

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

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

**Date: Monday, November 19, 2018**

**Place: Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, Wisconsin**

**Time: 4:00 p.m.–Sanitary Dist. 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 Dist. 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. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:05 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 4:34 p.m. on Monday, November 19, 2018 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 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; Utility Crew Employee John Witters; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

**2. Approval of the November 19, 2018 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the November 19, 2018 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – Updates to Tower 1, Dixon Engineering**

Commissioner Albright asks when the bid will be going out. Ms. Free states that we’ll be accepting bids any day now; bid opening is scheduled for December 11 at 10:00 a.m. at the Town Hall.

**4. Discussion/Action – WB-13 Vacant Land Offer to Purchase for New Water Tower Site**

Ms. Free states that neither she nor DPW Blashka heard back from Mr. Franzen or Mr. Hapeman. Attorney Bauer states that their main concern is whether our proposed tower will interfere with the antennas that are on their tower. Commissioner Albright states that he spoke with Mr. Franzen after last month’s meeting and Mr. Franzen said he had to contact their cell companies; our offer to purchase has expired now and he will call them before next month’s meeting.

**5. 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**

**6. 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 4:05 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.

#### **7. Approval of the October 15, 2018 Monthly Meeting Minutes**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the October 15, 2018 monthly meeting minutes 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 15, 2018 monthly meeting minutes per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

#### **8. Discussion/Action – Muth Mirror Expansion**

Commissioner Griffin states that we agreed on the connection fee at the October meeting; this item can be removed from the agenda. Ms. Free states that they paid the \$3,000.00 sewer connection fee on October 16.

#### **9. Discussion/Action – Water and Sewer Service for Kohler Credit Union, Southwest Corner of Cth O & Cth Y**

Commissioner Albright states that Kohler Credit Union would like water service on Cth Y to the south; it would only be serving them; Engineer Holtan and DPW Blashka recommended an 8” service and also suggest that KCU pay for all engineering and infrastructure; DPW Blashka spoke with the Village of Kohler’s DPW and was told that they have a 10” water service that runs east of Cth Y about 1,400’ and under Hwy 23, so they wouldn’t want our water; we only have the Fenske property on Cth Y that isn’t served right now. Supervisor Schwinn states that he believes Kohler Co. bought the Fenske property and will be renting it back to them for two years. Commissioner Albright states that Engineer Holtan’s estimate to run water down Cth Y is \$39,575.00; there’s an \$8,685.60 water special assessment on Cth O that has to be paid, but if they want to extend and connect to water on Cth Y, should they still be responsible to pay for the Cth O assessment. Attorney Bauer states that the agreement states that the specials are to be paid on or before June 1, 2019; the sewer special assessment is \$17,679.00; that will take care of the Cth O specials. Alternate Nevers asks if there should be any consideration to interconnect to Kohler with a check valve; other municipalities have it. Attorney Bauer states that it’s a good idea; Kohler’s system is served by the City; there was talk about doing this by N 30<sup>th</sup> St and Lisa Ave and asks if we have this now. Mr. Witters states no; the City must meter their usage. Attorney Bauer states yes, Kohler and the City of Sheboygan Falls have a wholesale deal with the City; the agreement doesn’t allow Kohler or Falls to sell to any others; it’s an annexation tool; if KCU will be the only property connecting to water on Cth Y, what’s the benefit to run it to the end of the property. Commissioner Albright states that they want to bring water south down Cth Y and bring it in to the south side of the building. Attorney Bauer asks if the Commission would object to allowing KCU to run the water only half way down Cth Y. Supervisor Schwinn asks if they need to consider the house south of the proposed KCU. Commissioner Lutzke states that the house is in Kohler. Attorney Bauer states that an 8” line and hydrant would be public, but you’ll need to decide if they only have to run it half way. Commissioner Lutzke states that it’s only a problem if anyone to the south would want or need our water. Attorney Bauer states that it’s a special situation; there is no more Town land to the south; it would need to be a special agreement with Kohler if they’d want it. Commissioner Albright states that Kohler’s DPW said that they wouldn’t want our water. Attorney Bauer states that if it’s a longer line, the water could get stale. Supervisor Schwinn states that they’ll have to flush the hydrant more. Ms. Free states that DPW Blashka’s e-mail recommendation is in everyone’s packet. Mr. Witters states that as long as you have a hydrant wherever it ends, you’d be okay. Supervisor Schwinn asks how long the service will be if they only go to the proposed driveway. Commissioner Albright states about 310’. Attorney Bauer states that you could approve this subject to costs and where DPW Blashka says the service has to go. Commissioner Albright states that they’ll hold it over until next month when DPW Blashka is back; we want a public extension and they will have to pay for it; we’ll have DPW Blashka contact KCU and he can let them know how he wants them to connect.

#### **10. Town of Sheboygan Plan Commission Update**

Commissioner Hoepfner states that there wasn’t a November Plan Commission meeting.

#### **11. Operator’s Report**

Mr. Witters states that for the Water District, the water samples are done for this month and everything came back fine; the pumpage is down so they think that there aren’t any leaks in the system.

Mr. Witters states that for the Sewer District, he had a callout to the N 47<sup>th</sup> St lift station; they had to replace a small transformer; they're cleaning all of the lift stations now and the new chassis is in; we had to go to Green Bay to get the box for the truck.

