

**MEETING MINUTES OF  
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)  
AND**

**TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)**

**Date: Monday, October 19, 2015**

**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 San 3 Meeting – Sanitary Dist. No. 2 Sewer & Sanitary Dist. No. 3 Water Joint Meeting**

**Time: To Follow Joint Meeting – Sanitary District No. 2 Sewer Monthly Meeting**

A monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. and a joint meeting of Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:15 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 4:48 p.m. on Monday, October 19, 2015 in open session at the Town of Sheboygan Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, WI 53081, Sheboygan County.

Notice of the meeting was given to the public at least 24 hours prior to the meeting by posting in three (3) different places and forwarding to all news media who have requested the same.

Upon motions duly made and seconded, the following resolutions were unanimously adopted and made a part of these minutes by reference as if fully set forth herein.

**1. Call to Order**

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Mark Flasher at 4:00 p.m. The following were also present at the meeting: Commissioner Spencer Lutzke, Secretary; Attorney Michael Bauer; Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

**2. Approval of the October 19, 2015 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the October 19, 2015 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

**3. Update - Comprehensive Water System Master Plan**

DPW Blashka states that AECOM's been working on it; they did the flow tests; they have what they need to keep the project moving forward. He states that he received an e-mail from Dennis Saari, asking for the dates when Well 2 was off-line. He states that he'll be meeting with Dennis Saari and Engineer Tom Holtan on November 9<sup>th</sup>. He states that the District would require a one acre minimum lot size for a 100,000 gallon water tank, but he would suggest having two acres, one acre will be tight for space; this gives the District an option to also have a well on the site; you also want to make sure you have space for antennas. Commissioner Flasher asks if we could get a map made showing the preferred tower sites, then he can see if the amount of land needed is an issue. DPW Blashka states that we already have that and he'll provide copies for the Commissioners. Commissioner Flasher states that he can contact Mr. Franzen for a meeting, but he would like some preliminary discussion first. Commissioner Lutzke states that there is some other property near the Franzen property on Hwy 42 that's for sale. DPW Blashka asks if he's referring to the property for sale to the south. Commissioner Lutzke states yes. DPW Blashka states that that's the Koehler Olsen land; it's probably lower and then you'd need thicker steel; the higher the elevation, the cheaper the structure is. Commissioner Flasher states that the Franzen property was listed as optimal.

**4. 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**

**5. 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 4:15 p.m. by Commissioner Flasher and Commissioner Griffin.

Commissioner Ken Katte, Treasurer and Commissioner Dave Albright, Secretary, are also in attendance.

**6. Approval of the September 21, 2015 Monthly Meeting Minutes**

Commissioner Katte states that there's a typo in agenda item 12, paragraph 4, line 10; "consist" should be "consistent".

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the September 21, 2015 monthly meeting minutes with the correction made to agenda item 12 per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 21, 2015 monthly meeting minutes with the correction made to agenda item 12 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

**7. Discussion/Action – Parcel 352871, Premier Alliance/Tom Ducharme**

Town Supervisor Jim Schwinn states that Mr. Ducharme is meeting with the City of Sheboygan to discuss the Schuchart property; this land is in the City; Mr. Ducharme also talked to Town Clerk Conrad about an apartment building; it could be a joint City/Town project. Commissioner Griffin states that this item should remain on the agenda.

**8. Discussion/Action – Development of Parcel 344560/Windridge Ln, Hillcrest Homes**

DPW Blashka states that the developers were requesting a letter from the Districts, approving their proposed plans; the letter is in the monthly packets. He states that he hasn't heard from them since.

**9. Discussion/Action – Springtime Ridge Condominium Development Update**

DPW Blashka states that he hasn't heard anything new. Attorney Bauer states that Town Chairman Hein has been working with Mr. Gottsacker and Mr. Wagner to resolve the issues, but it's at a deadlock. Ms. Free states that there was an issue with the driveways for the first condo unit; Mr. Gottsacker took out a permit for a single driveway but put in two separate driveways; these driveways were never engineered, inspected or approved; a special assessment came to the office for the sale of the first unit, so this information was put on the special; Mr. Gottsacker then came to the office, paid for another driveway permit and the driveways and elevations were inspected and approved.

**10. Discussion/Action – 3505 CTH Y, Sheboygan Senior Community Development**

DPW Blashka states that the residents have moved into the Senior Center; they got a letter approving occupancy. Attorney Bauer states that they requested the letter from the Town. Commissioner Griffin states that he saw them watering the lawn and asks if this is Town water. DPW Blashka states yes, they have a District meter installed directly onto a fire hydrant; they'll be billed when they're done using the hydrant. Commissioner Griffin states that then there is no impact to the sewer charge; they'll get charged quarterly based off of their water meter, a \$24.00 quarterly fixed charge plus volume.

