



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE STORM WATER UTILITY MEETING
THURSDAY, APRIL 1, 2021 AT 7:00 PM
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI**

AGENDA

1. **CALL MEETING TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL & VERIFY PUBLIC NOTICE:**
4. **PUBLIC HEARINGS: NONE**
5. **PRESENTATIONS: NONE**
6. **PUBLIC COMMENT FORUM:**

Members of the public are welcome to address the Utility Commission. Individuals wishing to speak on an agenda item must sign in prior to the start of the meeting and may speak during the Public Comment Forum. The Public Comment Forum allows any member of the public to make their comments prior to Utility Commission discussion or action on an agenda related matter. Commentators must state name and address for the record. Individual comments are limited to no more than five minutes each. Once the public comment forum ends there will be no additional discussion from the audience. The Utility Commission may suspend this rule if deemed necessary.
7. **CONSENT AGENDA:**

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Commission member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

 - 7.a **Approval of the Minutes of the March 4, 2021 Buchanan Stormwater Utility Commission Meeting**
[03.04.21 Utility Commission MINUTES.docx](#)
 - 7.b **Approval of February 28, 2021 to March 20, 2021 Approved Bills**
[SWU-Approved Bills 4.1.2021.pdf](#)
 - 7.c **Approval of Treasurer Statement of Income and Expenses**
[SWU-Budget 4.1.2021.pdf](#)
8. **ORDINANCES FOR INTRODUCTION: NONE**
9. **UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE**
10. **NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:**
 - 10.a **2021 Road Projects Update on progress**
 - i. **Options for storm sewer on Main St and Emons Rd– For Approval/Denial**

ii. General updates for 2021 Road Projects – For Discussion Only

M-Main Street and Emons Rd storm sewer 4.1.21.docx
Main Street Storm Sewer Cost Estimate Options A-C.pdf
Buchanan A21 Main Street Storm Sewer Estimate Exhibit.pdf

10.b WDNR Urban Nonpoint Grants Updates:

- i. CTH N Facility Update – For Discussion Only**
- ii. Schmalz Facility Design Update – For Discussion Only**

10.c MS4 Permit Updates

- i. MS4 Permit Annual Report – For Discussion Only**
- ii. MS4 Permitting Compliance Plan – For Discussion Only**

11. CLOSED SESSION: NONE

- 12. FUTURE AGENDA ITEMS – *Next Utility Commission Meeting will be convened on May 6, 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.***

13. ADJOURNMENT

Other Future Meetings:

April 12, 2021 Plan Commission Meeting 7:00 p.m.

April 20, 2021 Annual Town Meeting 7:00 p.m.

April 27, 2021 Town Board Meeting 7:00 p.m.

Cynthia Sieracki, Utility Clerk

Posted: March 26, 2021

Public Notice: Agendas are posted in the following locations: Town Hall bulletin board, Town website:www.townofbuchanan.org, Buchanan Festival Foods and Darboy Joint Sanitary District.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920) 734-8599 with as much advance notice as possible.

Notice of Possible Quorum: A quorum of the Plan Commission, Board of Review, and/or Board of Appeals may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Board of Review, and/or Board of Appeals will be taken at this meeting.

**BUCHANAN STORMWATER UTILITY
MINUTES OF UTILITY COMMISSION MEETING
THURSDAY, MARCH 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 was present via telephone. Other members of the public were also in attendance.

PRESENTATIONS & PUBLIC FORUM:

4. **PUBLIC HEARINGS: NONE**
5. **PRESENTATIONS: NONE**
6. **PUBLIC COMMENT FORUM:**
 - Rich Hansen, W2520 Clover Downs Ct, Appleton stated that before living at the Clover Downs address he had lived on Block and Marion Rd. He has had drainage issues at both locations. He is concerned about the erosion of land on his property which could cause him to lose the trees and bushes in that area. He stated he was concerned that the neighborhood children could get hurt falling into the open area. He is very concerned and unsure what can be done to fix the problem. He believes the issue begins somewhere else and he cannot wait for the 2025 road projects to maybe fix the issue. Utility Commissioner McAndrews asked that Engineer Majkowski call Mr. Hansen and see what options are available.
 - John Sonnleitner, N254 Meadowbreeze Ct, Appleton stated that he has some concerns with Schmalz Landscaping trucking in snow. He was wondering why this was allowed. He is worried about the amount of snow, salt, and the volume of water that is taxing the drainages system.

