

**MEETING MINUTES OF
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)
AND
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)**

Date: Monday, November 16, 2015

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

Time: 4:00 p.m. Sanitary District No. 3 Water 2016 Budget Public Hearing & Monthly Meeting

Time: To Follow Sanitary District No. 3 Meeting – San Dist No. 3 Water & No. 2 Sewer Joint Meeting

Time: To Follow Joint Meeting - Sanitary District No. 2 Sewer 2016 Budget Public Hearing & Monthly Meeting

A 2016 Budget Public Hearing and 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 2016 Budget Public Hearing and Monthly Meeting after the matters in Joint Session had been discussed at 5:04 p.m. on Monday, November 16, 2015 in Open Session at the Town of Sheboygan Town Hall, 1512 N. 40th St., Sheboygan, WI 53081, Sheboygan County.

Notice of the meetings was given to the public at least 24 hours prior to the meetings 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 Jerry Hoepfner, Treasurer; Commissioner Spencer Lutzke, Secretary; Attorney Michael Bauer; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

2. Public Hearing of the 2016 Budget

President Mark Flasher calls the public hearing to order; he asks if there are any comments, questions or concerns. There is no public comment. Commissioner Flasher states that the posted budget is in everyone's packet and the budget spreadsheets have been handed out; DPW Blashka made the changes at the budget workshop, so they're reflected in the spreadsheet. He states that he added notes to the budget posting regarding the stripping and painting of fire hydrants and the interest earned from the District's cds; there was approximately \$40,000 more in revenue than anticipated and this is mostly due to interest earned. He states that they planned on the high end for expenses and planned on the low end for revenue; this is preferred to make sure they're covered for any situation. Supervisor Schwinn asks if there are any issues with the PSC regarding the District's rates, expenses or revenues. DPW Blashka states no, they govern us and the accountants and attorney help us to comply. He states that fire protection stayed the same for 2016, but it will go up in 2017 because of there being more mains and hydrants; one of the reasons our expenses went down this year was because we budgeted high for lateral breaks because the prior year there had been so many. Attorney Bauer states that it was a much milder winter. Commissioner Flasher asks if the work done at Well 1 was a budget issue. DPW Blashka states no, the work was planned and budgeted for; we pulled the pump; if we would have had to pull the pump in Well 2, it would have been an unanticipated expense. Commissioner Flasher asks if anyone has any further comments or questions. There are no further comments or questions.

3. Approval of the 2016 Budget

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2016 Budget per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

4. Approval of the Tax Levy for the Town of Sheboygan

Commissioner Flasher states that the proposed levy for the Town of Sheboygan is \$150,000, the same as it's been since 2013.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves a tax levy of \$150,000 for the Town of Sheboygan per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

5. Approval of the October 21, 2015 Meeting Minutes – 2016 Budget Workshop

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the October 21, 2015 meeting minutes from the 2016 Budget Workshop per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

6. Approval of the November 16, 2015 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the November 16, 2015 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

7. Update - Comprehensive Water System Master Plan

DPW Blashka states that he met last week with engineers Tom Holtan and Dennis Saari to discuss what’s been done so far and the project is almost done. He states that there are some things that need to be verified; there’s a question about the size of one main and one valve that might be closed in Green Meadow Subdivision. He states that they plan to meet again on December 11th for the last corrections and anything else that we want included. Commissioner Flasher asks if they meet at the Town Hall. DPW Blashka states yes. Commissioner Flasher asks DPW Blashka to notify the Commissioners and maybe one of them will be able to attend the meeting. DPW Blashka states that with future development, they will be able to punch in a location and see if the system can handle the capacity.

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 4:15 p.m. by Commissioner Flasher and Commissioner Griffin. Commissioner Ken Katte, Treasurer and Commissioner Dave Albright, Secretary, are also in attendance.

