

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, October 18, 2021

Place: Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, Wisconsin

Time: 4:00 p.m. - Sanitary District No. 3 (Water) 2022 Budget Public Hearing & Monthly Meeting

Time: To Follow Sanitary District No. 3 (Water) Meeting – Districts Joint Monthly Meeting

Time: To Follow Joint Meeting - Sanitary District No. 2 (Sewer) 2022 Budget Public Hearing & Monthly Meeting

The 2022 Budget Public Hearing & monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. A joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:17 p.m., followed by the Sanitary District No. 2 (Sewer) Commission 2022 Budget Public Hearing & monthly meeting at 5:05 p.m. on Monday, October 18, 2021 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

1. Call to Order

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Art Stewart at 4:00 p.m. The following were also present at the meeting: Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Engineer Tom Holtan; Alternate Commissioner Matt Dahlem; Deputy Director of Public Utilities Damian Nevers; Deputy Director of Public Works Tod Holfeltz; Office Manager Darla Free and those persons on the attached list.

2. 2022 Budget Public Hearing

Commissioner Stewart takes roll call to enter into the 2022 Budget Public Hearing: Commissioner Stewart “aye”, Commissioner Lutzke “aye”; the Sanitary District No. 3 (Water) Public Hearing is open.

Commissioner Stewart asks if there are any comments or questions. There are no comments or questions.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby closes the 2022 Budget Public Hearing per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried, the 2022 Budget Public Hearing is closed.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2022 Budget per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Tax Levy for the Town of Sheboygan in the amount of \$100,000.00 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

3. Approval of the October 18, 2021 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the October 18, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

4. Approval of the September 30, 2021 Budget Workshop 2022 Meeting Minutes

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the September 30, 2021 Budget Workshop 2022 meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

5. Discussion/Action – Purchase of RPZ’s for Hydrant Meters

DDPU Nevers submits quotes for the purchase of four RPZ’s for the portable hydrant meters; Ferguson Waterworks, via Pollardwater, was the cheapest price at \$3,064.07, this includes the fittings. He states that we need new one’s because ours are not compliant; they are required to have serial numbers; John Witters will be able to do the testing. Commissioner Stewart asks if we could go directly to Ferguson. DDPU Nevers states that he checked and it was cheaper via Pollardwater.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of four RPZ portable hydrant meters with fittings at a cost of \$3,064.07 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

6. Discussion/Action – Well No. 2 Rehabilitation

DDPU Nevers states that CTW Corp did the initial testing and provided us with a step-by-step proposal that was discussed at last month's meeting; they are looking at the bio film and then will decide how to make the necessary repairs. Commissioner Stewart asks if they test this from a water sample. DDPU Nevers states yes, the test is set for tomorrow; so far, we have chlorinated the well but that didn't work; right now, all tests are showing that the aquifer is safe. Attorney Bauer asks if this is a per hour charge. DDPU Nevers states that the testing cost is about \$700.00, then an hourly charge not to exceed \$1,800.00; this was part of their proposed plan for us. Commissioner Katte asks if there are private wells in the area. DDPU Nevers states yes, quite a few. Commissioner Stewart asks if private wells are as deep as Well 2. DDPU Nevers states no, the average residential well is 100'-200' deep and Well 2 is about 700' deep.

7. Discussion/Action – Cleaning of Tower 2

DDPU Nevers states that the quote to clean Well 2 is \$5,500.00 and could be done in March or April of next year. Commissioner Stewart asks if we've used this contractor before. DDPU Nevers states yes.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves hiring Water Tower Clean and Coat Inc at a cost of \$5,500.00 to clean Tower 2 in 2022 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

8. 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**

9. 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 4:17 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer), are also in attendance.

10. Approval of the September 20, 2021 Monthly Meeting Minutes

Commissioner Stewart states that agenda item 12 should state that Commissioner Albright is appointed as Sanitary District No. 3 (Water) Treasurer and that the Districts are making a recommendation to the Town Board that Commissioner Albright be appointed to the Plan Commission.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 20, 2021 monthly meeting minutes with the changes made to agenda item 12 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 September 20, 2021 monthly meeting minutes with the changes made to agenda item 12 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

11. Discussion/Action – Districts' Investments, CD Rates and CD Maturities

No action taken by Sanitary District No. 2 (Sewer).

