

**BUCHANAN STORMWATER UTILITY**  
**MINUTES OF UTILITY COMMISSION MEETING**  
**THURSDAY, JUNE 3, 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 Sprangers at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Commission members present – Sprangers, Lawrence, Kavanaugh, Walsh, and Reinke. Utility officials present – Utility Manager Mahoney, Utility Clerk Sieracki, Utility Engineers Majkowski & Keen. 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 April 1, 2021 Buchanan Stormwater Utility Commission Meeting.
  - b) Approval of March 21, 2021 to May 22, 2021 Approved Bills.
  - c) Approval of Treasurer Statement of Income and Expenses.

*Motion by Lawrence/Walsh 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) Consider 2021 Streambank Erosion Control Grant Applications – For Discussion and Possible Action. Utility Engineer Majkowski stated that the Streambank Erosion Control Grant program was adopted in 2020 and the deadline for annual grant applications is May 1. This is the first cycle of grant applications for consideration. The Utility received one grant application from Rich Hansen, W2520 Clover Downs Ct.

The Utility Engineer provided a Preliminary Project Report and Streambank Erosion Control Ranking to the Utility Commission, Property Owner, and Utility Manager with the following guidance to the Utility Commission:

If ranking score is less than 20, the Utility Commission will not pursue the project.

If ranking score is 20 or greater, the Utility Commission will review whether to add the project to the ranking list of projects to be completed.

The Utility Commission determined the annual budget for Streambank Erosion Control Projects and will select applicable project(s). The number of projects selected is determined by adding the estimated costs of each eligible project until the allocated budget limit is reached. Projects are not selected in the order they were added to the ranking list, but rather by their associated ranking, estimated costs, and financial resources available. The

Utility Commission can authorize the construction of a proposed project regardless of its rank if it is determined that the project requires an ‘emergency’ repair.

The 2021 total budget for these grants is \$55,000. The maximum grant the Utility will provide is 50% or up to \$55,000 of the project cost.

The estimate provided for the scope of work proposed in the W2520 Clover Downs Ct application is \$9,644.

Utility Manager Keen stated they need to see what the DNR and County would like the Town to do. They will follow the protocol process.

The Board discussed.

*Motion by Lawrence/Reinke to approve the grant for the project at 50% of the project as presented and proceed with the permitting process. Motion passed 5 to 0 by voice vote.*

b) WDNR Urban Nonpoint Grants updates:

i. CTH N Facility Update – For Discussion Only.

Utility Engineer Majkowski stated they are still working on the easements. At the PIM everyone appeared to be on board with moving forward. A few of the residents have additional questions and a few feel the compensation should be higher. Next week Majkowski and Utility Manager Mahoney will meet with the homeowners to move the project forward.

Utility Engineer Keen reviewed the layout of the facility and the changes that were made. The pond will be located in the SE corner. He is waiting for the signed easements and will be checking the outfalls.

Commissioner Walsh gave an update on the yard waste site. He mentioned working on quotes for the fencing, gate, and security.

The Board discussed and asked about the easement offers.

Majkowski reviewed the range of the easement offers with the Commissioners.

• Town Hall Park Property – For Discussion and Possible Action.

Utility Manager Mahoney stated that based off legal advice, the Town should not have an easement to itself. Rather, the Town should have a Restrictive Covenant in place to maintain the storm water pipe on the property.

The Board discussed.

*Motion by Walsh/Lawrence to proceed with the Restrictive Covenant in place of an easement for the Town Hall Park Property. Motion passed 5 to 0 by voice vote.*

ii. Schmalz Facility Design Update – For Discussion Only.

Utility Engineer Majkowski stated that the design work will begin after the easements for the County Rd N project have been received. The purchase agreement for the land will begin soon.

c) Illicit Discharge Detection and Elimination (IDDE) Screening Letter of Agreement – For Approval/Denial.

Utility Engineer Majkowski explained the IDDE process for 2021. This is an annual screening that is normally done in the dry months. Utility Manager Mahoney stated that the \$6,100 for the LOA is a budgeted amount.

*Motion by Lawrence/Kavanaugh to approve the Letter of Agreement for the Illicit Discharge Detection and Elimination (IDDE) Screening as presented. 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 July 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 an update on the pond, easements, updates on grant and yard waste.*

**13. ADJOURNMENT:** *Motion made to adjourn at 7:27 p.m. by Lawrence/Reinke. Motion carried 5 to 0.*

Other Future Meetings:

June 14, 2021 Plan Commission Meeting 7:00 p.m.

June 15, 2021 Town Board Meeting 7:00 p.m.

Cynthia Sieracki, Utility Clerk

Drafted: June 7, 2021

Motion to Approve: Walsh/Lawrence Vote: 5/0 Dated: July 1, 2021