

NORTHERN OZAUKEE FARM DRAINAGE BOARD MINUTES

Special Meeting -- Monday, August 28, 2023

The special meeting of the Northern Ozaukee Farm Drainage Board was called to order at 10:11 a.m., on the 28th day of August, 2023, by Chairman Daniel Teunissen. Present were Commissioners Daniel Teunissen, Dan Birenbaum and David Mueller, Attorney for the District, Michael P. Herbrand and District Record Retention Clerk, Cindy Oskey. Guests in attendance were Sandi Tretow, Ozaukee County Treasurer, Don Feyereisen, and Tamara Salchert. Notice of the meeting was found to have been properly published in the Ozaukee Press and the Lakeshore Weekly, for two weeks prior to the meeting date.

The meeting began with the Pledge of Allegiance.

Prior meeting minutes were presented to the board and guests Motion by David Mueller, second by Dan Birenbaum to approve the minutes. Motion passed by unanimous vote.

The meeting was opened for public comment.

Don Feyereisen brought up the culvert situation on the Tim Bley property adjacent to the ditch. It was discussed with Chairman Teunissen that the replacement would be a five-foot oval that would be sunk 8 to 10 inches into the ground. It would be bigger than the Silver Beach Road one. Chairman Teunissen had discussed with the landowner and visited the site.

A guest inquired about posting minutes on the website and it was stated there would be at least five years posted and while the website is officially live there is some work to be done yet.

Cindy Oskey inquired about the letter to be sent to landowner Dahm. Attorney Herbrand will prepare to send.

Chair Dan Teunissen closed the public comments.

Sandi Tretow presented the Treasurer's report. About half of the 2023 assessment has been collected. Sandi's office is keeping track of sales as a landowner had inquired about being invoiced. Attorney Herbrand also advised that invoices should be prorated by seller/buyer when sales happen mid-year.

Chairman Teunissen provided a US Department of Commerce survey he received in the mail. It was agreed to have the Record Retention Clerk complete the survey with the assistance of the Ozaukee County Treasurer if needed.

It was discussed and approved to have Tamara Salchert set up generic professional emails for the Chairman, Treasurer and Supervisor 1 at a cost of approximately \$6 per month in addition to the general information email. This will make it easier to transfer information if individuals change and to have all the information separate from personal emails for open records purposes.

The next item on the agenda was the bid proposal. The draft of the notice and the draft of the proposal was available for the commissioners and guests to review as prepared by Attorney Herbrand. Attorney Herbrand brought up whether a provision for a performance bond was needed and whether holding back a portion as a retainage was more economical. Commissioner Dan Birenbaum stated his experience is that money is held back until the work is completed. It was agreed to remove that from the proposal.

Among the board members it was agreed the description of the service would be removal of brush and trees within the ditch and with the twenty foot right away. The brush and trees would remain at the sight with the landowner having the option to keep the wood or have it shredded. Commissioner Mueller asked about the stumps left after the cutting of the trees. He wanted the service to include that trees would be cut to ground level so that maintenance equipment could drive over it in the future. Chairman Teunissen had discussed with a possible bidder that stumps within the ditch can have an aquatic chemical applied to remove the stumps. A bidder would have to be qualified to apply the one-time application. It was discussed that the holdback amount would be negotiated with payment options when a contract was presented.

The due date of the bids was discussed and it was agreed to open and view the bids at a special meeting on October 30, 2023 at 10 am. This is two weeks prior to the annual meeting when the bid will be awarded. Attorney Herbrand will finalize the bid notice and proposal with a due date of October 27, 2023. The notice will be published in the Ozaukee Press and Lakeshore Weekly. It will also be posted on the website with the necessary bidding documents available for download.

Next item was payment of the bills of which the invoice from Tamara Salchert was presented for creation of the website. The board had missed making the downpayment. As a result, it was motioned by Chairman Teunissen to pay the full amount of \$3,820 and pay the additional work when clean up and additional services were completed. Commissioner Mueller supported the motion and it was approved unanimously. Ozaukee County Treasurer Tretow will obtain the necessary information to pay the invoice.

The next meeting will be on October 30, 2023 at 10 am to open the bids.

Motion by David Mueller, second by Dan Birenbaum to adjourn. Motion passed by unanimous vote. Meeting adjourned at 10:58 am.

Respectfully submitted,

David Mueller, Secretary

APPROVED:

Daniel Teunissen, Chair