

WINNEBAGO COUNTY DRAINAGE BOARD
LARSEN DRAINAGE DISTRICT
Annual Meeting Minutes
7:00 p.m. on December 11, 2025
Town of Winchester, 8522 Parkway Lane, Larsen, WI 54947

I. Call to Order

Board Members:	Howard Miller	PRESENT
	Peter Romberg	PRESENT
	David Sleik	PRESENT
	John Kunde	PRESENT
	Michael Pfankuch	PRESENT
Clerical Support:	Holly Stevens	PRESENT
District Consultant:	Gerald Peterson	PRESENT
Engineer:	Ben Hamblin	PRESENT

II. Approval of Minutes

- A. Approval of the minutes of the September 25, 2025 Winnebago County Drainage Board Larsen Drainage District Meeting.

MOTION:

Motion by Board Member Kunde

Second by Board Member Pfankuch

Motion to approve the minutes from the September 25, 2025 Winnebago County Drainage Board Larsen Drainage District Meeting as presented.

Motion carried by unanimous voice vote.

III. Open Forum: Drainage District related Matters not on the Drainage District Board Agenda:

NONE

IV. Business:

A. Chairman's Report

Chair Miller reported that he got a call from Rick Oostra, a landowner, notifying him that he had cleared the tree that had fallen in the river.

a) Wisconsin Drainage Board Association Annual Meeting

Chair Miller reported that there was not a lot of new information shared but one of the things that continues to come up is that many drainage boards have experienced problems when residential development expands. He said that with the Larsen-Winchester Sanitary District plant and the increased capacity, development will eventually affect our district as well.

b) MCC Quarry Dewatering Discharge Tax

Chair Miller said that he thinks that the MCC Quarry has likely been dewatering into the district since 2004.

Board Member Pfankuch noted that the MCC Quarry is right in his backyard, and he has never seen any discharge from them. He said he sees Northeast Asphalt discharging all the time.

Chair Miller said it has to be going across Grandview Road somewhere. He said he has not seen the site plan yet, but he does not know where else it could go. He noted they own the property all the way south to Grandview. He said he is still trying to get some information from Bart Chapman regarding what procedures we would have to go through.

Board Member Pfankuch said he can reach out to MCC and get a contact person for them to find out what they do. He also noted that Northeast Asphalt is buying more land south of their quarry. He said it is unknown now what they are going to do, but if they expand it will be more water coming.

B. McMahon Group

a) 2026 General Terms & Conditions for Engineering Services

The Board reviewed a copy of the General Terms & Conditions for Engineering Services, which is basically the same as last year. Engineer Hamblin estimated \$3,000 for general engineering services for 2026 but that estimate is wholly dependent on what services may or may not be requested by the Board and the costs are merely a projected estimate.

b) 2026 UAV Survey Proposal

As discussed in previous years, the Board is statutorily required to perform an annual inspection of the entire drainage corridor. The options for inspection include a UAV Drone Survey or a “boots on the ground” inspection. The Board has satisfied the statutory requirement for the past four years by completing a UAV survey, the data from which was then implemented into the GIS database for the District.

Engineer Hamblin provided an estimate of \$3,000 for services provided by Flyover Data, LLC (same as last year) to complete a UAV field survey this year.

An alternative option for completion of the annual inspection is for the board to complete a “boots on the ground” survey to satisfy the statutory requirements. The details for such an inspection would have to be fully identified but would at a minimum require walking the entire corridor and documenting the issues and concerns. The Board members would likely each be assigned a specific section of the corridor (approx. 1.5 miles each) and would have to inspect and provide a report for their section. The Board members could utilize the GIS database to upload photographs and notes from their inspections which then would have to be compiled into a final, comprehensive report.

It should be noted that the data from the inspection is utilized and necessary to complete the Annual Report to WI DATCP, which is due in the fall, which in turn will result in the need for survey and reporting to be completed by mid-July or early August.

c) 2026 UAV Data Implementation Proposal

Engineer Hamblin said to implement the data resulting from the subcontracted UAV field work into the District's GIS database for a cost of \$2,500 (same as last year).

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Romberg

Motion to accept and approve the 2026 General Terms & Conditions for Engineering Services; to accept and approve the proposal to complete a UAV Drone field survey for a cost not-to-exceed \$3,000; and to accept and approve the proposal to implement the UAV field study data into the District's GIS database for a cost not-to-exceed \$2,500 as presented by McMahon and Associates, Inc.

