

GREEN LAKE SANITARY DISTRICT  
MEETING MINUTES OF THE BOARD OF COMMISSIONERS

A Regular Meeting of the Board of Commissioners of the Green Lake Sanitary District was called to order by Commissioner Bates on Tuesday January 21, 2025, at 8:00 am at the Green Lake Sanitary District Office N5295 County Road TT, Princeton WI 54968 and via zoom.

Present: Ken Bates and Justin Ellis and Nick Vandervelde.

Others Present: Lisa Reas, Administrator, Paulette Z Janssen Administrative Assistant, Dallas Lewallen and Stuart Marks, Plant Operators, Hannah Niewoehner, Watershed Coordinator, Thad Majkowski, and Matt Dorow, George Thompson and Jared McCurdy representatives for Cedar Corp, Vanessa Wishart, representative for Stafford Law. 6 people signed in.

Written notice of this meeting was given to the Green Lake Reporter and The Ripon Commonwealth. The News Release was posted at Fortifi Bank, the Green Lake Post Office and the GLSD Office.

#### SECRETARY'S REPORT

**M/S (Bates/Ellis)** to approve the minutes of December 19, 2024, regular meeting and the minutes of December 23, 2024, special meeting. Motion Carried 3-0.

#### PUBLIC COMMENT

Melanie Cody provided a history of, and asked the board to remove, parcel 004-00723-0100 which is zoned recreational and has a tennis court on it, from the 2025 Area 9 sewer project.

#### TREASURER'S REPORT

**M/S (Bates/Ellis)** approve the December 2024 Treasurer's Reports. Roll call vote: Ellis=yes, Bates=yes, Vandervelde=yes. Motion Carried 3-0.

#### WASTEWATER MANAGEMENT

##### **Plant Operator's Report**

The plant operator's report was discussed (see attached).

##### **Discussion Area 9 Potential Sewer Extension Update**

Reas reported that Cedar has sent out 18 easements and we have received a few of them back. Reas also explained that the easements will not be recorded until the project is approved for construction by the board and that if not recorded, they will be shredded by the District.

##### **Discussion/Possible Action: Recreational Zoned Parcel in Area 9**

Reas explained that there is a small parcel in the vicinity of the project that is covered in large part by a tennis court. The zoning on the parcel is Recreational, as opposed to Residential. The landowner has asked for clarification that this parcel is not to be included in the current

proposed sewer project. Reas explained that this parcel is not fronted by the sewer in the current layout of the project, so it wouldn't be included for that reason alone. Additionally, the issue of it being zoned recreational and currently covered by the tennis court would not allow for residential use. If it were developed into a residential parcel in the future, and if an additional sewer project provided service to the lot, it would then be subject to either an assessment or hook up fee as required by the GLSD's ordinances.

**M/S (Bates/Ellis)** to approve the exclusion of parcel 004-00723-0000, a recreational zoned parcel, from the 2025 Area 9 sewer extension project. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

### **Discussion McAfee Rd Sewer Extension Update**

Reas explained that, as was outlined at the Dec. 23<sup>rd</sup>, 2024, McAfee Public Hearing, the project bids were sent out in late November with 2 bids having been submitted for the project. The base bids were \$79,102.50 to \$138,285. As required, Cedar prepared the Preliminary Special Assessment report, and materials were properly emailed (and US Mailed) to the McAfee residents.

Reas explained that since the board delayed action on the Special Assessment Report in December to gather more information about extending the sewer main further down McAfee Road, District staff met with Nick Egbert and Craig Jones at his home to discuss Mr. Jones's concerns. It was outlined that by adding roughly 75' of additional project construction, Mr. Jones and his neighbors could incur a roughly \$4,000 to \$5,000 increase in individual assessment cost, which would negate any cost savings for Mr. Jones by putting his lateral stub in the center of his lot. Reas further pointed out that, in previous sewer projects, the District has placed the termination of the sewer line at the final/ending parcel's lot line.

### **Discussion/Possible Action: Approve Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers – Resolution 2025-01**

The Preliminary Resolution to Exercise Special Assessment was discussed (see attached).

**M/S (Bates/Ellis)** to approve Resolution 2025-01 Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

### **Discussion/Possible Action: Act on Proposed Special Assessment Report**

Cedar Corporation reviewed the special assessment report (see attached).

**M/S (Bates/Ellis)** to approve Cedar Corporation Proposed Special Assessment Report. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

### **Discussion/Possible Action: Award Construction Bid for McAfee Road Sewer Extension**

Cedar Corp. explained the bids that we received for the McAfee Road Sewer Extension (see attached).

**M/S (Ellis/Vandervelde)** to award the bid for the McAfee Sewer extension to Egbert Excavating in an amount not to exceed \$79,102.50. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

**Discussion/Possible Action: Approval of Cedar Corporation Letter of Authorization for the Construction Services**

The Cedar Corporation letter of authorization for the Construction Services of McAfee Rd sewer extension was discussed (see attached).

**M/S (Bates/Ellis)** to approve Cedar Corporation Letter of Authorization for Construction Service of the McAfee Rd sewer extension in an amount not to exceed \$12800.00. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

**Discussion/Possible Action: Approval of Resolution 2025-02 State Trust Loan Application for McAfee Road**

The State Trust application was read and discussed (see attached).

**M/S (Bates/Ellis)** to approve Resolution 2025-02 State Trust Fund Loan Application for the McAfee Rd.

By the provisions of Sec. 60.78 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Green Lake Sanitary District, in the County of Green Lake, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of One Hundred Thousand And 00/100 Dollars (\$100,000.00) for the purpose of financing McAfee Road Sewer Extension Project and for no other purpose.

