**JT. TOWNS POYGAN, POY SIPPI SANITARY DISTRICT # 1**
**MINUTES OF MEETING – WEDNESDAY, June 25, 2025 3:30 PM**
Wastewater Treatment Plant

Meeting was opened by Commissioner Paul Wesner. Also present were Commissioners Dave Pritzl and Brian McHugh, and Operator Ken Carpenter

The May Minutes and Financial Reports were read.

**2500625-a: Motion to approve the May minutes and the financial reports as read was made by Paul and seconded by Dave. Motion carried.**

**Phosphorus Compliance Update**:
Phosphorus monitoring continues with no significant changes.

**Maintenance:**
**Tank Cleaning:**
Ken measured the sludge and cleaning the tanks can wait until next year. Ken will try to coordinate with Reamer farms and spread on harvested wheat fields allowing this to occur a couple months earlier in warmer weather

The quote from Sabel for Lift Station Check Valves for 7 & 8 is $18,542.63. Ken will get additional quotes from JMI. The plan is to have all lift stations completed.

A permit was given for the last lot on Laura Lane.

Ken is going to attend the operator conference in Marshfield on July 24th and Wisconsin Dells in February.

**Old Business:**
**Review of Legal Support and Fees:**
Brian proposed switching to an hourly billing rate for legal services. Paul expressed a preference to maintain the current fee structure. Dave questioned the rate being paid by the Town of Poygan for their attorney and indicated he would investigate the matter further. Dennis Hohol noted that he had already spoken with the Town Treasurer regarding this issue. Dave reiterated his intention to conduct additional research. Paul emphasized the importance of having legal counsel present for the discussion. The matter was tabled and will be revisited at the next meeting when Attorney Wallace is available.

**Job Descriptions**:
Dave stated that he is still working on the job description for the Secretary/Treasurer position.

**Commissioner Responsibilities:**
Brian inquired about the specific responsibilities of the commissioners and asked questions regarding Dave assisting Operator Ken, wondering if he should be doing the same. Dennis Hohol then asked when Brian could begin helping and what the appropriate process would be. Dave explained that he assists Ken when requested, as he is familiar with the system. Brian expressed interest in learning more about the system's operations.

**Generator Quotes**: Dave presented the first DRAFT of the Specifications. Dennis Hohol was concerned about making sure it's all posted in the paper correctly. Dave Stated that he will talk with Attorney Wallace before anything is done.

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**New Business**: CMAR Report is due June 30, 2025.

Ken Carpenter will work with GRP Plumbing to get the water/well/plumbing fixed at the plant.

Paul contacted Scott Construction about getting the driveway fixed at the plant. He received a response that they could work on it when they are working on The Town roads. The quote from Scott Construction is $7,500 to complete.

**Public Comments:** Dennis Hohol made comments about needing items put in different categories and subcategories on the financial report. He gave the information to Dave for review.

Dennis Hohol asked about USI fees and Dave stated he is working with USI on fees and changes to our services.

**Agenda Items:** Legal Support and Fees, Job Descriptions, Generator Quotes, Check Valves quote

**250625-b: Motion to pay bills as presented from now until the next meeting was made by Paul and seconded by Brian. Motion carried.**

The next meeting is scheduled for July 30, 2025, at 3:30 p.m.

**250625-c: Motion to adjourn meeting was made by Paul and seconded by Brian. Motion carried.**

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NOTE: The  reserves the right to change the order of items on the agenda.

QUORUM NOTICE: A quorum of other governmental bodies may be present, but no action may be taken other than noticed above.

ACCOMMODATION NOTICE: Efforts will be made to accommodate the needs of disabled persons upon proper notice by calling 920-594-2377 or emailing poyganpoysippisd1@gmail.com.

POSTING NOTICE: Notice of this meeting was posted at the following locations: Joint Towns Poygan PoySippi Sanitary District 7901 County Road B, Winneconne, WI 54986, Notice was also posted on the Town of Poygan Website.

Respectfully submitted by Lisa Kallas, Secretary

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