10. Approval of the October 19, 2015 Monthly Meeting Minutes

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

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

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

Mr. Ducharme is not in attendance. Commissioner Griffin states that this item should remain on the agenda. DPW Blashka states that they’ll need to know how many units are being proposed; the water system can provide over 90 psi in that area. Attorney Bauer states that the area to the east is City property; it’s the old Schuchardt farm; Mr. Ducharme is proposing apartments there; the question is whether our Water District has the capacity; Mr. Ducharme has met with the City to discuss the project; storm water is a big issue; Mr. Ducharme is proposing a joint storm water plan. DPW Blashka states that we need to find out what Mr. Ducharme wants to build; capacity will depend on the main size, 6” or 8”. Commissioner Flasher states that we can accommodate him, but we need to know what he’s looking for. Attorney Bauer states that, technically, the City probably doesn’t have to approve it; it’s not in their streets, it will be in easements; we have the legal authority to extend outside the District; we add a 25% surcharge to their bill. Commissioner Griffin states that the City would have to go under the river and through bedrock to service this area; so this is not a likely option for the City; this was discussed at the last Plan Commission meeting. Commissioner Albright states that they’ll have storm water issues, that’s why Mr. Ducharme wants to come on the City land. Commissioner Flasher asks DPW Blashka if we are able to provide a maximum capacity. DPW Blashka states probably, the water modeling project can answer this question. He states that if there’s a large main and it’s not looped and it’s on a dead end, they’d probably have to constantly be flushing it.

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

DPW Blashka states that he doesn't have any updates. Attorney Bauer states that he hasn't heard anything about the project. Commissioner Griffin states that we should keep it on the agenda for now.

13. Discussion/Action – Springtime Ridge Condominium Development Update

DPW Blashka states that he doesn't have any updates.

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

DPW Blashka states that we should be getting the Well Abandonment documents sometime this week for their private well. He states that the well information goes to the DNR and to us. Commissioner Flasher asks if we have everything regarding the easements and plans. Attorney Bauer states yes. Commissioner Flasher asks if everything was inspected and approved for the pad and main that the generator sits on. DPW Blashka states yes; we can remove this item from the agenda.

15. Discussion/Action – SCADA System

DPW Blashka states that they still need to do the Charter Hills lift station panel; then they'll do Hidden Creek and the Pigeon River lift station; all of the other lift stations are on-line. Commissioner Albright asks if the contractor's behind schedule. DPW Blashka states yes, but they're catching up. Commissioner Katte asks if the existing dialers are ours or theirs. DPW Blashka states that they are ours.

16. Discussion/Action – Greger Restitution

Commissioner Flasher asks how the Greger restitution issue was resolved, was there a payment plan. Attorney Bauer states no, it is Court appointed payments. He states that he's looked into it; the Court order is a judgement; if she had assets, you could go after that. Commissioner Hoepfner asks if she had been bonded at the time. Attorney Bauer states yes, through the Town's insurance; we were refunded for everything applicable; any income she has is garnished by the Dept. of Corrections; the original amount of the remaining garnishment was \$59,658.22; the current balance is \$49,131.94; 90% of this gets paid to the Sewer District, 10% goes to the Water District.

17. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that Mr. Ducharme was at the meeting to discuss his hotel proposal, Dominique Manor.

18. Operators Report

DPW Blashka states that he's provided the bod's and flows for Sanitary District No. 2 Sewer; there was an increase in the October flows due to the rain. He states that the SCADA system helps to monitor the system more and they can see things that need maintenance.

DPW Blashka states that Well 2's samples have all come back safe and it's back on-line; he'll be sampling Well 2 again in January; he states that they chlorinated the outside of the Well casing and it took a while to get the chlorine level back down. He states that John Witters noticed a resident in the area of Well 2 having maintenance done to their private well; he saw holes in their casing and this could have caused the problem. He states that there's a little more work to be done on the Comprehensive Water System Master Plan; the Plan will have sites for new wells; the Town Board said that they don't want a tower by the Town Firehouse because there's too much development in that area. He states that there was a Town of Mosel resident that lives just north of Well 3 that requested Well 3 pumpage reports; his home is about one to two miles north of Well 3; he said his private well dried up. DPW Blashka states that he told the gentleman that there were no changes at Well 3 and provided him with the May through July pumpage reports; the pumpage during that time was similar to last year's. Commissioner Flasher asks what the maximum capacity of Well 3 is. DPW Blashka states that it's about 1,006 gallons per minute; he doesn't think that the problem was caused by us; the Well was tested at full capacity and we do have a clause to protect us; no other people complained of any problems. Attorney Bauer asks how long Well 3's been on-line. DPW Blashka states that it's been about five or six years. He states that he told the gentleman that his problem might have been caused by the PGA tournament at Whistling Straits; they did a lot of watering; the gentleman said he talked to someone at Whistling Straits and they said they didn't water very much and said they couldn't have caused his problem; the gentleman said he's going to continue to investigate what caused his well to dry up.