Motion carried by unanimous voice vote.

C. 2026 Corridor Maintenance

The Board reviewed that the remainder of the project approved at the May 22, 2025 meeting to complete the Brush Cutting and mowing along the ~0.3 miles north of Hickory Avenue was completed recently. The areas of the corridor which have not been addressed include the bank and terrace adjacent to 7543 Mud Creek Rd, Winneconne (both sides), the Northern 'half' of area between Hickory Ave and CTR II ~0.25 mile, and ~0.85 mile north of CTR II to STH 10.

a) Bank and terrace adjacent to 7543 Mud Creek Rd, Winneconne

Admin Stevens reported that Pete Vanden Heuvel inspected the areas and identified several issues.

Access to the north side of the river by 7543 Mud Creek Road is blocked by fencing that is installed at the top of the bank. Ken Minks, the property owner, was at the meeting to discuss possible solutions. He is opposed to "clear cutting" the area as the vegetative growth provides privacy. Additionally, the fencing was installed by a previous owner years ago, but he has worked to mend it to keep his animals out of the creek. As such, he does not want to see it removed. He said he is willing to do some of the maintenance needed to ensure the river corridor is free flowing while retaining some control over what is cleared and what is allowed to stay.

Alternatively, Mr. Vanden Heuvel indicated that depending on the winter weather conditions, he could possibly access the bank by driving on the frozen river. He noted that the south side of the corridor can be accessed without issue. He estimated the work for the south side only at \$1,800. He also provided an estimate of \$5,000 to \$7,000 for the north side but that is dependent upon the decision made regarding the fencing, etc.

The Board discussed the situation and determined that they would give Mr. Minks the opportunity to complete the work necessary to keep the riverbank and flows clear. Allowing him to complete the work will at the same time provide him with the opportunity to protect his interests as a landowner. Mr. Minks agreed to work on the area with the Board to review the work to determine whether it to be satisfactory.

- b) Northern ‘half’ of area between Hickory Ave and CTR II ~0.25 mile

The second ‘half’ between Hickory Ave. and County Road II is relatively straight forward and Mr. Vanden Heuvel has estimated that work at \$8,300.

- c) ~0.85 miles north of CTR II to STH 10

Mr. Vanden Heuvel reported that the remainder of the corridor north of County Road II presents issues of concern. Primarily owned by the WisDOT, the area is a wetland mitigation required as part of the STH 10 construction. As such, the ground throughout the section is not stable. Bogs, slews, weirs, etc. are prohibitive to access with large equipment.

Admin Stevens suggested the Board consider conducting a detailed focused UAV inspection as part of the spring survey to determine if there are any specific locations that need attention. Reviewing the previous photography on the District GIS, the section does not appear to have any major issues that would need immediate attention.

Engineer Hamblin said he can review the previous drone photography to see what issues may present.

As an alternative to working on the section north of CTR II, Mr. Vanden Heuvel noted that the properties on both sides of the corridor from Oakridge Road to the north (1 mile) are owned by KLE Properties (Kirk Ecklund) who had previously indicated he would clear his own banks and terraces. However, it was realized that Mr. Ecklund only has equipment which would pull out the root systems as the brush and trees are removed. This could potentially destroy the banks of the corridor. As such, Mr. Vanden Heuvel provided an estimate of \$18,500 to complete the maintenance work along this mile of the corridor.

Admin Stevens also reported that Jake Brucks, Steerhead Excavating, had reached out expressing interest in working for the District. He said he has the equipment necessary to navigate the banks, brush cutting and mowing, as well as the ability to add rip rap if needed. He said he would be willing to provide proposals for future projects.

Admin Stevens noted that considering Mr. Vanden Heuvel, in part, purchased equipment specifically to provide the services needed by the District, it is recommended that at this time, the Board consider awarding the work to Mr. Vanden Heuvel. Then, as the District moves forward with the new growth management and other maintenance projects, solicitation of competitive proposals from both vendors can be requested.

The Board agreed that Mr. Vanden Heuvel has provided quality work at a reasonable cost. They appreciate the relationship they have built.