UTILITY COMMISSION BUSINESS AGENDA:

7. **CONSENT AGENDA:**
 - a) Approval of the Minutes of the February 4, 2021 Buchanan Stormwater Utility Commission Meeting
 - b) Approval of February 1, 2021 to February 27, 2021 Approved Bills
 - c) Approval of Treasurer Statement of Income and Expenses

Motion by Reinke/Lawrence 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) 2021 Road Projects Update – For Discussion Only
Engineer Majkowski stated that about 60% of the design work is done and the project is moving forward. A Public Information Meeting will be held at the end of March for the residents to attend either virtually or in-person.

A design meeting will be held on March 11, 2021 from 11:00 a.m. until noon. Board members are invited to attend. The Bid date will be mid to late April.

b) WDNR Urban Nonpoint Grants updates:

i. CTH N Facility update – For Discussion Only

Engineer Majkowski stated that the preliminary design will begin soon with construction to begin in the summer of 2021, along with the Yard Waste Site construction. He has met with property owners and had been given the approval to do the topographical study. The field survey will start on March 8, 2021 and more meetings will be scheduled as needed.

ii. Schmalz Facility Design update – For Discussion Only

Engineer Majkowski stated that the design work will start in the second half of 2021, the bid in the winter of 2022, and construction in 2022. This will take longer because the land purchase needs to follow WDNR guidelines to secure. This also spreads out the funding within the budgets. The Letter of Authorization (LOA) will be provided at the April Stormwater Meeting.

11. CLOSED SESSION: NONE

CLOSING:

12. FUTURE AGENDA ITEMS – *Next Utility Commission Meeting will be convened on April 1, 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 2021 Road Projects update, update on WDNR Urban Nonpoint Grants and information on Clover Downs erosion issue.*

13. ADJOURNMENT: *Motion made to adjourn at 7:23 p.m. by Lawrence/Kavanaugh. Motion carried 4 to 0. Commissioner Sprangers not present for this motion.*

Other Future Meetings:

March 8, 2021 Plan Commission Meeting 7:00 p.m.

March 16, 2021 Town Board Meeting 7:00 p.m.

April 20, 2021 Annual Town Meeting 7:00 p.m.

Cynthia Sieracki, Utility Clerk

Drafted: March 6, 2021

INVESTORS BANK - GENERAL

ALL Checks

Posted From: 2/28/2021 From Account: 601-00-51100-110-000
Thru: 3/20/2021 Thru Account: 602-00-59900-401-000

Check Nbr	Check Date	Payee	Amount
V379	3/10/2021	SIERACKI, CYNTHIA	
	Pay period 02/21/2021 to 03/06/2021		
		Manual Check	
601-00-51420-110-000		CLERK - WAGES	57.38
		Total	57.38
V404	3/15/2021	KAVANAUGH, CHARLES	
	Pay period 03/01/2021 to 03/31/2021		
		Manual Check	
601-00-51100-110-000		UTIL COMMISSION - WAGES	250.00
		Total	250.00
V405	3/15/2021	LAWRENCE, KAREN	
	Pay period 03/01/2021 to 03/31/2021		
		Manual Check	
601-00-51100-110-000		UTIL COMMISSION - WAGES	250.00
		Total	250.00
V406	3/15/2021	McANDREWS, MARK	
	Pay period 03/01/2021 to 03/31/2021		
		Manual Check	
601-00-51100-110-000		UTIL COMMISSION - WAGES	250.00
		Total	250.00
V407	3/15/2021	REINKE, DENNIS	
	Pay period 03/01/2021 to 03/31/2021		
		Manual Check	
601-00-51100-110-000		UTIL COMMISSION - WAGES	250.00
		Total	250.00
V408	3/15/2021	SPRANGERS, GREGORY	
	Pay period 03/01/2021 to 03/31/2021		
		Manual Check	
601-00-51100-110-000		UTIL COMMISSION - WAGES	250.00
		Total	250.00
37590	3/12/2021	CEDAR CORPORATION	
	MONTHLY INVOICES		
601-00-51530-210-000		ENGINEERING EXPENSE GEN - FEES	1,196.12
		SWMU - 2021 DRAINAGE ISSUES 106330	
		Total	1,196.12

