

**Little Suamico Sanitary District #1**  
**Minutes of Monthly Meeting**  
**Monday, November 17, 2025**

Attendance: Dan Herzberg, Douglas Allen, Terry Malcheski, Troy Schaden and Brandon Strelow from Cedar Corporation. Also in attendance: Kathy Greaves. Absent: Chad Fishcer.

**Approve agenda for November 17, 2025** – Doug Allen made a motion to approve the agenda for the meeting and Dan Herzberg seconded the motion. The motion carried with Allen and Herzberg in favor (all in favor).

**Approve minutes from October 20, 2025** – Upon review of the minutes, it was noted a correction is needed to: **Agenda item #3, Stub-lateral installation at Greaves property on East Frontage Road** – The representative from Advance did not indicate to Brandon Strelow they can have the stub lateral installed by May 2026, rather they did not provide a completion by date and only indicated they will not be able to do the project until next year. Dan Herzberg made a motion to accept the minutes with the correction to agenda item #3 as noted. The motion was approved by Doug Allen and the motion carried with all in favor.

**Agenda Item #1 - Stub-lateral installation at Greaves property on East Frontage Road - update and possible action** – No update regarding this agenda item.

**Agenda Item #2 - Lagoon Valve Replacement Project – update and possible Action** – Brandon Strelow reported the contractor started this project at the end of October and all valves are now installed. It was noted there was a lot of concrete around a manhole, and a lot of time was spent to clear, and this may be reflected in a change order. Paving was to be completed today, and Cedar Corp. will verify that this week. At the December 15, 2025, meeting a payment request and possible change order(s) for labor to remove the concrete around the manhole and to extend the substantial completion date will be submitted for approval.

**Agenda Item #3 - Sanitary sewer extension to proposed development known as Riverside Acres – update and possible action** – Dan Herzberg reported the plan commission did approve the development of Riverside Acres. Cedar Corp will provide a cost estimate at the December meeting for the sewer extension. Dan will check-in with the town chairperson, Dale Mohr, as to the status of the approval of the proposed development and the plat.

**Agenda Item #4 - Maintenance and operations report – update and possible action** – Troy Schaden reported the new valves are working well. One of the valves was cracked upon delivery and the contractor traveled out of state to obtain a replacement. A manhole on Allen Road, near Doug Allen's property, has dropped down. Some gravel and blacktop were placed around it in hopes the snowplow blade does not strike it. This manhole will also be flagged with a post. Some floats in some of the lift-stations needed to be replaced. It is suspected they were banged around during cleaning of the lift-stations. A WET test will be done the first week of December and then the plant will be shut down for winter. Crane will be returning to put in the correct pumps in the reject tank.

**Agenda Item #5 - WPDES Permit – correspondence from WI DNR, review, and possible action** – Brandon reported Eric Martin of Cedar Corp reviewed the permit. Troy needs to obtain advanced certification and is enrolled to do this next year. The monitoring limits maintained their status quo. Details regarding new requirements of the permit were reviewed. WET testing was reduced due to completion of the chemical SOP. Laura from WI DNR did inquire of Troy regarding the biological process for reducing/eliminating sludge, as she was not familiar with this. Sludge removal was discussed again, and it was noted traditional removal may be more cost effective than a biological process, if the district can find a property owner willing to take the sludge. Troy indicated he may know a property owner that would be willing to assist with this and he will have them submit a proposal.

**Agenda Item #6 - Sewer Use Ordinance/User Charge System review and to include review of residential units for additional buildings or businesses sharing space – update with possible action** – Brandon indicated he discussed with George Thompson of Cedar Corp the feasibility of metering the effluent from the mobile home park. George indicated a manhole would need to be installed before the effluent discharges to the lift-station and it is estimated this would cost approximately \$50K. The board reviewed residential unit equivalents (RUE) of some of the current businesses in the sanitary district. There is potential for RUE increases to some of the businesses depending on their conditional use permit status with the town/Oconto County. Dan will confer with the town chairperson/town clerk on this matter.

**Agenda Item #7 - Report from clerk/secretary, review expenditures, and possible action** - The expenses that have occurred since the October meeting were supplied to the board members and were reviewed. Dan Herzberg made a motion to approve the expenditures, and the motion was seconded by Doug Allen. The motion carried with all in favor. The clerk, Terry Malcheski, reported approximately \$28K in delinquent sewer charges were placed on the 2025 tax roll for collection, along with the special assessments due for the East Frontage and Lilly/Lilac Rd sewer extensions. CLA will start the 2025 audit in January, and materials are due to their office by January 16, 2026.

**Set Next Meeting Date** – The next meeting will occur on **Monday, December 15, 2025, at 6:30 p.m.** Dan Herzberg made a motion to adjourn the meeting at 7:08 p.m. with a second by Doug Allen. The motion carried with all in favor.

Recorded by Terry Malcheski