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| “In the Spirit of Town Government” **BUCHANAN STORMWATER UTILITY**  **MINUTES OF UTILITY COMMISSION MEETING**  **THURSDAY, SEPTEMBER 2, 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:**

1. **PUBLIC HEARINGS: NONE**
2. **PRESENTATIONS: NONE**
3. **PUBLIC COMMENT FORUM:** No one spoke

**UTILITY COMMISSION BUSINESS AGENDA:**

1. **CONSENT AGENDA:**
   1. Approval of the Minutes of the August 5, 2021 Buchanan Stormwater Utility Commission Meeting.
   2. Approval of August 1, 2021 to August 28, 2021 Approved Bills.
   3. 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*.

1. **ORDINANCES FOR INTRODUCTION: NONE**
2. **UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE**
3. **NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:** 
   1. WDNR Urban Nonpoint Grants updates:
      1. CTH N Stormwater Pond/Storm Sewer/Yard Waste Transfer Site Update – For Discussion and Possible Action.

* Easements
* Bid and construction schedule
* Town-owned homes at N124 and N130 CTH N

Utility Manager Mahoney stated that all the easements have been secured and the Town is able to move forward.

Mahoney stated that the homes are being prepared for burning. Some trees will need to be removed, the utilities will be shut off, and Habitat is removing all the items they can use. Chief Mohr and Outagamie County Sheriff’s department would like to use the homes for trainings. It will take Chief Mohr four weeks to have a burn plan.

Utility Engineer Majkowski stated that Utility Engineer Keen has the storm sewer plan 80% complete. The final design will be completed by the end of September 2021. Majkowski will advertise for bids in September, open bids, and award the project in October. The yard waste committee would like the site completed by June 30, 2022. Security still needs to be discussed.

The Utility Commission discussed.

* + 1. Schmalz Stormwater Pond Update – For Discussion and Possible Action.

Utility Manager Mahoney stated that Staff is waiting to hear back from the DNR if the size of the pond could be reduced.

* 1. 2023-2025 Storm Water Preliminary Engineering Letter of Authorization – For Discussion and Possible Action.

Utility Engineer Majkowski stated that at the August 5, 2021 Utility Commission Meeting, Staff proposed a study to identify options in more detail for the proposed areas included in the current 10-year CIP with low PASER Ratings. This study would begin in the Fall of 2021 and would look at a 3-year period for the preliminary design of the type of treatment options, identify locations, and treatment methods for planning purposes. Public Meetings and individual property owner meetings will be part of the study to discuss the options. Storm water funds would be used for the study.

Majkowski reviewed the Letter of Authorization with Cedar Corporation for preliminary storm water engineering services. This includes 3 years of road reconstruction projects (2023-2025) for the Utility Commission to consider.

The engineering for the 2022 projects is under a separate agreement.

The preliminary engineering for these 3 years of projects (2023-2025) would be completed by Summer 2022 and the final evaluation would be presented to the Town Board for use in developing the CIP for the 2023-2025 budget cycle.

Majkowski stated that planning ahead helps when applying for grants since the preplanning is done.

The Board discussed.

*Motion by Reinke/Kavanaugh to approve the Letter of Authorization with Cedar Corporation for preliminary engineering services as presented and estimated cost not to exceed $41,700. Motion carried 5 to 0.*

* 1. 2021 Streambank Erosion Control Grant Application Process – For Discussion and Possible Action.

Utility Manager Keen stated that he and Utility Manager Mahoney have met with the Hanson’s to discuss policy, cost, and process. Mr. Hanson wants to meet with Outagamie County Zoning for the conditional use permit. This is moving forward however both the state and county will need to approve.

1. **CLOSED SESSION: NONE**

**CLOSING:**

1. **FUTURE AGENDA ITEMS –** *Next Utility Commission Meeting will be convened on October 7, 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 transfer site, and Schmalz Stormwater Pond update.*
2. **ADJOURNMENT:** *Motion made to adjourn at 7:26 p.m. by Lawrence/Walsh.* *Motion carried 5 to 0.*

Other Future Meetings:

September 7, 2021 Public Information Meeting – ARPA Funds 6:00 p.m.

September 13, 2021 Plan Commission Meeting 7:00 p.m.

September 21, 2021 Town Board Meeting 7:00 p.m.

Cynthia Sieracki, Utility Clerk

Drafted: September 3, 2021