INVESTORS BANK - GENERAL ALL Checks
Posted From: 2/28/2021 From Account: 601-00-51100-110-000
Thru: 3/20/2021 Thru Account: 602-00-59900-401-000

Check Nbr	Check Date	Payee	Amount
Grand Total			2,503.50

3/25/2021 12:22 PM

Reprint Check Register - Full Report - ALL

Page: 3
ACCT

INVESTORS BANK - GENERAL

ALL Checks

Posted From: 2/28/2021
Thru: 3/20/2021

From Account: 601-00-51100-110-000
Thru Account: 602-00-59900-401-000

Amount

Total Expenditure from Fund # 601 - STORMWATER

2,503.50

Total Expenditure from all Funds

2,503.50

Fund: 601 - STORMWATER

	2021 March	2021 Actual 03/25/2021	2021 Budget	Budget Status	% of Budget
PUBLIC CHARGES FOR SERVICES	0.00	344,561.60	344,708.00	-146.40	99.96
MISCELLANEOUS REVENUES	0.00	0.00	984,252.00	-984,252.00	0.00
Total Revenues	0.00	344,561.60	1,328,960.00	-984,398.40	25.93

Fund: 601 - STORMWATER

	2021 March	2021 Actual 03/25/2021	2021 Budget	Budget Status	% of Budget
GENERAL GOVERNMENT	4,607.05	9,056.96	69,622.00	60,565.04	13.01
PUBLIC SAFETY	0.00	0.00	8,500.00	8,500.00	0.00
PUBLIC WORKS	0.00	1,180.00	10,910.00	9,730.00	10.82
CULTURE, RECREATION AND EDU.	0.00	487.95	32,069.00	31,581.05	1.52
CONSERVATION AND DEVELOPMENT	0.00	6,160.00	70,000.00	63,840.00	8.80
CAPITAL OUTLAY	0.00	0.00	1,049,000.00	1,049,000.00	0.00
OTHER FINANCING USES	0.00	0.00	77,184.00	77,184.00	0.00
=====					
Total Expenses	4,607.05	16,884.91	1,317,285.00	1,300,400.09	1.28
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Net Totals	-4,607.05	327,676.69	11,675.00	-316,001.69	2,806.65

AGENDA MEMORANDUM

To: Commission President and Commissioners
From: Maggie Mahoney, Utility Manager
Date: April 1, 2021
RE: Main St and Emons Rd Storm Sewer

SUMMARY: The Main Street storm water conveyance to the storm water pond needs to be determined for the 2021 Paving Project contract (A21).

Engineer Majkowski presented pros and cons for each option for storm water conveyance were to the Town Board at the March 16, 2021 meeting. Details and maps of those options are attached. Here is a summary of the options with estimated cost:

Option A: Convey storm water thru Drainage Easement between houses \$64,763
Maintenance issues; tree removal necessary; concern with storm water in basement; easement issues/concerns

Option B: Construct storm sewer along east side of Main St to Emons Rd \$140,470
Construction and maintenance issues with overhead power lines

Option C: Construct storm sewer along west side of Main St to Emons Rd \$134,145
No conflicts for storm sewer along Main St up to Emons within the road right of way

Engineer Majkowski and Utility Manager Mahoney met with Mr. Uitenbroek, property owner of one of the homes for Option A about a drainage easement on his property on March 25, 2021.

Engineer Majkowski recommends including Option C in the 2021 Paving Project contract road construction contract, to construct storm sewer along west side of Main St to Emons Rd, for an estimated cost of \$134,145. This option keeps the storm sewer in the road right of way for access and maintenance and no agreements are required.

FISCAL IMPACT:

Is there a fiscal impact? Yes
Is it currently budgeted or planned? Yes
Amount: TBD on option selected

RECOMMENDED ACTION: Staff recommends Option C, construct storm sewer along west side of Main St. to Emons Rd as part of the 2021 Paving Project contract.

“Motion to approve Option C, construct storm sewer along the west side of Main St. to Emons Rd as part of the 2021 Paving Project contract.”