DPW Blashka states that last week he had a problem with the chlorinator at Well 2; the furnace was stuck in the on position; he installed a cheap wall thermostat and that fixed the problem. Commissioner Katte asked if this

showed up on the SCADA system. DPW Blashka states no, we have SCADA set for below 50 degrees; we'd have to add sensors for high temperatures. He states that he was there last Friday and went back yesterday and found the problem. Commissioner Flasher asks if someone is in there weekly. DPW Blashka states yes. Commissioner Flasher asks if there was any risk with what happened. DPW Blashka states no, it was just tough on the chlorine tablets.

19. Communication & Correspondence Received After Posting of Agenda

Attorney Bauer states that Premier Development is interested in Green Meadow outlot 5; they're the same developer that purchased outlots 3 and 4; outlot 5 is north of outlot 4; it's the biggest at 23 plus acres but it has more wetlands than the other outlots; outlot 6 is on the north side of the subdivision and has lots of wetland and it can't be developed. He states that the developer wants to develop townhouses on outlot 5; similar to what's going on outlots 3 and 4. Commissioner Flasher asks if it's going to be low-income. Attorney Bauer states no. He states that outlot 1 is still in the works, they're hoping to close in December; they'll be looking to see if this is acceptable; these are not big buildings, but townhouses. He states that the sale price of the land is equal to about \$4,000.00 per residential unit; it is way under what the Town and Districts hold in specials, but this is what the market rate is. Commissioner Lutzke asks if the land is listed. Attorney Bauer states that it's not listed with a realtor; the Sheboygan County Economic Development Corporation has the information; the Town had the Hayssen land appraised and the appraiser said the value was \$13,000.00 per acre. Commissioner Katte said that there's a lower tax base with townhouses compared to single family homes. Commissioner Hoepfner states that it doesn't pay to hold onto the land. Commissioner Lutzke asks if the \$13,000.00 per acre was including roads, water and sewer. Attorney Bauer states that the developer would have to pay to bring the services into the buildings in the outlots. DPW Blashka states that only the main stubs are there. Commissioner Lutzke asks if this never could have been developed for single family homes. Attorney Bauer states that someone would have had to subdivide the land, brought in roads, added individual services and done a storm water plan for that. Commissioner Flasher states that the Districts left it up to the Town Board to negotiate the outlots. DPW Blashka states that it looks like they're bringing in a new line to outlot 4; if that's what they're doing, they'd have to open cut the road and we would want to stop this, since this road just got the top coat. He states that the plans showed another line coming in and they are pushing to get this done by winter. Attorney Bauer states that he thought that it would all be done before winter. DPW Blashka states that it won't be done before winter.

20. 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.

DPW Blashka states that he doesn't have any updates. Commissioner Flasher states that he got a current map showing future tower sites from DPW Blashka. Commissioner Griffin states that item 34, Illegal Sump Pump Discharge Program, can be removed from the pending list; there's nothing happening with this. DPW Blashka states that we'll investigate illegal discharge into the sewer during televising. He states that, regarding item 37, GPS Coordinates Locator, he just got some information from Engineer Holtan that he's looking into. Commissioner Griffin states that we can add "Annual Grease Trap Maintenance" to the list.

