

**BUCHANAN STORMWATER UTILITY
MINUTES OF UTILITY COMMISSION MEETING
THURSDAY, FEBRUARY 4, 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 Manager Mahoney, 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:**
 - Dave Burghuis, W3110 Creekview Lane, Appleton stated that he would like to postpone moving his fence until the road project is completed.

UTILITY COMMISSION BUSINESS AGENDA:

7. **CONSENT AGENDA:**
 - a) Approval of the Minutes of the January 7, 2021 Buchanan Stormwater Utility Commission Meeting
 - b) Approval of January 1, 2021 to January 31, 2021 Approved Bills
 - c) 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: NONE**
10. **NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:**

- a) **Erv Court Drainage – For Discussion Only.**

Engineer Majkowski stated that Engineer Keen has been working with the property owner on this drainage issue. There are cattails in the ditch and the water in the ditch can't drain. The right-of-way belongs to the Town of Holland and they may need to be contacted to see what can or can't be done. A meeting may be needed with the homeowners in that subdivision to determine if the work to fix this issue is a homeowner cost or the Town cost.

Commissioner McAndrews asked about the size of the pipe on Erv Ct. Majkowski stated that it could be an issue but it is in the right-of-way that belongs to the Town of Holland.

- b) **2021 Road Projects Update – For Discussion Only.**

Engineer Majkowski stated that he would like a public information meeting (PIM) with the property owners. He would like this to be either in person or virtual by the end of February or early March.

Commissioner Sprangers stated he would like in person but is unsure how many homeowners would show up.

Commissioners Lawrence, Reinke, McAndrews, and Kavanaugh stated they like virtual since the resident could join either by phone or computer.

Majkowski stated he will set this up.

- c) CTH N Facility update – For Discussion Only.
Engineer Majkowski stated that wetland delineations need to be done. A signed easement agreement will be needed from the property owners to do the surveying work. The easement will need to be recorded at the County. The yard waste committee will need to review the plan in either August or September.
- d) Engineering LOA 2 – 49 CTH N Storm Water Facility – For Approval/Denial.
Engineer Majkowski stated that this is the Letter of Authorization to start the storm water facility on County Rd N. He stated that the yard waste transfer site and the storm water facility will be constructed at the same time.

Commissioner Sprangers asked about the size of the pond.

The Board discussed.

Motion by Lawrence/Reinke to approve Engineering LOA 2 – CTH N Storm Water Facility as presented. Motion carried 4 to 1, with Sprangers dissenting.

- e) Schmalz Facility update – For Discussion Only.
Engineer Majkowski stated that the Town has received the grant funding for the Schmalz facility. The Town has two years to spend the funds. At the April meeting, Majkowski will have the Letter of Authorization to start the work. A land purchase will need to be negotiated before any work is started. The design should be completed in the fall and the project started next spring.

The Board discussed.

11. CLOSED SESSION: NONE

CLOSING:

- 12. FUTURE AGENDA ITEMS** – *Next Utility Commission Meeting will be convened on March 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 yard waste, MS4 Annual Report, and WPDES MS4 Permitting Compliance Plan.*

- 13. ADJOURNMENT:** *Motion made to adjourn at 7:24 p.m. by Lawrence/Reinke. Motion carried 5 to 0.*

Other Future Meetings:

February 8, 2021 Plan Commission Meeting 7:00 p.m.
February 9, 2021 Fire Study at Combined Locks 5:00 p.m.
February 23, 2021 Town Board Meeting 7:00 p.m.

Cynthia Sieracki, Utility Clerk
Drafted: February 5, 2021

Motion to Approve: Reinke/Lawrence Vote: 5/0 Dated: March 4, 2021