

BUCHANAN STORMWATER UTILITY
MINUTES OF UTILITY COMMISSION MEETING
THURSDAY, AUGUST 5, 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, and Utility Engineers Majkowski and Keen. Other members of the public were also in attendance.

PRESENTATIONS & PUBLIC FORUM:

4. **PUBLIC HEARINGS: NONE**
5. **PRESENTATIONS: NONE**
6. **PUBLIC COMMENT FORUM:** No one spoke.

UTILITY COMMISSION BUSINESS AGENDA:

7. **CONSENT AGENDA:**
 - a) Approval of the Minutes of the July 1, 2021 Buchanan Stormwater Utility Commission Meeting.
 - b) Approval of June 20, 2021 to July 31, 2021 Approved Bills.
 - c) Approval of Treasurer Statement of Income and Expenses.

Motion by Walsh/Reinke 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) **WDNR Urban Nonpoint Grants updates:**
 - i. **CTH N Stormwater Pond/Storm Sewer Easement Update – For Discussion Only.**
 - Alternate routes

Utility Engineer Majkowski stated that over the months several of the property owners have been willing to work with the Town on an easement. Others have not been as willing so alternate routes have been considered. The property owner on Barney Ct is prepared to work with the Town and willing to run a 20' easement in the middle of the yard to the pond. Majkowski stated he would like to move forward and have the Town Attorney draft the easement agreement. Engineer Keen has done the engineering work to move the water from Ruby Ct to Barney Ct into the pond.

- Construction Schedule

Utility Engineer Majkowski stated that they are working on securing easements with the other property owners and plan on getting this project moving along.

- ii. **Schmalz Facility Land Update – For Discussion Only.**

Utility Engineer Majkowski & Utility Manager Mahoney met with Nick Schmalz about the project. Mahoney stated that Mr. Schmalz has some concerns about the size of the stormwater pond and as it is currently designed he is not interested in putting in the pond. The Town may need to modify the stormwater pond project but will need to stay within the scope of the DNR grant.

The Utility Commissioners discussed.

b) 2022-2031 Capital Improvement Plan review in consideration of stormwater ponds – For Discussion and Possible Action.

i. 2022 Roadway Construction Project Roads – For Discussion and Possible Action.

Utility Manager Mahoney stated that the Utility Commissioners need to reevaluate the 10-Year CIP for 2022.

The projects selected in 2022 will need to have design work started in 2021 so the projects can be completed on time.

Utility Engineer Majkowski reviewed the road projects and the passer ratings. He pointed out the roads that have stormwater facilities available. He proposed that the Town take the next 3 to 5 years to review roads with a passer rating of 3's and 4's and determine what is the most cost-effective facility. This will help with the overall plan on how to slot these roads into the CIP.

Staff proposes a Study to identify options in more detail for the proposed areas included in the CIP with low PASER Ratings. Beginning in fall of 2021 the Study would look out for a 3 – 5-year period to preliminary design the type of treatment options, identify locations and treatment methods for planning purposes. Public Meetings and individual property owners' meetings will be part of the Study to discuss the options. Stormwater funds would be used for the Study. The scope and estimate for that plan will be presented at an upcoming Town Board meeting.

The reality of not having adequate stormwater treatment facilities to deal with drainage is the barrier to not reconstructing the roads in the existing 10-year CIP plan with the lowest PASER ratings. As discussed in the past during the plan preparation, the areas with treatment facilities with easy access will be completed first, then the other areas will be studied to review options. In 2022, we have an opportunity to continue to address poor roads that do have stormwater treatment facilities, and the Study allows the Town to work toward a solution to address those roads beginning in 2023

Motion by Lawrence/Reinke to approve identified roads for reconstruction in 2022 and Cedar Corporation providing a Letter of Authorization to the Town Board with the recommendation of approval for the Stormwater Treatment Study. Motion passed 5 to 0 by voice vote.

Utility Commissioner Walsh requested that in the future the information be handed out in advance, not last minute.

ii. 2022 Roadway Construction Preliminary Engineering – For Discussion and Possible Action.

Utility Manager Mahoney stated that the Utility Commissioners will recommend to the Town Board the approval of the Letter of Authorization for the preliminary engineering cost for the approved 2022 road projects. The 2021 budget has \$136,000 for preliminary design work for the 2022 roads.

Motion by Lawrence/Kavanaugh to approve Cedar Corporation providing a Letter of Authorization to the Town Board with the recommendation of approval for the preliminary engineering costs for the 2022 Roadway Construction Plans. Motion passed 5 to 0 by voice vote.

c) A21 Road Construction Project: Drainage swale easement between N249 and N255 Woodstock Lane– For Discussion Only.

Utility Engineer Majkowski stated that Utility Engineer Keen is working on this project and it is moving forward. The contractor is working on a change order for the project.

d) 2021 Streambank Erosion Control Grant Application Process - For Discussion and Possible Action.

Utility Engineer Majkowski stated this is for the Clover Downs homeowner. The Town policy has several steps that need to be followed for the grant process. The permit review has been completed, received the reply from the DNR, and received the reply from the County Zoning. The next step is for the cost responsibilities to be presented to the property owner. Once accepted, Cedar will have a Letter of Authorization to do the work. The Town will need to apply to the County for a conditional use permit and make sure not to disturb the flood plain. The Town needs to meet the requirements of the County. Majkowski stated this is an update. Once the homeowner is on board, then Cedar will proceed.

11. CLOSED SESSION: NONE

CLOSING:

12. FUTURE AGENDA ITEMS – *Next Utility Commission Meeting will be convened on September 2, 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 Schmalz pond update, easements for the County Trunk N pond.*

13. ADJOURNMENT: *Motion made to adjourn at 7:28 p.m. by Lawrence/Reinke. Motion carried 5 to 0.*

Other Future Meetings:

August 9, 2021 Plan Commission Meeting 7:00 p.m.

August 17, 2021 Town Board Meeting 7:00 p.m.

August 18, 2021 Board of Review 6:00 p.m.

Cynthia Sieracki, Utility Clerk

Drafted: August 6, 2021

Motion to Approve: Walsh/Reinke Vote: 5/0 Dated: September 2, 2021