The loan is to be payable within 10 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of 5.75 percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Green Lake Sanitary District, in the County of Green Lake, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Green Lake Sanitary District by such loan from the state be applied or paid out for any purpose except financing McAfee Road sewer extension project without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the president and secretary of the Green Lake Sanitary District, in the County of Green Lake, Wisconsin, are authorized and empowered, in the name of the district to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the district pursuant to this resolution. The president and secretary of the district will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER. that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the secretary of this district forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

### **WPDES New Permit Project Work / Land Application Update**

The board also discussed the Letter of Authorization for Cedar to provide services for creating and coordinating the bidding of the replacement effluent pumps at the WWTP.

#### **Discussion/Possible Action: WWTP Effluent Pump Cedar Letter of Authorization**

The Cedar Corporation letter of authorization for the WWTP Effluent Pump (see attached).

**M/S (Bates/Ellis)** to approve Cedar Corporation Letter of Authorization for engineering services for replacement of the WWTP Effluent Pumps in an amount not to exceed \$6000.00. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

#### **Discussion/Possible Action: Wastewater Parcel Pump Options**

##### **Discussion/Possible Action: Potential Wastewater Pump Redesign Cedar Letter of Authorization**

Cedar Corp. and District staff took the board through comparisons (see attached) between a dry well and a wet well pumping system for wastewater parcels. The group discussed the pros and cons to each option at length. The District board directed Cedar Corporation to provide a revised Letter of Authorization for design service for the lower cost, wet well option to be acted upon at a Special Meeting on Monday, January 27<sup>th</sup>.

Due to engineering/coordination costs, the Board directed staff to arrange the office repairs and updates as fund balances allow, as that work will not be included in the overall Facility Plan.

### **Discussion: Green Lake County New Highway Shop**

The County Highway Department has been in contact with GLSD staff and Cedar Corp. about the potential purchase of land for a new County Highway Shop within or adjacent to the GLSD Sewer Service Area. The County has expressed great interest in having the new shop located where sewer service is, or can be, made available. Reas explained that the District has concerns about the quality of the wastewater the shop would generate, but that there are safeguards that can be instituted that could limit detrimental materials from being discharged to the District WWTP. Initial estimates on flow volumes are not expected to impact capacity, and the District would benefit from a new metered customer and additional revenue.

### **NON-POINT**

#### **Big Green Lake Management Plan/Grants**

##### **Discussion: Watershed Coordinator Position – Hannah Niewoehner**

The Watershed Coordinator's explained that she is buttoning up projects for reimbursement and working on the Nine Key Elements report. Hannah is also lining up projects for 2025.

##### **Discussion/Possible Action: Funding Approval for BMPs On Going Repairs - no discussion.**

#### **County K Carp Barrier Update**

Reas reported that Cedar has submitted the DNR Chapter 30 shoreline permits for the carp barrier structure. Reas is also working with Green Lake County regarding fishing platforms adjacent to the structure.

#### **Properties Update**

Reas reported that Scott has been doing a lot of work on the Spaulding Hill Road property. Dallas and Stu have been burning piles on Winnebago Trail.

#### **Discussion Mildebrandt Sign**

Reas reported that the Open house for the Mildebrandt property is scheduled for August 2, 2025. The board discussed sign options for the property. The Board directed Reas to purchase a larger property sign and a small entrance sign.

#### **Discussion/Possible Action: Hunting on Conservancy Properties**

Reas reminded the board of the hunting incident in Tichora in November. Reas would like some direction regarding how the board would like to limit hunting on conservancy properties, specifically Tichora. The board directed Reas to petition the DNR to allow the GLSD to ban rifle and slug hunting on the property. The board discussed the fact that there is no gun hunting at Sunnyside and that there has been a question of bow hunting. There were concerns about

hunting in proximity to private residences on this property as well. The District will consult with our partner, the Green Lake Conservancy, on this issue regarding Sunnyside.

## **NEW BUSINESS**

### **GLA Appearance no appearance**

#### **Discussion/Possible Action: Update(s) to the Employee Handbook**

Reas recommend the following adjustment to the Employee handbook:

After the birth of a child or placement of a child for foster care or adoption, an employee may utilize baby-child-bonding leave in either a single block or spaced out over a maximum period of 6 months. Once back to work after an initial block of leave, the employee will provide a work schedule at least 2 weeks in advance of the work week where leave time will be used. Employee will work with Administrative Assistant to ensure days of paid and unpaid leave correctly reflect time off, ensuring District wages are paid accurately.

**M/S (Bates/Ellis)** to approve the recommended change to the employee handbook pending legal counsel advise. Roll call vote: Ellis=yes, Bates=yes, Vandervelde=yes. Motion Carried 3-0.

## **CLOSED SESSION**

**M/S (Bates/Ellis)** The Green Lake Sanitary District Commission may enter into closed session Pursuant to Wis. Stat. 19.85(1)(g), the Green Lake Sanitary District Board of Commissioners will enter into closed session to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the District with respect to litigation in which it is or is likely to become involved re Thomas W. & Edith B. Johnston Trust; Green Lake County Case No.: 24-cv-39. Roll call vote: Ellis=yes, Bates=yes, Vandervelde=yes. Motion Carried 3-0.

## **OPEN SESSION**

### **Reconvene in Open Session**

**M/S (Bates/Ellis)** to reconvene in Open Session. Roll call vote: Ellis=yes, Bates=yes, Vandervelde=yes. Motion Carried 3-0.  
No action was taken.

Adjourn 10:40 am

Respectfully submitted:

Nick Vandervelde  
Secretary of the Commission

Approved 02/11/2025

Prepared by Paulette Z Janssen  
Green Lake Sanitary District Administrative Assistant