

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, November 15, 2021

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

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

The 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 4:12 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:10 p.m. on Monday, November 15, 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 and Treasurer Dave Albright, 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. Approval of the November 15, 2021 Monthly Bills

Commissioner Stewart asks if we bill back the Dixon Engineering charges incurred by US Cellular on Tower 2. Ms. Free states yes, we bill all of the expenses back without any administration charges.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the November 15, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

3. Discussion/Action – Well No. 2 Rehabilitation

DDPU Nevers submits handouts from CTW Corporation and Water Quality Investigations; the work was approved two months ago; based on what's been found, we need to have an acid wash at an additional cost of approximately \$1,500.00; CTW is hoping to start next week, pulling the pump the week after Thanksgiving; they will do all of the DNR submittals and reports for us. Commissioner Stewart asks DDPU Nevers if he is confident that this is the way to go. DDPU Nevers states that there are other contractors in the State; we originally met with CTW, AECOM recommended them and we decided this was the way to go. Commissioner Stewart asks if there is any kind of warranty. DDPU Nevers states that they will tell us what we need to do to continue, an annual shock, etc.; after Well 2 is back on-line, we will do a bucket test with Well 1 and Well 3 and we will look into preventative maintenance. Commissioner Stewart asks if the extra water is going into the sewer. DDPU Nevers states yes, the area already has drainage issues. Commissioner Katte asks how much water it will be. DDPU Nevers states hundreds of thousands of gallons; it's been approved by the DNR. Engineer Holtan states that the area is too flat to drain, and with all of the chemicals, it's best that it goes into the sewer.

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 4:12 p.m. by Commissioner Stewart and Treasurer Ken Katte, Sanitary District No. 2 (Sewer). Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer), is also in attendance.

6. Approval of the October 18, 2021 Monthly Meeting Minutes

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

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the October 18, 2021 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Stewart." Motion carried.

7. Discussion/Action – Eileen Robarge, Multi-Family Development Potential of 21.43 Acre Parcel 59024-341960

Attorney Bauer states that Ms. Robarge attended the November Plan Commission meeting for concept review; Ms. Robarge is working with an engineer for better cost estimates on the utilities. Commissioner Stewart asks if there is enough sewer capacity. Engineer Holtan states yes. Attorney Bauer states that this item can be removed from the agenda unless Ms. Robarge contacts the Districts.

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

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of an eighteen-month Comenity Bank Jumbo cd for \$200,000.00 at 0.350% and an eighteen-month Goldman Sachs Bank USA cd for \$200,000.00 at 0.350%, or equivalent cd's, using funds from their Wisconsin Bank & Trust money market per a motion by Commissioner Klosterman and a second by Commissioner Katte." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of an eighteen-month Comenity Bank Jumbo cd for \$250,000.00 at 0.350%, or equivalent cd's, using funds from their Wisconsin Bank & Trust money market per a motion by Commissioner Lutzke and a second by Commissioner Stewart." Motion carried.

9. Town of Sheboygan Plan Commission Update

Attorney Bauer states that Ms. Robarge's proposed development was discussed; a proposed development on Mueller Rd was discussed and the Town Board recommended ending the sewer inside of the subdivision instead of extending it to the south.

10. Operator's Report

DDPU Nevers states that he has submitted his Operator's Report. He states that they will be working with Sabol after Thanksgiving to fix the 12" meter at the Pigeon River lift station. He states that the volute and impeller at the Cth Y lift station will be repaired the Monday after Thanksgiving by Energenecs. He states that they had a low chlorine alarm at Well 1, a transformer failed; a new part is \$122.00 and they will have it by the end of the week. He states that Lake Park Electric is hoping to have the new pedestal installed soon; the switch was on back order. He states that all of the water in Lincoln Estates, they are doing bacteria samples now and a small part of the sewer is in. He states that he, Mr. Witters and Mr. Luedtke attended a well house pump maintenance class last week with CTW; they were shown fittings that need to be greased and equipment preservation. He states that they prepped thirty manholes and ten valve boxes for winter plowing; we started to mill instead of epoxying the area, it's more expensive but it's a more permanent fix; he and DDPW Holfeltz chose the worst one's to repair and they will have more done next year. He states that he is looking into electronic software for timesheets because the auditors want more diversified records. Engineer Holtan states that right now they record their hours on paper timesheets; they will be able to enter their time from their phones with this software. DDPU Nevers states that he is continuing to add information into the GIS mapping programs; he is working towards having it be more efficient, to use it to create and follow work orders, history and updates. Commissioner Katte asks if they will still have to paint in the roads for locates. DDPU Nevers states yes, they have to do that for Diggers Hotline, but the GIS is helpful when they have to mark in snow.

