

BUCHANAN STORMWATER UTILITY
MINUTES OF UTILITY COMMISSION MEETING
THURSDAY, JANUARY 7, 2021 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915

OPENING:

1. **CALL MEETING TO ORDER:** Meeting called to order by Commissioner President McAndrews at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Commission members present – McAndrews, Lawrence, Kavanaugh, Sprangers and Reinke. Utility officials present – Utility Clerk Sieracki and Utility Engineer Majkowski. Other members of the public were also in attendance.

PRESENTATIONS & PUBLIC FORUM:

4. **PUBLIC HEARINGS: NONE**
5. **PRESENTATIONS: NONE**
6. **PUBLIC COMMENT FORUM: NONE**

UTILITY COMMISSION BUSINESS AGENDA:

7. **CONSENT AGENDA:**
 - a) Approval of the Minutes of the November 12, 2020 Buchanan Stormwater Utility Commission Meeting
 - b) Approval of November 1, 2020 to November 30, 2020 Approved Bills
 - c) Approval of December 1, 2020 to December 31, 2020 Approved Bills
 - d) Approval of Treasurer Statement of Income and Expenses

Motion by Reinke/Kavanaugh to approve the Consent Agenda as presented. Motion passed 5 to 0 by voice vote.

8. **ORDINANCES FOR INTRODUCTION: NONE**
9. **UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION:**
 - a). Clancy Lamers Road – Culvert Stabilization – For Discussion Only
Engineer Majkowski stated that Peters Construction has completed the work. The quote was \$7,600 from Peters Construction, the actual cost for the job came in at \$6,150. Peters did a very nice job on the culvert stabilization.
 - b). Illicit Discharge Detection and Elimination Report (IDDE) – For Discussion and Possible Action
Engineer Majkowski stated that the report is complete. He reviews the results and conclusions from the report. There were no illicit discharges detected or identified during any visual observations of chemical analysis tests performed the outfalls in the 2020 IDDE screen inspections. Majkowski pointed out two outfall areas that will need to have vegetation and or sediment removed. The Town Maintenance Department will look at these areas in spring.
 - c). WDNR Urban Nonpoint Grant – Storm Water Funding Update – For Discussion and Possible Action.
Engineer Majkowski stated that the Town will receive funding of \$200,000 for each grant. Majkowski mentioned that the Town has two years to complete each project. He suggested the Utility Commission start with the building of the pond on County Rd N to design it along with the yard waste site. The Commission will need to work on a land agreement for the pond at Schmalz Landscaping.

Motion by Lawrence/Reinke to accept both grants of \$200,000 each. Lawrence – Aye, Reinke – Aye, McAndrews – Aye, Kavanaugh – Aye, Sprangers – Aye. Motion carried 5 to 0 by roll call vote.

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a) LOA-MS4 Annual Report – For Discussion and Possible Action
Engineer Majkowski stated this report is due by March 31, 2021. Engineer Keen will work with Town Staff to complete the report.

Motion by Lawrence/Reinke to approve LOA for MS4 permit assistance and submittal at a cost not to exceed \$1,600.00. Motion passed 5 to 0 by voice vote.

- b) LOA-WPDES MS4 Permitting Compliance Plan – For Discussion and Possible Action
Engineer Majkowski stated that Cedar will assist the Town in completing the WPDES Compliance plan. This report will be submitted to the DNR by March 31, 2021.

Motion by Kavanaugh/Sprangers to approve LOA for WPDES permit compliance plan MS4 permit at a cost not to exceed \$8,500.00. Motion passed 5 to 0 by voice vote.

- c) LOA-Storm Water General Engineering Services for 2021 – For Discussion and Possible Action
Engineer Majkowski stated that the Storm Water General Engineering Services for 2021 will cost \$12,000. He reviewed the services that will be covered.

Motion by Sprangers/Lawrence to approve LOA Storm Water General Engineering Services for 2021 at a cost of \$12,000. Motion passed 5 to 0 by voice vote.

11. CLOSED SESSION: NONE

CLOSING:

- 12. FUTURE AGENDA ITEMS** – *Next Utility Commission Meeting will be convened on February 4, 2021. Meeting agenda/discussion items and possible action on future Utility Commission agendas, including specific items for inclusion on or exclusion from a future agenda include Letter of Authorization for the ponds and update on the Annual Report.*

- 13. ADJOURNMENT:** *Motion made to adjourn at 7:17 p.m. by Lawrence/Reinke. Motion carried 5 to 0.*

Other Future Meetings:

January 11, 2021 Plan Commission Meeting 7:00 p.m.
January 19, 2021 Town Board Meeting 7:00 p.m.

Cynthia Sieracki, Utility Clerk
Drafted: January 8, 2021

Motion to Approve: Reinke/Kavanaugh Vote: 5/0 Dated: February 4, 2021