

**Meeting Minutes of
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)
and
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)**

Date: Monday, October 21, 2019

Place: Town Hall, 1512 N. 40th St., Sheboygan, Wisconsin

Time: 3:30 p.m.–Sanitary Dist. No. 3 Water 2020 Budget Workshop & 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 Dist. No. 2 Sewer 2020 Budget Workshop & Monthly Meeting

The 2020 Budget Workshop and monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 3:30 p.m. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:25 p.m., following the Water District meeting. The Sanitary District No. 2 (Sewer) Commission continued on with their 2020 Budget Workshop and monthly meeting after the matters in Joint Session had been discussed at 5:30 p.m. on Monday, October 21, 2019 in open session at the Town of Sheboygan Town Hall, 1512 N. 40th 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 2020 Budget Workshop and monthly meeting are called to order by President Dave Albright, Sanitary District No. 3 (Water) at 3:30 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. 2020 Budget Workshop

DPW Blashka states that some of the bigger expenses for next year are the cleaning of Tower 2, upgrading the meter read and Civics software. Commissioner Albright states that the 2020 Budget Public Hearing and Adoption are scheduled for Monday, November 18th.

3. Approval of the October 21, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the October 21, 2019 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

4. Discussion/Action – Early Call on JP Morgan Chase Bank NA Columbus OH CD

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase a \$250,000.00 nine-month Bank of Baroda cd at 1.750% and a \$250,000.00 twelve-month Bank Hapoalim BM NY cd at 1.750%, and if not available, the purchase of a \$250,000.00 three-year Wells Fargo Bank NA Step-Up cd with increasing rates 1.900%, 2.000%, 2.100% per year per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner.” Motion carried.

5. Discussion/Action – Purchase of New Leak Detector

DPW Blashka states that he’s received quotes from two companies, Ferguson and Core & Main; the cost is around \$4,650.00; he recommends purchasing the Ferguson detector because they’re familiar with this product but he’d like to try it out before they make the purchase. Commissioner Albright states that he should try out the Ferguson and come back to the Commission next month with his recommendation.

6. Discussion/Action – New Water Tower Site

Ms. Free will reach out to Nick Franzen before next month's meeting.

7. 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 the Sanitary District No. 3 (Water) Monthly Meeting**

8. 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 4:25 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.

9. Approval of the September 16, 2019 Monthly Meeting Minutes

Commissioner Griffin states that agenda item 21 should state Steve Jossart, not Steve Steinhart.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 16, 2019 monthly meeting minutes with the correction made to agenda item 21 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 16, 2019 monthly meeting minutes with the correction made to agenda item 21 per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

10. Discussion/Action – Water Service for Fire Protection to 4828 Professional Dr, Binkowsky Inc

Attorney Bauer states that the Plan Commission and Town Board approved this project; the one condition pertaining to the Water District was that they had to connect to municipal water. Commissioner Griffin states that this item can be removed from the agenda.

11. Discussion/Action – Location of Districts Information for Website

The Commissioners agree to use the "Water & Sewer Districts" page to put their history information on, with links to other pertinent information.

12. Discussion/Action – Water and Sewer Extension to Vacant Land North of Menard's, Parcel 59024341880

Commissioner Griffin states that the Plan Commission approved the project; the sewer design didn't match up to the long term plan; in September we said they'd have to put in a pressure system. Engineer Holtan states that the elevations are a factor; they need to get easements from Menard's; Ms. Gumm provided a map where the proposed driveway would be and it's by an easement. Commissioner Griffin states that we'll review the progress next month.

13. Discussion/Action – Computer, Server and Program Upgrades

Ms. Steeb states that we've started the discovery process; one drive failed since last week; a back-up server's been installed and Pros 4 Technology has checked all of the computers. Commissioner Griffin states that all Boards have approved this work and this item can be removed from the agenda.

14. Discussion/Action – Concept Western Interceptor, Hawthorn Road River Crossing Survey Results

Commissioner Griffin states that we received and reviewed the surveys and the general consensus is that the residents do not want water and/or sewer, based on costs; there were 14 = no; 5 = sewer only; 2 = yes for water and sewer; we will send a follow-up letter to the residents and let them know that the Districts are not pursuing the water and sewer extension in their area at this time; Hillcrest Builders should also get a copy of the letter. Commissioner Albright asks if the comment about the 2004 install was correct. DPW Blashka states yes, they put both the water and sewer main in at the same time, so they wouldn't have to disturb the river crossing two times, but the sewer main won't work without a new lift station being installed.

