

**BUCHANAN STORMWATER UTILITY  
MINUTES OF UTILITY COMMISSION MEETING  
THURSDAY, APRIL 1, 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, Utility Engineers Majkowski & Keen, and Town Attorney Rich Carlson. 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 he had addressed the Commission in a past meeting about an erosion issue. Since that meeting, Engineers Majkowski & Keen, Administrator Mahoney, and Supervisor Kavanaugh did visit and saw the concern with the erosion. He mentioned that he did receive some paperwork to fill out and submit. He stated he wanted to thank them for looking at the erosion issue.

**UTILITY COMMISSION BUSINESS AGENDA:**

7. **CONSENT AGENDA:**
  - a) Approval of the Minutes of the March 4, 2021 Buchanan Stormwater Utility Commission Meeting
  - b) Approval of February 28, 2021 to March 20, 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 on progress
  - i. Options for storm sewer on Main St. and Emons Rd. – For Approval/Denial.  
Engineer Majkowski reviewed the three options. For option A, Majkowski and Utility Manager Mahoney met with the property owner to discuss an amount for an easement. The owner reviewed the information but was not interested in having an easement.

Majkowski stated that Cedar Corp needs direction on how to move forward.

The Utility Commissioners discussed.

*Motion by Lawrence/Sprangers 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. Motion passed 5 to 0 by voice vote.*

- ii. General Updates for 2021 Road Projects – For Discussion Only.  
Majkowski stated that now that he has direction, the plans can be finished within the next few weeks, and the project will go to bid with the bid opening in the middle of May.

b) WDNR Urban Nonpoint Grants updates:

- i. CTH N Facility Update – For Discussion Only.

Utility Engineer Majkowski explained the stormwater pond and the flow of water and how this will help the homes on Van Handel. Once this is complete, the CIP should be reviewed to determine if any of the roads could be moved up on the CIP. The Town will need to secure easements. Utility Engineer Keen reviewed the easements on the east side; there is a 20' drainage easement and utilities. Keen also meet with Mr. Walsh to review the plan for the yard waste transfer station. Keen will need to meet with the entire committee for more direction on the yard waste site. Majkowski stated that another meeting with the property owners will need to be scheduled and Cedar would like an additional easement of 5' – 10' to construct and maintain the stormwater pond. With the grant funding this is the time to do the stormwater pond. Majkowski stated that the Commission should consider how they envision the property to look like in the future. Majkowski stated that the Commission should think about what type of berm separator they would like to see.

The Commission asked questions about the homes, pond size, and drainage.

This project will go out to bid late summer with a fall construction.

- ii. Schmalz Facility Design Update – For Discussion Only.

Utility Engineer Majkowski stated that both Administrator Mahoney and himself will need to work on a land purchase for the Schmalz facility. He plans on having the design completed in Fall 2021 and to go out to bid in Spring 2022 with the facility to be completed in 2022. Commissioner McAndrews asked Administrator Mahoney if she had heard back from the DNR on the snow removal at that site. Mahoney stated she will follow up on that and will report back at a future meeting.

c) MS4 Permit Updates

- i. MS4 Permit Annual Report – For Discussion Only.

Utility Engineer Keen stated that this report summarizes what the Town has done this year. It verifies that the Town is doing what it should with outreach programs, IDDE reports, outfalls, erosion control, pond inspections, etc. This is a DNR requirement and the report was submitted on time.

- ii. MS4 Permitting Compliance Plan – For Discussion Only.

Utility Engineer Keen stated that this is a five-year permit which summarizes the MS4 permit. This report has dates and commitments as to what the Town is doing on a yearly basis as an outreach. This includes social media posts, items on the website, and meetings. This lays out the process for the next 5 years at a very broad level. This is a DNR requirement and the report was submitted on time.

The Board asked several questions.

**11. CLOSED SESSION: NONE**

**CLOSING:**

**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 include the yard waste site and plans for the two homes on County Road N.*

**13. ADJOURNMENT:** *Motion made to adjourn at 7:36 p.m. by Lawrence/Sprangers. Motion carried 5 to 0.*

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  
Drafted: April 8, 2021

Motion to Approve: Lawrence/Walsh Vote: 5/0 Dated: June 3, 2021