

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

Date: Monday, November 18, 2019

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

Time: 4:00 p.m.–Sanitary Dist. No. 3 Water 2020 Budget Public Hearing/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 Public Hearing/Monthly Meeting

The 2020 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 the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:45 p.m., following the Water District meeting. The Sanitary District No. 2 (Sewer) Commission continued on with their 2020 Budget Public Hearing and monthly meeting after the matters in Joint Session had been discussed at 5:41 p.m. on Monday, November 18, 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 monthly meeting is called to order by President Dave Albright, Sanitary District No. 3 (Water) at 4:00 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 Jeff Klosterman and Damian Nevers; 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. Public Hearing for the 2020 Budget

Commissioner Albright opens the public hearing and asks if anyone has any comments or concerns regarding the proposed 2020 Budget. There are no comments or concerns.

“The 2020 Budget Public Hearing for Sanitary District No. 3 (Water) is closed per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

3. Approval of the 2020 Budget

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2020 Budget as proposed per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

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

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

5. Approval of the November 18, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the November 18, 2019 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

6. Discussion/Action – Parcel Split and Water Assessment for 4329 Najacht Rd/59024341150, Howard Bennin

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission will provide an assessment for 215 feet of frontage on the Bennin property along with applicable fees including attorney with the additional connection

fees due to be paid at time of sale of property per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

7. Discussion/Action – Third Amendment to Option Water Tower & Ground Space Lease, Tower 2 & US Cellular

"The Town of Sheboygan Sanitary District No. 3 (Water) recommends that the Director of Public Works William Blashka go back to US Cellular and request a rent increase of \$6,000.00 per year plus the cost of the Engineer and Attorney cost to review the plans to increase the number of antennas on the tower per a motion made by Commissioner Dave Albright with a second by Commissioner Lutzke." Motion carried.

8. Discussion/Action – Maturity of Amer Express FED (11/29) and Morgan Stanley (12/2) Cd's

The Town of Sheboygan Sanitary District No. 3 (Water) discussed putting the Amer Express FED that expires on 11/29 into the holding account. They requested that Office Manager Darla Free provide Commissioner Albright a list of rates on December 2 and he would decide which CD's to purchase at that time.

9. Discussion/Action – Purchase of New Leak Detector

"The Town of Sheboygan Sanitary District No. 3 (Water) approves the purchasing of the New Leak Detector with factory supplied training with a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

10. Communication & Correspondence Received After Posting of Agenda

Commissioner Albright states that Ms. Free reached out to Nick Franzen regarding purchasing land; Mr. Franzen did not reply.

**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**

11. 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 4:45 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) is also in attendance.

12. Approval of the October 21, 2019 Monthly Meeting Minutes

Commissioner Griffin states that agenda item eighteen has a typo; bod should be in caps.

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

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

Property owners are still in discussion with Menard's regarding easements. Keep on December agenda.

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

A search committee was formed to discuss the job descriptions, salary, where to advertise. The search committee has a goal of having something to post by next meeting with the hiring to be done any time after January 1, 2020.

15. Town of Sheboygan Plan Commission Update

Commissioner Griffin gave an update on what was discussed at the last Plan Commission meeting.

Miesfeld's Expansion:

He indicated that the expansion of Miesfeld's was discussed with the removal of N 50th Street. Utilities would continue to have the right to be in the ground.

Caliber Collision:

Discussion was had about the storage outside, what being next to Texas Roadhouse & Kwik Trip would be. A representative from Caliber Collision will appear again to clear up some of the concerns.

10 year update of Town:

The reducing of lots sizes in some developments was discussed. Tom Holtan was asked to provide a cost estimate to look at the sewer and water system capability with these smaller lot sizes.

16. Operator's Report

DPW William Blashka gave an update of the activities during the month.

Water:

- Everything going fine on newly painted Tower 1. The Tower is up and running again. Waiting for Dixon to complete inspection for final payment to be released.
- Well #2 was retested and the results came back fine.
- Well #3 had the heater and thermostat replaced.

Sewer:

- Lots of rain in October which increased flows.
- All pumps operational.
- Lift Stations have been cleaned out with no major problems.
- O&M Manuals still need to be worked on.

17. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin indicated that they would like to hold another Holiday lunch with the field crew with the cost being shared between the districts.

18. 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.

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 5:41 p.m. until Monday, December 16, 2019 at 4:00 p.m. per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

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

20. Public Hearing for the 2020 Budget

Commissioner Griffin opens the public hearing and asks if anyone has any comments or concerns regarding the proposed 2020 Budget. He states that the District didn't budget for revenue from the Village of Kohler for the North South Interceptor connection. There are no further comments.

“The 2020 Budget Public Hearing for Sanitary District No. 2 (Sewer) is closed per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

21. Approval of the 2020 Budget

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2020 Budget as proposed per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

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

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves a tax levy for the Town of Sheboygan and the Town of Sheboygan Falls in the amount of \$60,300.00 per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

Ms. Free states that the Town's portion of the levy will be \$57,879.08 and Town of Falls will be \$2,420.92; the calculation is based on each District's equalized value.

23. Approval of the November 18, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 18,

2019 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

24. Discussion/Action – Approval of Kohler North South Interceptor Plans

Commissioner Griffin states that Engineer Holtan reviewed and approved the plans.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the North South Interceptor plans as submitted by the Village of Kohler and reviewed by Engineer Holtan per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

25. Review/Approval – District User Rates

Commissioner Griffin states that he’s reviewing how rates were changed in 2015 to make sure the District was covering treatment costs from the City; further review is necessary.

26. Discussion/Action – Purchase of a New Composite Sampler for the Pigeon River Lift Station

DPW Blashka states that the existing sampler is over 20 years old and is failing; we aren’t getting accurate reads and the refrigeration unit isn’t staying cold; a new unit is ordered and should be here before the next round of sampling, 2-3 weeks; it’s the same manufacturer, Isco, which will keep things simpler because they know how to work with this equipment; the cost is \$6,255.00, which includes a 7.5% discount; they set everything up and show us how to use it; the cabinet will be all poly; the current cabinet is metal.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the DPW’s purchase of the new ISCO composite sampler at a cost of \$6,225.00 for the Pigeon River lift station per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

27. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

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 6:00 p.m. until Monday, December 16, 2019 after the Water District 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
Arthur Stewart, Secretary

Town of Sheboygan Sanitary District No. 3 Water

David Albright, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on December 16, 2019