

**NOTICE OF PUBLIC MEETINGS**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

**Date: MONDAY, January 20, 2020**

**Place:** Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, Wisconsin

**Time: 4:00 p.m.** - Sanitary District No. 3 (Water) Monthly Meeting

**Time: To Follow Sanitary District No. 3 Meeting** – Districts Joint Monthly Meeting

**Time: To Follow Joint Meeting** - Sanitary District No. 2 (Sewer) Monthly Meeting

The monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commission began at 4:04 p.m., following the Water District Meeting. The Sanitary District No. 2 (Sewer) Commission continued on with their monthly meeting after the matters in Joint Session had been discussed at 5:21 p.m. on Monday, January 20, 2020 in open session and closed session at the Town of Sheboygan Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, WI 53081, Sheboygan County.

**1. Call to Order**

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Dave Albright, Sanitary District No. 3 (Water) at 4:00 p.m. The following were also present at the meeting: Treasurer Jerry Hoepfner, Sanitary District No. 3 (Water); Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Sanitary Districts No. 2 (Sewer) and No. 3 (Water) Alternate Commissioners Damian Nevers and Jeff Klosterman; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

**2. Approval of the January 20, 2020 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the January 20, 2020 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – Water Main Work at Kohler Credit Union Site**

DPW Blashka states that the pressure test was today and it passed and it was also flushed; because we weren't there to inspect the work, he got a flash drive; he has to review it to make sure everything's been done correctly, then the District can accept it. Attorney Bauer states that this should remain on the agenda until DPW Blashka reviews the information on flash drive.

**4. Discussion/Action – Tower 2/US Cellular Third Amendment to Option Water Tower & Ground Space Lease & Dixon Engineering Proposal/Contract Agreement for Antennas**

Attorney Bauer states that he hasn't heard anything. DPW Blashka states that they sent a letter to US Cellular, but they haven't responded back. Attorney Bauer states that the Plan Commission gave approval for the work contingent upon the lease agreement being approved. Commissioner Albright states that no work can begin until we hear from them and they agree with the District's terms.

**5. Communication & Correspondence Received After Posting of Agenda**

Nothing submitted; no updates.

**Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda –  
Immediately Following Completion of Sanitary District No. 3 (Water) Monthly Meeting**

**6. Call to Order - Sanitary District No. 2 (Sewer)**

The Town of Sheboygan Sanitary District No. 3 (Water) and Sanitary District No. 2 (Sewer) Commissions monthly joint meeting is called to order at 4:04 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

**7. Approval of the December 16, 2019 Monthly Meeting Minutes**

Commissioner Griffin asks if agenda item 10, the purchase of a 2020 F-150 Locating Truck, is being split 50% Town and 25% each District. DPW Blashka states no, it's a 50/50 split between the Districts; it's solely used by the Districts. Commissioner Lutzke asks where the funds go for the auctioned vehicles. DPW Blashka states that he gave Ms. Free a breakdown of each truck sold and what percent was the Town and/or the Districts' and she deposited the funds into the money markets accordingly.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the December 16, 2019 monthly meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the December 16, 2019 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

**8. Discussion/Action – Attendance to WRWA Conference March 16-20<sup>th</sup>, La Crosse, WI**  
**DPW Blashka and John Witters**

DPW Blashka states that there aren't any issues with both him and John Witters being gone at the same time and the cost of the conference should be split between the Districts.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DPW Blashka and Mr. Witters attending the 2020 WRWA Conference with costs being split equally between the Districts per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DPW Blashka and Mr. Witters attending the 2020 WRWA Conference with costs being split equally between the Districts per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

**9. Discussion/Action – Water & Sewer Extension, Parcel 59024341880, WI Lakefront Property Management**

Attorney Bauer states that Char Gumm shared the driveway easement information; it was moved and expanded for utilities; he has dictated a rough development agreement; he drafted a letter of conditions and had Ms. Steeb send it to Realtor Jim Kapellen.