MEM

Attachments:

1. Main Street Storm Sewer Cost Estimate Options A-C
2. Buchanan A21 Main Street Storm Sewer Estimate Exhibit

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Town of Buchanan

**Contract A21 Roadway Reconstruction - Storm Water Conveyance Options to Main Street Pond
March 12, 2021**

**Preliminary Storm Sewer Cost - Alternative Option A
Estimated Opinion of Probable Cost to Convey Storm Water thru Drainage Easement Between Houses**

ITEM	QUANTITY	UNIT COST	TOTAL COST
STORM SEWER - 42"	330 LF	\$100	\$33,000
APRON ENDWALL - 42" WITH RIPRAP	1 EA	\$2,500	\$2,500
STORM MANHOLE - 8' DIA	2 EA	\$7,000	\$14,000
CRUSHED AGGREGATE BASE COURSE - 12"	25 CY	\$25	\$625
ASPHALT PAVEMENT - ROADWAY - 3.5"	70 SY	\$25	\$1,750
LANDSCAPE RESTORATION	700 SY	\$10	\$7,000
SUBTOTAL CONSTRUCTION			\$58,875
10% CONTINGENCY			\$5,888
TOTAL OPINION OF PROBABLE COST			\$64,763

NOTE: EASEMENT LAND AND TREE COMPENSATION TO PROPOERTY OWNER NOT INCLUDED IN ESTIMATE.



Town of Buchanan

Contract A21 Roadway Reconstruction - Storm Water Conveyance Options to Main Street Pond
March 12, 2021

Preliminary Storm Sewer Cost - Alternative Option B
Estimated Opinion of Probable Cost to Construct Storm Sewer Along East Side of Main Street to Emons Road

ITEM	QUANTITY	UNIT COST	TOTAL COST
STORM SEWER - 18"	50 LF	\$50	\$2,500
STORM SEWER - 42"	330 LF	\$100	\$33,000
STORM SEWER - 34" X 53" (42" EQUIVALENT ELLIPTICAL UNDER SDWK)	220 LF	\$125	\$27,500
STORM SEWER - 54"	30 LF	\$120	\$3,600
YARD INLET - 30" DIA	1 EA	\$2,500	\$2,500
STORM MANHOLE - 8' DIA	5 EA	\$7,000	\$35,000
REMOVE EXISTING CULVERTS	210 LF	\$10	\$2,100
CRUSHED AGGREGATE BASE COURSE - 12"	70 CY	\$25	\$1,750
REMOVE AND REPLACE ASPHALT PAVEMENT - ROADWAY - 3.5"	200 SY	\$25	\$5,000
ASPHALT PAVEMENT - DRIVEWAY - 2"	70 SY	\$25	\$1,750
LANDSCAPE RESTORATION	1300 SY	\$10	\$13,000
SUBTOTAL CONSTRUCTION			\$127,700
10% CONTINGENCY			\$12,770
TOTAL OPINION OF PROBABLE COST			\$140,470