**11. Discussion/Action – SCADA System Update**

DPW Blashka states that they are going to be switching over the Cth J lift station this Thursday; they're putting in a new panel. He states that the additional two towers we need will cost \$2,350.00 per tower, plus cement; this is still cheaper than the Energenecs quote and he'd like the Commissioners to approve this purchase. Commissioner Griffin asks if the Energenecs quote of \$10,000.00 is for both towers. DPW Blashka states yes.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of two additional towers for the SCADA system per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

**12. Town of Sheboygan Plan Commission Update**

Commissioner Griffin states that the Green Meadow townhouses were approved, but many agenda items were cancelled. He states that sign applications were approved and Grand Rental and JJ Trucking had expansions approved. Attorney Bauer states that the sale of the Green Meadow outlots closed and asks if the Town and Districts received the funds. Ms. Free states that we received the funds. Supervisor Schwinn states that Outlot 1 is pending. Attorney Bauer states that they're hoping to have Outlot 1 close by the end of the year. Ms. Free states that the sewer connection fees for Outlots 3 and 4 have been paid. Commissioner Griffin states that we need to make sure that they have erosion control. DPW Blashka states that it's not a long line and it shouldn't

be a problem; there's a bulldozer there today. Commissioner Griffin states that they should abandon the services that they're not using. DPW Blashka states that to do this, they would have to dig up the new road and we don't want this to happen. He states that for sewer, he thinks that there will only be one unused lateral, but he'll have to check into it. Commissioner Griffin asks DPW Blashka to check into this and then contact them; let them know how you want them to handle this. He states that he thought that they would be using one sewer and all of the water services. Commissioner Katte asks if there's a 2-course road. DPW Blashka states yes, the top coat was just completed.

### **13. Operators Report**

DPW Blashka states there's not much to update for the sewer District; we're planning the SCADA switch on Thursday for the Cth J lift station; the lift station cleanings are also scheduled to start Thursday. He states that there was one high flow day and that was because of the flushing of Well 2; besides that day, the flows have been good. He states that the chlorine from the flushing of Well 2 helped to cut down on the hydrogen chloride. He states that all of the manhole adjustments are done for the year.

DPW Blashka states that there are a few meters out; we told the contractors that we'll be removing the meters at the end of the month, due to the cold; one meter is at the Senior Center and Northeast Asphalt has one out for construction. He states that they're now checking hydrants to make sure they're dry; we're about half way completed; it's very time consuming. He states that they got bad samples from Well 2 again; we added chlorine and flushed it again, then re-sampled; both samples have come back safe and the Well is back on-line; we'll be taking samples again in two weeks. He states that the first time they put the chlorine inside, then they did the outside the second time. He states that the chlorine gets pulled down; there could be something on the pipe, so they tried this. Commissioner Flasher states that we could test private wells if the problem doesn't clear up. DPW Blashka states that residents could deny the request, so hopefully we don't have to do it. He states that the District could spend the money to extend the mains and the residents could connect and abandon their wells because of cross contamination issues. Commissioner Flasher states that we don't know if that would solve the problem. DPW Blashka states that he has the chlorine level at Well 2 boosted a little higher. Commissioner Flasher states that if the problem continues, the DNR gets involved. DPW Blashka states that they can make us investigate further; it was a very wet summer and that's when this seems to happen.

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

Commissioner Griffin acknowledges receipt of a thank you card for flowers sent to Cathy and Joel Conrad from the passing of her father in-law.

Commissioner Flasher states that ground is being moved by St. Vincent De Paul for Mary's Room and thought there was an issue regarding water and sewer lines. Supervisor Schwinn states that the old building is not being razed. Commissioner Griffin states that the sewer service is under the building. DPW Blashka states that the portion under the building is their private service; there isn't any water or sewer in the warehouse; it looks like they could be over their sewer lateral. Commissioner Albright states that they have to get permitting through the State, if that's the case. Commissioner Griffin states that we should send them a letter informing them of this.

### **15. Pending Item List Review**

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

Commissioner Griffin states that item 6, Sanitary Sewer's Ordinance and Policy Book, has been done; it just needs final revisions, then approval, so it can be removed from the pending list. Commissioner Flasher states that now that Sanitary 2's completed their Ordinance Book updates, Sanitary 3 will start theirs. He states that for item 8, Budget Sheet Formatting, Sanitary 3 follows Civics, but they also have a format to follow the annual financial reports; Sanitary 3's is done and he can work on Sanitary 2's. Commissioner Griffin states that item 20, the CMOM Manual update, is complete for 2015 and will be revisited in 2017. DPW Blashka states that item 32, the Windmor North sewer extension, is complete; it's been constructed, it passed the pressure and mandrel test; they'll be televising this Thursday, then it's complete; it can be removed from the pending list. He states that the gis program is in constant progress; Engineer Holtan can work with him to get a hand-held device for locates; you'll be able to punch in the coordinates in the field; the City uses this in the field. Engineer Holtan states that these devices are used mostly for wetlands, but he'll look in to it.