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a twelve-month Bank of China/New York cd for \$250,000.00 at 0.150% and a twelve-month Bank Hapoalim BM NY cd for \$250,000.00 at 0.150%, or equivalent cd's, using funds from the Wells Fargo holding account per a motion by Commissioner Lutzke and a second by Commissioner Stewart." Motion carried.

12. Discussion/Action – The American Rescue Plan Act (ARPA)

Commissioner Griffin states that he spoke with Chairman Hein and the Districts have submitted a list of items that qualify for using the funds; he doesn't expect that the Districts will get any funds, so this item can be removed from the agenda; he asks Town Supervisor Jim Schwinn to update the Town Board tomorrow at their monthly meeting.

13. Discussion/Action – Purchase of Mini Excavator

DDPW Holfeltz states that a mini excavator would be used mostly for off-road projects, in road right-of-ways, ditching projects, valve and hydrant work; right now they have to use the back hoe for a lot of this work and if there is an area that they can't get to, they have to contract it out; the cost is about \$60,000.00 and would be a three-way split; they are hard to come by right now; the rep said in June that it would be a seven month wait, the wait is now one and a half to two years if

we don't take this one; the issue is that they can't get the parts to build them. Engineer Holtan states that the original price was \$73,250.00, but the quote is government pricing. DDPW Holfeltz stated that they looked at others, but the Lochen Equipment is the lowest price. Commissioner Stewart states that we purchased a front end loader a few years ago. DDPU Nevers states that we bought a hydrovac that was also a three-way split; if we get a baseball-size rock in it, it gets blocked; this one takes up much less room on the roads. DDPW Holfeltz states that he doesn't think the Districts paid for the back hoe. Commissioner Stewart asks if it will have a trailer big enough to haul. DDPW Holfeltz states yes, and it has a leveler for filling in holes and a piece for picking up. Commissioner Griffin asks how much it costs when we hire a contractor to repair a valve box. Engineer Holtan states that he's not sure but this would be used quite a bit between the Town and Districts. Commissioner Klosterman asks if it can be used for any of the Beuchel land development. Engineer Holtan states no because that is all new construction.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to pay one-third the cost for the purchase of the Kubota KX040-4 from Lochen Equipment per a motion by Commissioner Klosterman and a second by Commissioner Griffin." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to pay one-third the cost for the purchase of the Kubota KX040-4 from Lochen Equipment per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

14. Discussion/Action – Purchase of Water Meters

DDPU Nevers states that this agenda item relates to the Water District, but the Sewer District uses the meters to generate their fees; we have to start changing out meters in 2024; it will be about 1,500 meters over three years; he spoke with Midwest Meter at a conference and they will have a price increase of 5% in January; he thinks it would be worthwhile to buy some now and they could even begin to install some of them next year; this will ease the burden and he has submitted a quote; we use Midwest Meter and they have a 20-year battery. Engineer Holtan states that they are \$250.00 a piece for the meter and the reader and this can be stretched out over five years for the next replacement. Commissioner Griffin asks what if they change their technology. DDPU Nevers states that this can happen, but these were just changed; he wants to be able to enter the meter change outs into the GIS system so we can track the install dates. Commissioner Stewart asks if there are other vendors. DDPU Nevers states yes, but we just upgraded to Beacon and this is a Wisconsin company; it is a good product; he and Engineer Holtan thought purchasing 250 meters now would be a good idea; when we change the meters out, we will also do a cross connection control inspection, so it will take about 45 minutes per house.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of 250 water meters from Midwest Meter at a cost of approximately \$250.00 for both the meter and reader per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

15. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that there was not an October Plan Commission meeting.