15. Discussion/Action – Purchase of a New Vac Trailer

DPW Blashka states that he has three bids, Ditch Witch for \$63,900.00, McQueen Equipment for \$74,798.00 and Vermeer for \$52,652.00, but Vermeer would be without the hydraulic boom; the cost will be split equally between the Town and each District.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a new vac trailer this year from Ditch Witch at a cost of \$63,900.00 to be split equally by the Town and each District per a motion by Commissioner Stewart and a second by Commissioner Griffin.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a new vac trailer this year from Ditch Witch at a cost of \$63,900.00 to be split equally by the Town and each District per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

16. Discussion/Action – Staffing for Emergency Situations & Field Crew Staffing

Commissioner Griffin states that they’re creating a new position, Utility Director, primarily for the Districts with reimbursement for any Town work; Jeff Klosterman and DPW Blashka will gather information and create a development plan; they’ll meet November 7th at 10:00 a.m. at the Town Hall.

17. Town of Sheboygan Plan Commission Update

Attorney Bauer states that the Professional Supply project was approved condition upon the connection to District water; the Town is updating their 10-year Comprehensive Plan but it hasn’t been approved yet; there is a public hearing in November and it should be adopted December 15th.

18. Operator’s Report

DPW Blashka states for Sewer, Great Lakes is finishing up scans of manholes; they found a leak on Cth J, near Kadlec Dr, it’s an 8” lateral to the manhole that’s leaking about ten gallons per minute; they’ll fix it this week; the main lift station had a soft starter down and it was \$5,000.00 to replace, so he had it repaired for half the cost; another one was acting up so he’s having that one repaired as well; there were issues with the Erie station that may have been caused by the high wind and a tree; it’s fine now but they’ll look at taking the tree down; Erie does have a battery back-up; during the recent rain storm Cth Y was up to 11’ but it handled it without issue; there was a pump failure at Charter Hills because water got into the electrical panel, repairs were made and all of the battery back-up was replaced. Commissioner Griffin states that they didn’t get the BOD report for July or August. DPW Blashka will have it for next month’s meeting.

DPW Blashka states for Sewer and Water, two SCADA radio communication units failed; he sent them back and had them re-built; it was cheaper than buying new; he also has two spares.

DPW Blashka states for Water, Well 2 had an unsafe raw water sample; a chlorinator wasn’t working and a solenoid switch was corroded; he contacted the DNR, the new parts were shipped overnight and it’s been fixed; there was also corrosion in the heating elements of the furnace; the parts came today and it’s been repaired; he took a sample to the lab today and he’ll get the results tomorrow; if it fails, he’ll take the Well off-line until he returns from vacation; then he’ll have to chlorinate it. Commissioner Lutzke asks if this was due to the heavy rain. DPW Blashka states that he thinks it might be from a local area private well. He states that the Tower 1 painting is done and he’s waiting for an expansion joint; the cathodic protection crew will be here tomorrow, then they’ll chlorinate, sample and put it back on-line.

19. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

20. 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.

21. 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 5:30 p.m. until Monday, November 18, 2019 at 4:00 p.m. per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

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

22. 2020 Budget Workshop

DPW Blashka states that because the City is reducing their rate, the District's City sewer charge revenue will drop about \$41,000.00 annually; Great Lakes will be televising almost 70,000 ft. of sewer in 2020, compared to 45,000 this year. Commissioner Griffin states that the 2020 Budget Public Hearing and Adoption are scheduled for Monday, November 18th.

23. Approval of the October 21, 2019 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the October 21, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

24. Discussion/Action – Review City Resident Rates

DPW Blashka states that the original Ordinance states that 210 gallons of water per day is equal to one UCE; the City's recent change calculates approximately 135 gallons per day. Commissioner Griffin states that we'll review the number of Town and City customers and our rate structure for next month's meeting.

25. Discussion/Action – O & M: Collection System, Lift Stations & Grease Trap Policy

Nothing submitted; no updates.

26. Discussion/Action – Kohler North South Interceptor, Easements and Flow Monitoring

Attorney Bauer states that the Village of Kohler is working on getting easements.

27. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that Ms. Free e-mailed the gelato manufacturer's water usage; there wasn't a significant increase.

28. 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 6:22 p.m. until Monday, November 18, 2019 after the Water District monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Stewart." 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 November 18, 2019