Admin Stevens reviewed that the Board had budgeted \$25,000 for brush cutting / mowing maintenance on the banks and terraces along the corridor. Additionally, the budget includes \$5,000 for new growth management along the sections of the corridor that have been cleaned up in recent years.

MOTION:

Motion by Board Member Sleik

Second by Board Member Pfankuch

Motion to approve the proposals submitted by Pete Vanden Heuvel (PJs Electric, LLC) to complete the brush cutting and mowing maintenance including the northern ‘half’ between Hickory Avenue and CTR II for a cost not-to-exceed \$8,300; the south side of the river across from 7543 Mud Creek Road for a cost not-to-exceed \$1,800; and approximately 1 mile extending from Oakridge Road north for a cost not-to-exceed \$18,500; with the total for all the work not-to-exceed \$28,600.

Motion carried by unanimous voice.

D. Board Member Term Expiration – Mike Pfankuch

Admin Stevens reviewed that on March 4, 2021, the Winnebago County Circuit Court Branch 3 under the jurisdiction of Judge Barbara Key held a hearing according to WI Statutes § 88.17 to review nominees and appoint members to fill vacancies on the Winnebago County Drainage Board.

Judge Key made appointments for progressive terms which will allow for one seat to be reconsidered each year. As the progressive terms are reviewed, they will be converted to 5-year terms to allow for the statutorily required staggering 5-year terms. The remaining term from Judge Key’s decision and appointments is as follows:

- Michael Pfankuch, 4556 Grandview Road, Larsen, for a term of 5 years (expires March 2026)

The other Commissioners have already gone through the term renewal process. They are now serving five-year terms as follows:

- David Sleik, 7547 Green Meadow Road, Oshkosh, 2022 renewal for a term of 5 years (expires 2027)
- Howard Miller, 5468 Grandview Road, Larsen, for a term of 5 years (expires 2028)
- Peter Romberg, 5200 Breezewood Lane, Winneconne, for a term of 3 years (expires 2029)
- John Kunde, 4654 Grimson Road, Oshkosh, for a term of 4 years (expires 2030)

In order for the Board to continue operating according to State statute, Mike Pfankuch’s term should be reviewed by the Circuit Court and reappointment should be completed.

Notification of the term expiration should be provided to all landowners within the District, the Towns of Clayton, Winchester, and Winneconne, the Winnebago County Land and Water Department, the Winnebago County Farm Bureau, the Winnebago County Planning and Zoning Department, the UW Agriculture Extension, Wisconsin Department of Agriculture, Trade and Consumer Protection, and the Wisconsin Farm Bureau Federation. Previous year’s notifications were sent in conjunction with the landowner notice relating to the corridor inspection (UAV field work). It is recommended a combination notice should be sent again this year.

Mr. Pfankuch has indicated he is willing to continue serving for the next 5-year term. It is recommended that the Board submit his name as the incumbent, along with any other nominations received.

The Board directed Admin Stevens to send out the usual notices.

E. Accounts Payable

The Board reviewed a copy of the meeting attendance per diem log for this meeting totaling \$273.60 and other bills including a reimbursement request from Chair Miller for his mileage and registration fee for attending the Annual Meeting of the Wisconsin Association of County Drainage Boards. The reimbursement cost is \$133.40, the PJ Electric invoice is for the remainder of the brush cutting maintenance project from Hickory Avenue north approximately 0.3 miles which was approved by the Board at the May 22, 2025 meeting. The total project was \$11,500 of which the Board has already paid \$7,000. The current invoice for \$4,500 is for the balance of the project which was completed in November. The Board also reviewed the billing for the Administrative Services performed for the December 11, 2025 meeting, including the transcription of the minutes for \$450. Finally, attached is the McMahon Invoice #940777 for GIS services and misc. services totaling \$541.17.

The current total of the accounts payable is \$5,898.17.

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Romberg

Motion to approve and pay the accounts payable as presented.

Motion carried unanimously.

F. Next Meeting and Board Member Requests for Agenda Items

The Board set the next regular meeting for June 11, 2026 at 7:00 p.m. and the Annual Meeting for September 17, 2026 at 7:00 p.m.

V. Adjournment:

MOTION:

Motion by Board Member Sleik

Second by Board Member Pfankuch

Motion to adjourn at 7:36 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,
Holly Stevens, Administrative Support