21. Adjourn – Sanitary District #3 (Water)

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:04 p.m. until Monday, December 21, 2015 at 4:00 p.m. 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

22. Public Hearing for the 2016 Budget

Commissioner Griffin calls the public hearing to order; he asks if there are any comments, questions or concerns. There is no public comment. Commissioner Katte states that the budget spreadsheet has a line item for sump pump inspections. Commissioner Griffin states that it can be removed next year. Commissioner Katte asks if we've had any contact with the City whether they're anticipating any projects. DPW Blashka states that the City doesn't have any projects, but they will need to begin to implement phosphorus rules; at this point, nobody knows when or how this is going to be done. Commissioner Katte states that we can't pay up front for interceptor projects. DPW Blashka states that the North/South Interceptor will be paid off in 2016; all of the pipes are now pvc, so there shouldn't be issues in the future. He states that the City has a bottle neck

under the river, but this isn't a concern of ours, they're responsible. He states that they have a lot of infiltration there and the pipes are old clay pipe and there are brick manholes. Commissioner Katte asks if they can charge us for this. DPW Blashka states no, that portion of the system is the City's and it's their responsibility. Attorney Bauer states that it would take all of the outlying municipalities to enter a new agreement. Commissioner Katte asks what would happen if they had to shut it down for repairs. DPW Blashka states that they'd have to take care of it; they'd have to by-pass. He states that we should have the City's 2016 rates next month.

23. Approval of the 2016 Budget

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2016 Budget per a motion by Commissioner Albright and a second by Commissioner Griffin." Motion carried.

24. Approval of the Tax Levy for the Town of Sheboygan and Town of Sheboygan Falls

Ms. Free states that the proposed levy for the Town of Sheboygan and the Town of Sheboygan Falls is \$10,300.00 and it gets divided between the two municipalities based off of their equalized value that is set by the State.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves a tax levy of \$10,300.00 for the Town of Sheboygan and the Town of Sheboygan Falls per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

25. Approval of the October 21, 2015 Meeting Minutes – 2016 Budget Workshop

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the October 21, 2015 meeting minutes from the 2016 Budget Workshop per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

26. Approval of the November 16, 2015 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 16, 2015 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

27. Discussion/Action – Approval of DPW and Crew to Attend CMOM Training

DPW Blashka states that he would like permission for himself and John Witters to attend a CMOM class in either Green Bay or Fond du Lac, depending on the weather. Commissioner Griffin states that he has concerns that, if both of them are gone, we need to be sure that there's someone covering for them. Commissioner Albright states that he prefers that they go together, in case someone misses some information.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DPW Blashka and John Witters to attend CMOM training, with the date being at their discretion, per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

28. Discussion/Action – Windmor Subd North Sewer Extension

DPW Blashka states that the infrastructure was all in last month; the pressure test and televising are done and everything's been inspected and approved. He states that they had to mud the bottom of the pipes and he'll be going back to inspect this work. Attorney Bauer states that he received a call from Attorney Peter Mayer asking about the bills they received from the District for the sewer extension. He states that he left a voice message for Attorney Mayer stating that in paragraph two of the easement agreement, it states that they are responsible for all costs incurred; all legal, engineering and inspections. He states that Ms. Free should let us know if we don't receive payment by the December meeting. Commissioner Griffin states that this item should remain on the agenda.

29. Review/Adopt – An Ordinance To Restate, Amend And Enact A Code Of Ordinances Relating To Sewer Use And Sewer Service Charges

Attorney Bauer states that after last month's meeting, he went through the document and it's been cleaned up and he's provided pages for the items that were changed at last month's meeting. He asks if there are any questions or concerns. The Commissioners have no comments or concerns.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby adopts an Ordinance to Restate, Amend and Enact a Code of Ordinances Relating to Sewer Use and Sewer Service Charges as presented per

a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

Commissioner Griffin states that this item can now be removed from the agenda. Attorney Bauer states that Ms. Free needs to publish the Ordinance as a Class 1 classified legal and have it posted and placed on the Town’s website.

30. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

31. 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 5:23 p.m. until Monday, December 21, 2015, following the completion of the Sanitary District No. 3 (Water) monthly 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 December 21, 2015