**10. Discussion/Action – Water and Sewer Service for Sheboygan Senior Community Expansion, 3505 Cth Y**

Stephanie Goetz, Ryan Raskin and Paul Treffert are in attendance for this agenda item. Ms. Goetz states that they are moving ahead with the project and working on the budget; there will be 42,000 sq ft, 42 units, 3 households. Attorney Bauer asks if they've submitted anything yet. Mr. Treffert states no, they haven't. Attorney Bauer states that we'll have to revisit the original development agreement; it will be difficult without knowing more about the expansion and asks if they're here to start the process. Ms. Goetz states yes, they are. Mr. Treffert states that none of them were involved when the project started originally; it will be a big expense to get water and sewer and they want a better understanding for their budget. Commissioner Lutzke asks if they're planning a single-story expansion. Mr. Treffert states yes, to the south; and a master plan for the future. DPW Blashka asks if they're working with Matt Morchinski, from Excel. Ms. Goetz states yes; they also need to do soil borings. DPW Blashka states that he's already provided as-builts, hydrant flows, erosion control and storm water management information; if there's a kitchen, they'll need a grease trap; fire protection can be off of the same line. Commissioner Griffin asks if there's any additional water charge, or just their usage. DPW Blashka states that there's no water connection fee so it's only their usage; there will be additional sewer connection fees; he might recommend that they connect to sewer from Cth Y because they're building at the southwest corner of their parcel. Mr. Treffert asks if they have to come back with a master plan. Attorney Bauer states that we'll need to review the original development agreement. Ms. Goetz states that the original agreement was done in 2013. Commissioner Griffin asks if the original plan was to have buildings on the Mueller Rd/north side of their parcel. Ms. Goetz states that a CBRF is planned. Commissioner Griffin states that there will be additional sewer connection fees but they'll need a more permanent plan; they use UCE ratings to determine the fees. Attorney Bauer states that they currently have a PILOT payment program for taxes to the Town and Districts; the appropriate next step would be to schedule a meeting with the Town Chairman, DPW, Engineer, himself, and bring more information back to the Boards and Commissions.

**11. Discussion/Action – Social Media Policy**

Commissioner Griffin asked to have this on the agenda to make sure everybody received and signed the policy; they have to be given to Clerk Fischer.

**12. Discussion/Action – Employee Matters (Deputy Director of Public Utilities)**

**Closed Session**

A roll call vote is taken: Dave Griffin "aye", Ken Katte "aye", Art Stewart "aye"; there are no "nay's", Sanitary District No. 2 (Sewer) is in Closed Session.

A roll call vote is taken: Dave Albright "aye", Jerry Hoepfner "aye", Spencer Lutzke "aye"; there are no "nay's", Sanitary District No. 3 (Water) is in Closed Session.

**Open Session**

A roll call vote is taken: Dave Griffin "aye", Ken Katte "aye", Art Stewart "aye"; there are no "nay's", Sanitary District No. 2 (Sewer) is in Open Session.

A roll call vote is taken: Dave Albright “aye”, Jerry Hoepfner “aye”, Spencer Lutzke “aye”; there are no “nay’s”, Sanitary District No. 3 (Water) is in Open Session.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission acknowledge that they have reviewed and determined that a distant family relationship does not fall under the Town Employee Handbook Policy “Employment of Relatives” per a motion by Commissioner Stewart and a second by Commissioner Katte.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission acknowledge that they have reviewed and determined that a distant family relationship does not fall under the Town Employee Handbook Policy “Employment of Relatives” per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to make a recommendation to the Town Board to offer Damian Nevers the position of Deputy Director of Public Utilities based on the terms as discussed in Closed Session per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to make a recommendation to the Town Board to offer Damian Nevers the position of Deputy Director of Public Utilities based on the terms as discussed in Closed Session per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

### **13. Town of Sheboygan Plan Commission Update**

Commissioner Griffin states that there was a conditional use permit for US Cellular and also for JSI Vinyl LLC to lease office space from MVP Storage; a parcel split on Union Ave; sign permits for Kohler Credit Union on Cth J and Sign Art Studio on Hwy 42; discussion of a parcel split on Indiana Ave.

