

**Island View Sanitary District Meeting
Town of Oshkosh - Winnebago County - Wisconsin
Wednesday, August 14, 2024**

The meeting was called to order at 6:31pm

Present: Ron Harrell, President; Vicky Rowe, Secretary; Thomas Konrad, Treasurer; Julie Rosenau, Business Secretary; Dan Cowling, Ad Hoc Commissioner, Melanie Krawiec, Ad Hoc Commissioner; Jim Zinth; Head Lift Station Operator Jim Latta (came in at 6:58PM)

Excused Absence: None

Guests: None

MOTION (ROWE/KONRAD); CARRIED UNANIMOUSLY TO APPROVE JULY 10TH, 2024, REGULAR BUSINESS MEETING MINUTES.

LIFT STATION OPERATION REPORT

July 2024 Lift Station Operator Report

07/25/2024 – Kyn Anthony and Joe Olszewski completed the generator test at Lift Station #3; everything is operating normally. Anthony also reported that a skunk is living under the shop. Anthony filled the skunk hole and covered it with a large piece of wood.

Miscellaneous items:

Terry Michels is back on the schedule after his medical leave and Joe Olszewski will be off the schedule for medical leave until September 9th.

BUSINESS ACCOUNTS

Julie Rosenau reported the checkbook remains balanced and gave an oral report on the business accounts and current balances/activity (said written report on file and made a part of these minutes).

Business Secretary Report

Rosenau indicates payments are still being processed for the 3rd quarter. Rosenau will be working on preparing a quick information sheet to include in the September billing for the new billing system. Rosenau had a conversation with Justin at Workhorse Software, and he will be setting up a schedule and working with her to install the new billing software. Justin believes that using the new system to send out the 4th quarter bills in December is a realistic goal and she possibly will be working with the owner of the company for the installation and training. Justin also indicated that we will be billed, and the 6 months free maintenance will begin once the system is installed. He also said that the 2025 maintenance agreement will be prorated because the free 6 months will cross into the new year.

FINANCIAL REPORT

Jim Zinth furnished the Board with the June 2024 Actual to Budget reports (said reports on file and made a part of these minutes).

BUSINESS

1. **Lift Station #1 numbers for July**

Latta thought that the numbers for the month of July were very high. In looking at previous years the numbers have not been that high since 2021; the difference between this year and 2021 was about 3 more inches of rain in 2021. Latta is unsure why the numbers are higher and thinks this is one of the reasons that televising would help determine if there are issues in the laterals/mains/manholes. Rainfall was 4.73 inches for the month.

2. **Update regarding dialers and Energenics**

Latta contacted Craig Sampo at Energenics to see about wiring the phase monitors to the dialer at each of the lift stations. Sampo said it can be done and can schedule it for some time in September 2024; the cost is estimated at \$1,200.00 to have all 3 lift stations done.

3. **Update regarding Cattron/cell plan**

This item was resolved last month; the bill was paid in July for one year only at a cost of \$1,380.00.

4. **July Energy Usage (Gas and Electric)**

July gas and electric usage was higher this month and could be related to the weather that we have had for the last month; otherwise, everything else seems to be within normal ranges in comparison to previous years.

5. **Update on air meters for working in Lift Stations**

Latta purchased the 4-gas detector from Oshkosh Fire and Police Equipment for a total of \$850.00, which includes training for all the lift station operators. Ad Hoc Commissioner Cowling has also requested to be trained on the apparatus. Latta said the unit will need to be calibrated 2 to 4 times a year at a cost of \$10-\$20.00 each time.

6. **Update on hour meters/pricing**

Latta is still getting quotes for the hourly meters for the lift station pumps but the estimates are about \$50.00 per unit.

7. **Manhole grab samples**

Konrad and Latta will discuss getting samples from the manholes and analysis of phosphorus, BOD₅, suspended solids, ammonia nitrogen and bring comments back to a future meeting.

8. **Updates on current construction, home, or lot sales**

The property at 5190 Chesapeake Ct (Richard and Susan Berry) was sold on 07/26/2024; new owners are Thomas and Bonnie Timm. Lot 17 Killdeer Ln was sold to Bryan Alferi on 07/31/2024; the title company was told by Rosenau on the title search letter that the new owner would owe \$9,000.00 if the new owner would want to build on the property. 5230 Channel View Dr (Richard and Anne Hocking) was sold on 07/26/2024 to Mathew and Nancy Meintz.

9. **Update on City Negotiations**

Nothing occurred during the month of August.

10. **Change of the monthly meeting start time**

A discussion was held to change the start of the monthly meeting from 7:00 to 6:30pm.

A MOTION WAS MADE BY ROWE, SECONDED BY KONRAD TO MOVE THE START OF THE MONTHLY BUSINESS MEETING FOR ISLAND VIEW SANITARY DISTRICT FROM 7:00PM TO 6:30PM ON THE SECOND WEDNESDAY OF EACH MONTH. ALL VOTE AYE.

11. **Update on Televising**

Latta talked to Brad Winkler at Speedy Clean regarding televising of the sewer system. Winkler recommends televising in the spring since that is typically the wet season and easier to catch I & I in the system. Latta inquired about doing some televising this autumn, especially in the area around Sunnyview and where construction is being done and then televising again in the spring. Winkler agreed and gave Latta rough estimated costs and indicated they have the availability to do the work for the district. Latta thinks, based on the rough estimates, that the district will be able to be on a rotating schedule every 3 to 5 years to have the full system televised. Latta will be contacting James Rabe, Director of Public Works, at the City of Oshkosh to find out when the City last televised the area around Lift Station #1 and down to the properties and pipes that they own.

12. **Update on hookups and related issues for new construction**

There was nothing to add to the agenda item from the previous meeting; the item can be removed.

13.

New Business

None

PAYMENT OF BILLS:

MOTION TO PAY BILLS AS PRESENTED (ROWE/HARRELL) CARRIED UNANIMOUSLY.

NEW BUSINESS

Commissioner Vicky Rowe indicated that she had heard back from Mark Stanek from the Wisconsin DNR. She had called him last month to ask a question on the ECMAR report and what dollar figure should be used for reporting on the DNR replacement fund. Stanek indicated that only the interest earned in the DNR replacement fund can be used on the report, not all the interest earned on all the accounts the district has.

Rowe will be attending a workshop meeting held by the Town of Oshkosh Planning and Zoning Commission meeting on 08/20/2024 to discuss Air bnb's and VBRO rentals within town limits.

Rosenau has requested that a new business credit card company be found for Rosenau and Latta for purchasing district supplies after another difficult month with Community First Credit Union regarding our payment not being received.

MOTION TO PAY THE BILLS (HARRELL/ROWE) CARRIED UNANIMOUSLY

MOTION TO ADJOURN (ROWE/KONRAD) CARRIED UNANIMOUSLY AT 8:45 P.M.

The next business meeting is scheduled for Wednesday, September 11, 2024, at 6:30 PM at the Oshkosh Town Hall.

Respectfully,
Julie Rosenau, Business Secretary