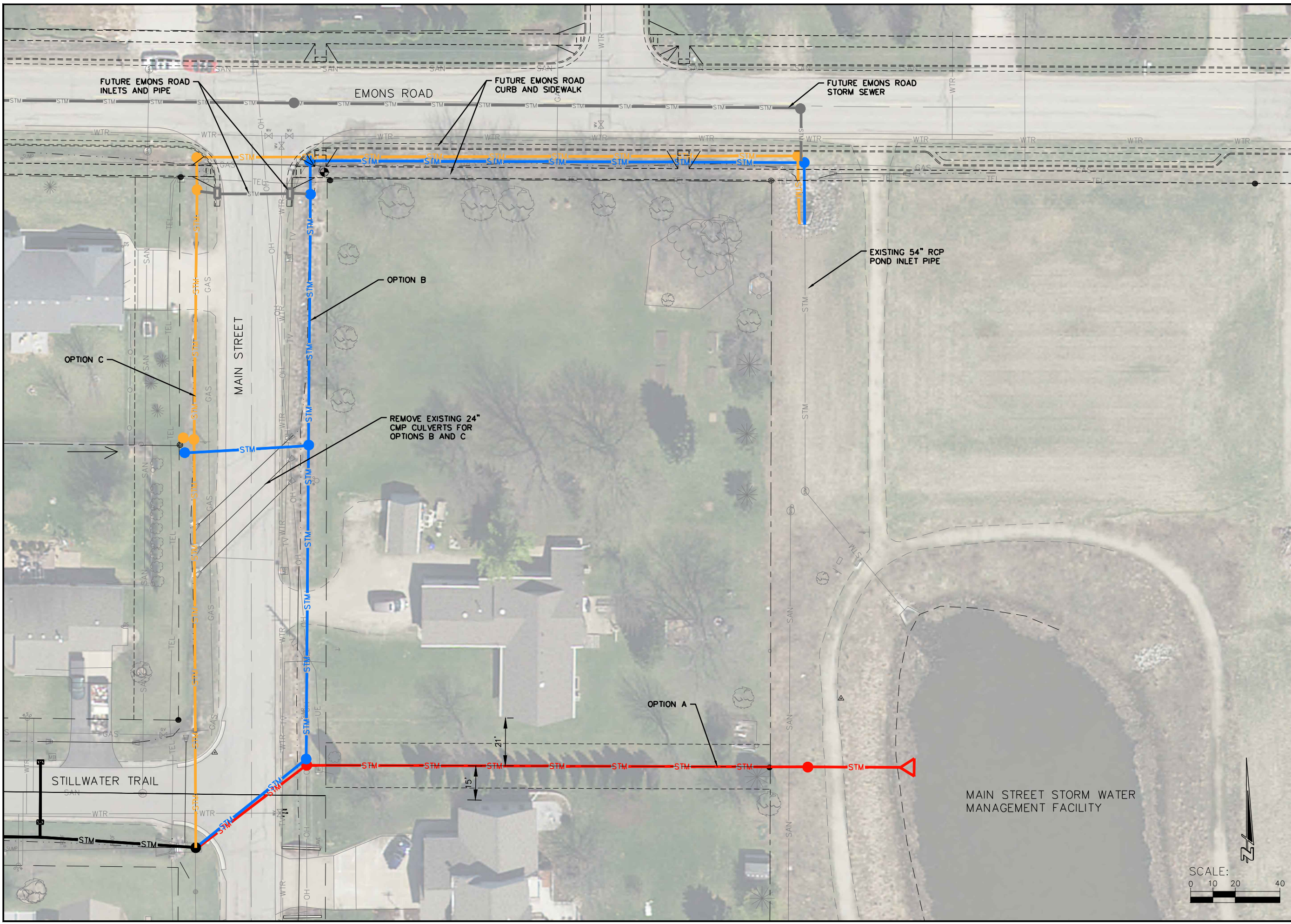
Town of Buchanan

**Contract A21 Roadway Reconstruction - Storm Water Conveyance Options to Main Street Pond
March 12, 2021**

**Preliminary Storm Sewer Cost - Alternative Option C
Estimated Opinion of Probable Cost to Construct Storm Sewer Along West Side of Main Street to Emons Road**

ITEM	QUANTITY	UNIT COST	TOTAL COST
STORM SEWER - 18"	10 LF	\$50	\$500
STORM SEWER - 42"	310 LF	\$100	\$31,000
STORM SEWER - 34" X 53" (42" EQUIVALENT ELLIPTICAL UNDER SDWK)	270 LF	\$125	\$33,750
STORM SEWER - 54"	30 LF	\$120	\$3,600
YARD INLET - 30" DIA	1 EA	\$2,500	\$2,500
STORM MANHOLE - 8' DIA	4 EA	\$7,000	\$28,000
REMOVE EXISTING CULVERTS	210 LF	\$10	\$2,100
CRUSHED AGGREGATE BASE COURSE - 12"	70 CY	\$25	\$1,750
REMOVE AND REPLACE ASPHALT PAVEMENT - ROADWAY - 3.5"	200 SY	\$25	\$5,000
ASPHALT PAVEMENT - DRIVEWAY - 2"	70 SY	\$25	\$1,750
LANDSCAPE RESTORATION	1200 SY	\$10	\$12,000
SUBTOTAL CONSTRUCTION			\$121,950
10% CONTINGENCY			\$12,195
TOTAL OPINION OF PROBABLE COST			\$134,145


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JOB NO.	4916-0099
DRAWN BY	JJK
CHECKED BY	TMM
DATE	3/12/2021
REVISIONS	
REFERENCE FILE	####
DRAWING FILE	####

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TOWN OF BUCHANAN
2021 ROADWAY CONSTRUCTION
CONTRACT A-21
STORM SEWER EASEMENT EXHIBIT

SHEET NO.	1 OF 1
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