16. Operator's Report

DDPU Nevers states that he has submitted his Operator's Report. He states that the September flows were good; Sabol will be working of the 12" meter this week; we're hoping that the valve can just be shut off, we are exercising the valves daily; the manholes have been prepped for winter; he and DDPW Holfeltz drove through the Town to make sure they wouldn't have any issues with valves; Nathan Luedtke was at four days of training at WRWA and he was contacted by staff to let him know that Mr. Luedtke had great class participation and also stayed late once. Commissioner Klosterman asks if this information was unsolicited. DDPU Nevers states yes, they reached out. He states that Bruce Schneider is finishing up winter prep on hydrants and the splash pad has been winterized; he will switch the tower levels on November 1 to prevent freezing, unless it gets colder before that; if there is a fire, the fire department has to contact him immediately to get the hydrants prepped. He states that he is working with the EPA regarding a letter from the DNR stating that he has to submit pipe material in the street and private services; we have some lead fixtures and soldering, but no lead pipes; if you have lead, you have to replace it. He states that Lincoln Estates is digging the water main today; we were having issues with erosion and sediment control but they have now complied; the sewer will go in next; he will take Mr. Luedtke along to learn.

17. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin asks how the Districts tour went. Commissioner Klosterman states that it was very nice and insightful. DDPU Nevers states that if anyone else would want a tour, they should just reach out to him.

18. Pending Item List Review

Nothing submitted; no updates.

19. Adjourn – Sanitary District No. 3 (Water)

“There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:05 p.m. until Monday, November 15, 2021 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

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

20. 2022 Budget Public Hearing

Commissioner Griffin takes roll call to enter into the 2022 Budget Public Hearing: Commissioner Griffin “aye”, Commissioner Katte “aye”; Commissioner Klosterman “aye”; the Sanitary District No. 2 (Sewer) Public Hearing is open.

Commissioner Griffin asks if there are any comments or questions. There are no comments or questions.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby closes the 2022 Budget Public Hearing per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried, the 2022 Budget Public Hearing is closed.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2022 Budget per a motion by Commissioner Griffin and a second by Commissioner Klosterman.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Tax Levy for the Town of Sheboygan in the amount of \$102,456.29 per a motion by Commissioner Griffin and a second by Commissioner Klosterman.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Tax Levy for the Town of Sheboygan Falls in the amount of \$5,043.71 per a motion by Commissioner Griffin and a second by Commissioner Klosterman.” Motion carried.

21. Approval of the October 18, 2021 Monthly Bills

Commissioner Katte asks what the MWK LLC invoice was for. Ms. Free states that it was the accountant’s fee for having him assist and attend for the 2022 Budget Workshop.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the October 18, 2021 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

22. Approval of the September 30, 2021 Budget Workshop 2022 Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 30, 2021 Budget Workshop 2022 meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

23. Discussion/Action – City of Sheboygan Sewer Rates, Steve Jossart

Steve Jossart is in attendance for this agenda item. He submits a report and chart graph and explains the information. He asks if there are any questions. Commissioner Griffin asks if he’s been working regularly with DDPU Nevers. Mr. Jossart states yes. DDPU Nevers asks what they use to track preventative maintenance. Mr. Jossart states that they will be using Viewworks, it’s budgeted for 2022. DDPW Holfeltz asks if he could set up a tour for the Town’s staff and crew. Mr. Jossart states that they just need to call; they are all welcome. Commissioner Katte asks if there are any changes that the District should be notifying Town residents about. Mr. Jossart states no, there’s nothing.

24. Discussion/Action – Cth Y Lift Station Miscellaneous Maintenance

DDPU Nevers states that Energenecs will be in the Monday or Tuesday after Thanksgiving to replace the volute.

25. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin asks if anyone has any further questions or comments. He states that, effective immediately, he is resigning his position as President of Sanitary District No. 2 (Sewer) and will send a letter to Chairman Hein in the next few hours. Attorney Bauer states that he has done a tremendous job and will be a big loss to the District.

26. Adjourn – Sanitary District No. 2 (Sewer)

“There being no further business, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 5:31 p.m. until Monday, November 15, 2021 per a motion by Commissioner Griffin and a second by Commissioner Klosterman.” Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

Vacant, President
Ken Katte, Treasurer
Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President
Dave Albright, Treasurer
Spencer Lutzke, Secretary

Minutes approved on November 15, 2021