11. Communication & Correspondence Received After Posting of Agenda

Chairman Hein states that the Town has received \$405,000.00 in ARPA funds and these funds have already been allocated; the Town will receive another \$405,000.00 in February and he recommends that the Districts look at some items or projects that they would like covered with the ARPA funds. He states that Accountant Corbeille, Clerk Fischer and Ms. Free are going to start Zoom meetings for candidates for office staff positions; he would like Commissioner Klosterman to meet with the candidates when they come in for interviews, along with himself and anyone else who would be interested. He states that the timeline for the work on the Community Center is painting tomorrow, next week the ceiling is going up, then the following week the flooring will be installed. Commissioner Stewart asks if there is going to be a suspended ceiling. Engineer Holtan states yes.

12. Pending Item List Review

Nothing submitted; no updates.

13. 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 5:10 p.m. until Monday, December 20, 2021 per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

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

14. Approval of the November 15, 2021 Monthly Bills

Commissioner Katte asks what the D&D Carpentry check is for. Ms. Free states that they paid a sewer connection fee for a new home construction permit, but the home is being built on Meadowbrook Ln and there is no sewer access there.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 15, 2021 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

15. Discussion/Action – Appointment of Commission Positions

Attorney Bauer states that Sanitary District No. 3 Water now has Art Stewart as President, Spencer Lutzke as Treasurer and Dave Albright as Secretary; Sanitary District No. 2 Sewer has Ken Katte as Treasurer, Jeff Klosterman is Secretary and both Districts have Matt Dahlem as an Alternate Commissioner; the Districts appoint members to their positions. No action is taken to fill Sanitary District No. 2 Sewer’s President position; this item will remain on the agenda.

16. Discussion/Action – Sewer Extension Request to Properties on Hwy 32, South of Cth O

Mike and Laurel Lorenz, Heather Lawrence and Ryan and April Prue are in attendance for this agenda item. Attorney Bauer states that because this area is not in the Sheboygan Urbanized Area Sewer Service Plan, the properties west of Hwy 32 cannot be served by Town sewer. He states that the Lorenz property to the east could get service through an easement from Highland Hills; they would have to annex into the District; this allows the District to enforce their rules and policies and you pay a mill tax to the District. Engineer Holtan states that they would have to see if the depths are okay and then get the easement from the property owners, then run a lateral into their property. Attorney Bauer states that we don’t control the property to the east and asks if there is a home on that property. Mr. Lorenz states no; he has other options if this doesn’t work.

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

DDPU Nevers states that this agenda item was discussed under Operator’s Report, agenda item 10.

18. Discussion/Action – Air Monitor Replacement

DDPU Nevers states that they keep two air monitors in stock; one failed, he had it looked at and was told it wasn’t repairable; they only use them about six times a year, but it is life saving equipment; if one is down, they need a second for a back-up. Commissioner Katte asks if it is tied to the SCADA system. DDPU Nevers states no, you put it on your chest. Commissioner Klosterman states that they don’t need to approve the purchase, just get three quotes per Town purchasing policy and submit that with the invoice; you can use your discretion for smaller purchases.

19. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

20. 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 6:21 p.m. until Monday, December 20, 2021 per a motion by Commissioner Katte 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 December 20, 2021