

**Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, February 25, 2025**

The meeting was called to order by Dan Herzberg at 6:30 p.m. **Present:** Doug Allen, Chad Fischer, Dan Herzberg, Terry Malcheski, Troy Schaden and Brandon Strelow from Cedar Corporation. Also present, property owner Jody Zepnick.

Approve minutes from January 27, 2025 – Chad Fischer made a motion to approve the January 27, 2025, meeting minutes as presented. Dan Herzberg seconded the motion, and the motion carried with Fischer and Herzberg in favor. Allen abstained due to not being present at the January meeting.

Approve agenda for February 25, 2025 – Dan Herzberg made a motion to approve the agenda for the meeting. Chad Fischer seconded the motion. The motion carried with Allen, Fischer and Herzberg (all) in favor.

Correspondence – none

Agenda Item #1 - Maintenance and operations report: Update, discussion, possible action – The district was notified property owned by the Thomas Kusow estate was sold. The sanitary district has a recorded easement on one of the parcels. The buyer/current owner, Jody Zepnick, presented to inquire about altering the location of the current easement and moving it more to the south, in line with the utility easement. The district has not used the easement in some time but does need to keep this easement. The commissioners viewed the map and proposed alteration of the easement, and they have no objections to relocating it. The survey costs are to be paid by the property owner. The property owner was advised to provide a sketch of the proposed easement.

Troy Schaden provided an update regarding operations at the treatment plant. The outfall pipe from the manhole to the first pond was plugged with sludge and debris. This was likely the cause of water not entering into the first pond. Great Lakes was able to jet through the debris and clear the pipe. Sand was vacuumed out. Troy is still working on scheduling repairs of the compressor. Brandon Strelow Cedar Corporation will now proceed with developing the plans and specifications for the bidding of new valves. The Standard Operating Procedure (SOP) for chemical dosing is completed. Cedar Corporation also developed an Excel spreadsheet tool for Troy to use and a pdf file of the SOP. Troy is going to acquire a handheld phosphorus meter. With the SOP now in place, WI DNR should reduce the number of the WET tests they're requiring of the sanitary district.

Agenda item #2 - Stub-lateral Greaves Property East Frontage Road and Update Connections Pending East Frontage and Lilly Lilac Road Sewer Extensions with possible action – Dan Herzberg reported John Greaves signed the Request for Building Sewer (stub lateral) form. An excavator did inquire about the project and Brandon will include him in the disbursement of the bid request information. Bids will be sought in April. Brandon will consult with the property owner as to where they want the stub lateral installed.

Agenda Item #3 - Report from clerk/secretary, review expenditures with possible action - Each board member was provided with a check register with information regarding all expenses paid since the January meeting. Chad Fischer made a motion to approve the expenditures, and the motion was seconded by Doug Allen with all in favor. The 2024 audit is still in process with CliftonLarsonAllen CPAs.

Set Next Meeting Date – The next meeting will occur on Monday, March 17, 2025, at 6:30 p.m. Dan Herzberg made a motion to adjourn the meeting at 7:07 p.m. with a second by Chad Fischer and all in favor.

Recorded by Terry Malcheski