

**Island View Sanitary District Meeting  
Town of Oshkosh - Winnebago County - Wisconsin  
Wednesday January 8, 2025, 6:30 P.M.  
Town of Oshkosh Town Hall**

**The meeting was called to order at 6:30pm**

**Present:** Ron Harrell, President; Vicky Rowe, Secretary; Julie Rosenau, Business Secretary; Melanie Krawiec, Ad Hoc Commissioner; Financial advisor Jim Zinth; Cassie Yustus, Ad Hoc Commissioner

**Excused:** Thomas Konrad, Treasurer; Jim Latta, Head Lift Station Operator

Guests: Philip & Amanda Steffens and family, 1904 Indian Point Rd, Oshkosh, WI 54901

***A MOTION BY (ROWE/KRAWIEC); CARRIED UNANIMOUSLY TO APPROVE THE DECEMBER 11<sup>TH</sup> BUDGET HEARING MINUTES AND REGULAR BUSINESS MEETING MINUTES.***

**LIFT STATION OPERATION REPORT**

**December 2024 Report**

12/03/2024 – Jim Latta and Kyn Anthony replaced the #2 vacuum pump, greased the pumps, and oiled the blower at Lift Station #1. Latta also checked all manhole stakes and repainted those requiring a touch-up.

12/12/2024 – Latta ordered 4 new hour meters for the pump motors.

12/13/2024 – Latta met with a worker from Wildflower Development, the developer that is building the homes along E Sunnyview Rd and Sherman Rd.) at 4444 Sherman Road. During the construction at this property, a manhole was covered by gravel on the north side of the driveway. The ground was frozen, and the manhole was located on 12/15/2024.

12/16/2024 – Speedy Clean cleaned and televised portions of the sanitary mains and completed detailed inspection reports for each of the manholes they entered.

The following sections of the district were televised:

- Channel View Dr from Indian Point Rd to Island View Dr.
- Island View Dr from Lift Station #1 south to E. Sunnyview Rd.
- E. Sunnyview Rd west to County Rd A.
- Sherman Rd south to the field easement.
- The field easement west to County Rd A.

Latta is in possession of the reports for the televising done but has not had a chance to thoroughly review them. Speedy Clean did indicate to Latta while onsite performing the work that all the manholes and mains have no repairs needed. Work done by Speedy Clean was completed on 12/17/2024.

Speedy Clean did note that there is a lateral tap on Channel View Dr that is protruding into the main more than normal, but it isn't and hasn't caused any issues with flow. Speedy Clean did provide an estimate for a repair if the district decides to pursue this.

Speedy Clean will be contracted again in the spring for another cleaning, televising, and manhole inspection. This will most likely take place in the northern most section of the district.

12/23/2024 – During lift station checks, Jim Merten discovered a slice in the sump pump hose at Lift Station #1. Merten also plowed all the lift stations and lubricated all locks and hinges at the lift stations.

12/26/2024 – Terry Michels completed the portable generator check at Lift Station #3; all operations checked out normal.

#### Miscellaneous information

Christmas cards and gift cards from the commissioners were delivered by Latta to all the Lift Station Operators. He was asked to pass along a thank you and Happy Holidays to the commissioners.

### **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 sent out the 2025 1<sup>st</sup> quarterly bill out of the new billing software, Workhorse Software. She indicated the transition to the new software, printing and sending out of the bills went very smoothly and payments are now coming in. She will be working on sending out the W2's for 2024 by the end of the month and doing the year end reports to the IRS and the State of WI.

### **FINANCIAL REPORT**

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

### **BUSINESS**

1. **1904 Indian Point Rd possible connection into the Sanitary District**  
Philip and Amanda Steffens attended the meeting to request connection to the Island View Sanitary District after their septic system failed at their property. The commissioners explained the process of what will need to be done at the property. Harrell and Rosenau drew up drafts of a revision on a resolution on connections in the district outside the corporate limits and an agreement that will be signed between the sanitary district and the Steffens's. The agreement will be sent to them once completed and they will be added to the billing system when everything is completed, most likely in the spring.
2. **Lift Station numbers for December**  
Harrell indicated the numbers were within normal ranges and comparable to previous years. Rainfall was 1.1 inches for the month.

3. **Training for Air meters/safety**  
Tabled until a further meeting.
4. **December televising results from Speedy Clean**  
See information in the lift station operator report. Detailed information will be communicated at a future meeting.
5. **Analysis of September composite samples**  
Tabled until a further meeting.
6. **December Energy Usage (Gas and Electric)**  
Numbers for December gas and electric usage were a little lower than normal but still well within the ranges of what they should be. It was noted that Lift Station #2 didn't have a gas or electric bill in December for November and the bill in January had November charges, not December.
7. **Updates on current construction, home, or lot sales**  
The vacant lot (018-0540-10-00) next the 5138 Island View Dr was sold from Richard and Kimberly Bluhm to John F Bergstrom.  
A warranty deed was done at 5736 I Ah Maytah Rd from Richard and Carey Sharpe to JFT Investments but Rosenau wasn't contacted by either owners regarding the property being sold so at this time no changes will be made to any accounts.
8. **Update on City Negotiations**  
There will be a mediation meeting held in January between the mediator and the City of Oshkosh; IVSD will not be attending this meeting.
9. **Discuss more precise job descriptions for 2025**  
Harrell asked each commissioner what they would like to do for jobs as commissioners. A discussion ensued regarding current titles of the commissioners and whether they were needed going forward. Rosenau was asked to contact Jeannette Merten at the Town of Oshkosh to clarify what the structure of the board should be and if titles are needed for the commissioners.
10. **Year-end newsletter for next bill/news page**  
Harrell went through a rough draft of what he wants to include in the newsletter that will be sent out with the March bills. Rosenau and Latta will gather more details for the newsletter and get the information to Harrell.
11. **Revision of Procedures and resolution on connections outside corporate limits.**  
Harrell handed out the revision of the resolution for connecting into the Sanitary District if outside of the corporate limits. The legal agreement between property owners and the district was also revised and drafts will be presented at the February

meeting for final approval.

**New Business**

None

**PAYMENT OF BILLS**

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

***MOTION TO ADJOURN (HARRELL/KRAWIEC) CARRIED UNANIMOUSLY AT 8:15P.M.***

The next business meeting is scheduled for Wednesday, February 12, 2025, at 6:30P.M. at the Oshkosh Town Hall.

Respectfully submitted,  
Julie Rosenau, Business Secretary