### **14. Operator’s Report**

DPW Blashka states everything’s running fine with the sewer system; the new sampler’s been installed at the main lift station and they now have the smaller dehumidifier; the Cth Y lift station was pumped out before the holidays and there was some sludge on top.

DPW Blashka states that there was a water leak in the cul de sac on Hidden Creek Ct, but it wasn’t a large leak; they checked the whole subdivision; they had a leak in the same place 10-15 years ago; they had to bore a new line because the existing service was under the driveway; the original lateral was moved by the builder and we weren’t notified; there will be a lot of restoration work required; a neighbor called because their sump pump was running every thirty seconds. Commissioner Stewart asks who has to pay for the work. DPW Blashka states that the Water District is responsible; we put in a new curb stop and it’s all poly. He states that the District is now also required to sample five times a month for bacteria; this is because our population is up, we’re serving more people.

### **15. Communication & Correspondence Received After Posting of Agenda**

Commissioner Griffin states that the Districts received a thank you card from Ken Gumm for his retirement party.

DPW Blashka states Ben Reigart, from the PGA, responded that their request for water for The Ryder Cup will be a blend of use, but the majority will be for potable purposes; it will be tested and safe when it leaves us; we have backflow preventers; they are responsible to make sure it’s safe in the tanker and on-site. Commissioner Stewart states that normally after a backflow preventer, it’s non-potable. Commissioner Lutzke asks if we’ve done this before. DPW Blashka states yes, without issues; they’ll get a hydrant meter on Lakeshore Rd, at Water Trail Park.

### **16. Pending Item List Review**

The pending item list is reviewed and updated accordingly. The list is part of the minutes’ book for review and record retention purposes.

### **17. Adjourn – Sanitary District No. 3 (Water)**

“There being no further business, the Town of Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:21 p.m. until Monday, February 17, 2020 per motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

## **Sanitary District No. 2 (Sewer) Monthly Agenda – Immediately Following Completion of Joint Meeting**

### **18. Approval of the January 20, 2020 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the January 20, 2020 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte.” Motion carried.

**19. Review/Adopt – Ordinance No. 2020-1 An Ordinance Repealing and Recreating Section 7.06 of the Town of Sheboygan Sanitary District No. 2 Sewer Use and Sewer Service Charge Ordinance**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby adopts Ordinance No. 2020-1 An Ordinance Repealing and Recreating Section 7.06 of the Town of Sheboygan Sanitary District No. 2 Sewer Use and Sewer Service Charge Ordinance per a motion by Commissioner Stewart and a second by Commissioner Griffin.” Motion carried.

**20. Discussion/Action – Purchase of a New Dehumidifier for the Pigeon River Lift Station**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a dehumidifier from Therma Stor LLC at a cost of \$3,617.22 for the Pigeon River lift station per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

**21. Discussion/Action – Silvergate Bank 2.3% due 7/3/31/2023, Called in on 1/31/2020**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to have President Griffin make a cd purchase with the funds from the Silvergate Bank cd when new and current cd rates are available per a motion by Commissioner Stewart and a second by Commissioner Katte.” Motion carried.

**22. Discussion/Action – Sources of Revenue and Rate Review**

Commissioner Griffin states that they had a meeting on January 9<sup>th</sup> and reviewed rate change options; this item will be on the February agenda for approval.

**23. Communication & Correspondence Received After Posting of Agenda**

Commissioner Griffin states that Ms. Free e-mailed the gelato company’s fourth quarter usage and their flows are below 210 gallons a day; no further review or changes are required at this time.

**24. Adjourn – Sanitary District No. 2 (Sewer)**

“There being no further business, the Town of Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 6:00 p.m. until Monday, February 17, 2020 after the Water District monthly meeting per motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

**Town of Sheboygan Sanitary District No. 2 Sewer**

**Town of Sheboygan Sanitary District No. 3 Water**

**David Griffin**, President  
**Ken Katte**, Treasurer  
**Arthur Stewart**, Secretary

**David Albright**, President  
**Jerome Hoepfner**, Treasurer  
**Spencer Lutzke**, Secretary

**Minutes approved on February 17, 2020**