**16. Adjourn – Sanitary District #3 (Water)**

“There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 4:48 p.m. until Wednesday, October 21, 2015 at 4:00 p.m. for the 2016 Budget Workshop meeting per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

**Sanitary District No. 2 (Sewer) Agenda - Immediately Following Completion of Joint Agenda**

**17. Approval of the October 19, 2015 Monthly Bills**

Commissioner Katte asks what the invoice from Prevea is for. Commissioner Albright states that it was for a hepatitis b vaccination for John Witters. DPW Blashka states that by law, we have to offer it. Commissioner Griffin asks if this is in our safety policy or is it now mandatory. DPW Blashka states that it's mandatory to offer it, but the employees can sign a waiver to opt out.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the October 19, 2015 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

**18. Discussion/Action – Windmor Subd North Sewer Extension**

DPW Blashka states that he's waiting for the televising and asks if everything's been completed and inspected regarding the manholes. Engineer Holtan states that he'll look into this. He states that's everything went well; they have to verify that two internal chimney seals went in.

**19. Review/Adopt - Revised Town of Sheboygan Sanitary District No. 2 Sewer Ordinances**

Attorney Bauer states that he sent out a revised copy today because we had talked about changing the connection fees; 6.06 had multi-family; 7.07 has the connection fee at \$2,000.00; we added condo and multi-unit language. Commissioner Griffin states that if we get an apartment or motel, the old formula is one building, or one unit, at \$2,000.00, plus five units at \$1,000.00. Attorney Bauer states that a duplex, or side by side, is \$4,000.00; the Green Meadow townhouses each have eight units; we're charging \$2,000.00 per building; they paid \$8,000.00 for four buildings; if there's an unusual building situation, it will fall under "other". He states that if there aren't any changes, the revised ordinances can be approved and adopted today; it needs to be published as a Class 1 notice. Commissioner Katte states that he doesn't see any issues with Appendix A. Commissioner Griffin states that we should use the City's definition for D Users, Industrial; it's reasonable. Commissioner Katte states that in 2.46, under suspended solids, we have "filterable residue"; should it say "non-filterable residue". DPW Blashka states that it's right; the filter they use is to catch anything. Commissioner Griffin states that we will check what the City has in their language and match it. Commissioner Katte states that in 3.03 it says "failure of said District". Attorney Bauer states it should read "purposes of said District". Commissioner Katte asks if section 4.12 "inspection for illegal connections" to sump pumps has any bearing on this. DPW Blashka states yes, this is what we follow; it's okay. DPW Blashka states that he got a form from Shorewood for sump pump inspections that we can use as a guideline. Commissioner Katte asks if the Town business owners know that they're responsible for their grease traps. DPW Blashka states that this is set by the DNR; they should know this. Commissioner Griffin states that we could send out a reminder letter; we'll place this item on the District's December agenda. Commissioner Katte asks if we round up or down when calculating a connection fee. Attorney Bauer states that we round up. DPW Blashka states that they're already getting a break from the prior formula for calculating fees. DPW Blashka asks about category D users under Section 7.05, the surcharge per lb. and the domestic strength. Attorney Bauer states that it comes directly from the City ordinance. Commissioner Griffin asks if this is from the billing rates from the City code. Attorney Bauer states yes. Commissioner Griffin suggests that the language reflect that fees are based on wastewater charges from the City. DPW Blashka states that the ordinance says that the customer pays for sewer connection fees; but who's going to pay for the service coming in. Commissioner Griffin states that the laterals are the property owner's responsibility. Attorney Bauer states that the language is that the installation, maintenance and repair shall be borne by the owner. DPW Blashka states that in 10.08 we have storm and ground water and this is also in sections 4.02 and 4.03; are we duplicating this. Attorney Bauer states yes. Commissioner Albright states that we'll leave this in and have the language "refer to...". Attorney Bauer states that he'll make all of the corrections and revisions that have been discussed and they can adopt the ordinances next month.

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

Commissioner Griffin states that the District's 2016 Budget Workshop is scheduled for this Wednesday,

October 21<sup>st</sup> at 4:30 p.m.

**21. 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 5:50 p.m. until Wednesday, October 21, 2015 at 4:30 p.m. for the 2016 Budget Workshop meeting per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

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

**David Griffin**, President  
**Ken Katte**, Treasurer  
**David Albright**, Secretary

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

**Mark Flasher**, President  
**Jerome Hoepfner**, Treasurer  
**Spencer Lutzke**, Secretary

**Minutes approved on November 16, 2015**