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

Commissioner Griffin states that he'd like to organize a holiday luncheon; the Town Board does this at the Town Hall after their December meeting; we could do the same, or have a luncheon at the municipal shed, or have a party at Holiday's after the December meeting. Commissioner Albright states that it would be nice to include the crew. Commissioner Griffin states that he can talk to DPW Blashka when he gets back from vacation. Supervisor Schwinn states that the Town Board's meeting is on December 18. Commissioner Griffin states that if anyone's interested in attending, they should let Ms. Free know and she can let Clerk Conrad know. Mr. Witters states that lunch works best for the crew. Commissioner Griffin states that we'll do both; let Ms. Free know if you want to attend the Town Board's and he'll set a date with DPW Blashka for a luncheon and Ms. Free will let everyone know when that will be.

Supervisor Schwinn states that DPW Blashka asked to have his salary and overtime pay put on the Town Board's November agenda; he spoke to Chairman Hein because he didn't know DPW Blashka's intentions, so they're holding it over until DPW Blashka's back; he wanted to make the Commissioners aware because they also pay a portion of DPW Blashka's wages; they'll try to schedule a meeting in December and have the date e-mailed to everyone.

#### **13. 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.

#### **14. 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 4:34 p.m. until Monday, December 17, 2018 at 4:00 p.m. per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner." Motion carried.

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

#### **15. Approval of the November 19, 2018 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 19, 2018 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Stewart." Motion carried.

#### **16. Discussion/Action – 7.07 Connection Charges and 6.06 (c) UCE Formulas**

Commissioner Griffin distributes a handout to review the District's connection fees in Sections 7.07 and 6.06. He states that Ms. Free brought a discrepancy to his attention while working on last month's meeting minutes; the handout shows a history of what the connections were and what was changed in 2015; we have using the concept of multi-dwelling apartments and condominiums as one UCE for the first unit and up to five units at half a UCE charge; 6.06 (c) was an addendum from 2004-2005 when there were a lot of large multi-family buildings being constructed and connection fees were as high as \$20,000.00 per building based off of the one UCE per unit within the building; this new formula caps the connection fee at \$7,000.00; the public notice from 2015 had this calculation in it, but it's not in the final ordinance that was submitted; the ordinance has Section 7.07 at \$2,000.00 per building; this may have been the concept because of the Green Meadow apartments that were starting; it appears that during the redlined version, this was overlooked. Attorney Bauer asks what the change should be; 7.07 looks clear, it charges \$2,000.00 per multi-dwelling; 6.06 conflicts with this. Commissioner Griffin states that the old way, a hotel with fifty rooms would have been \$50,000.00 and we didn't want that; a condo is \$2,000.00 per side, but a hotel would have to be more than \$2,000.00 to make it equitable. Attorney Bauer states that 6.06 (c) needs the language changed to charge one full UCE of \$2,000.00 and up to five at half a UCE; would you like that old language inserted back in. Commissioner Griffin states yes; we should also change 6.06 (g) motels; we can review and approve the changes next month. Attorney Bauer states that he'll have the revisions and public notice done for December.

#### **17. Discussion/Action – Policy on Maintenance Obligation, The Preserve at Briarwood**

Attorney Bauer states that nothing's been done since last month; this item should remain on the agenda.

### **18. Discussion/Action – AECOM Proposal for O & M, Collection System & Lift Stations**

Commissioner Griffin states that we budgeted \$20,000.00 for 2019 and AECOM's proposal came in at \$17,400.00. Alternate Nevers asks if all of the crew has a laptop in their truck with the GIS program on it. Mr. Witters states that some trucks have them. Alternate Nevers asks if we aren't doing double work and maybe we should wait until DPW Blashka and Engineer Holtan are back so we can ask questions. Mr. Witters states that DPW Blashka does all of the updates now; he does them at work and sometimes at home. Alternate Nevers asks if he's the only one who does the updates. Mr. Witters states yes. Alternate Nevers states that it sounds like two applications, owner manuals and then setting them up and dumping into GIS. Commissioner Griffin states that he didn't know they were doing pdf's. Commissioner Stewart asks why they're doing maintenance procedure manuals. Mr. Witters states that we don't have them, but DPW Blashka must want them. Commissioner Stewart states that we'd have an industrial surface, then no paper. Alternate Nevers states yes, but his concern is that it seems like two different things. Commissioner Griffin states that it's covered by the budget, but we should talk to DPW Blashka. Commissioner Stewart asks if we talked to anyone else other than AECOM; this could take a couple of years to populate. Commissioner Griffin states that we'll take these questions to DPW Blashka in December.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves AECOM's Exhibit A proposal for O&M Manual Updates and Checklist for the Sanitary Sewer Collection System & Lift Stations at a cost for time and materials not to exceed \$17,400.00 and the scope of the work per Exhibit A, condition upon DPW Blashka's explanation of the GIS application and how everything will be implemented per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

### **19. Discussion/Action – Annual Grease Trap Maintenance Policy**

Commissioner Griffin states that we have recommendations from Attorney Bauer and Commissioner Stewart; the information he provided had a lot of stuff that we don't need; it was in last month's packets; we won't go through it today; we can schedule a special meeting to work on this project; grease traps are already part of State code, so we'll reference that instead of having a whole page of specs; it's in a Word document, so he'll make edits; fees and permitting would have to be in the form of an ordinance, so we'll get rid of what doesn't apply and submit a better version. