fischer to approve the Report of the District Engineer for Special Assessments on Benefitting Properties within the Little Suamico Sanitary District #1 Town of Little Suamico, Oconto County, Wisconsin for Construction of a Sanitary Sewer Extension East Frontage Road and the Report of the District Engineer for Special Assessments on Benefitting Properties within the Little Suamico Sanitary District #1 Town of Little Suamico, Oconto County, Wisconsin for Construction of a Sanitary Sewer Extension Lilac Road and Lilly Road, with the payment period for the special assessment to be 20 years with a rate of 5.75% and the first installment placed on the 2024 property tax bill. The motion was seconded by Doug Allen and the motion carried with Herzberg, Fischer, and Allen all in favor. Notices will be sent to all affected property owners. Dan and/or Brandon will verify with the attorney the deadline for making connection and will consult with the attorney regarding the ordinance. A title company is holding money in escrow for the special assessment levied against 782 Lilac Rd. The title company will be provided with the final assessment number and remittance of the special assessment from them will be sought.

**Agenda item #3/Discussion and possible action on maintenance and operations report from plant operator** –The operations report was supplied by Troy Schaden. The discharge pumps aren't functioning, and WI DNR has been apprised of this. Temporary pumps are being utilized and discharging 35K to 40 K gallons per day. The pump at the post office lift-station has been replaced and the electric use should go down. Lift-station #5 at Rustic Acres clogged again after the August meeting. The sanitary district can televise the trailer park to calculate where the diapers are coming from. The board discussed notifying the mobile home park ownership that the rates to the park can be adjusted per our ordinance and/or costs of repairs can be passed on to them, due to them permitting inappropriate items to be discharged into the system. Invoices from the vendors will be reviewed and a letter drafted to the park

ownership with reference to the ordinance. Their lines can also be cleaned by the district with them to bear the costs of cleaning.

**Agenda item #4/ Website build with Packerland Websites and assess accepting electronic payments via the website and possible action by board**

– Motion was made by Chad Fischer to engage with Packerland Websites on having them construct a webpage for the district on the town’s website and eventually have online payment available via the website with the customer to pay the fees associated with offering this service. The motion was seconded by Dan Herzberg and the motion carried with Allen, Fischer, and Herzberg all in favor. The board recommended opening a new bank account to use for acceptance of online payments. The online payment system will be set up via a vendor that develops this service.

**Agenda Item #5/Review and approval of expenditures. Report from clerk/secretary and possible action by board**

Each board member was provided with a detail of the expenditures incurred since the August meeting and those were reviewed. Chad Fischer made a motion to approve the expenditures and the motion was seconded by Doug Allen. The motion carried with all in favor. Each board member was supplied a draft of the 2024 budget.

**Agenda Item #6/Set Next Meeting Date** – Chad Fischer made a motion to adjourn the meeting at 7:45 p.m. and the motion was seconded by Doug Allen. The motion carried with all in favor. The next meeting is scheduled for **Monday, October 16, 2023, at 6:30 p.m.** The budget for 2024 will be reviewed and adopted at that meeting.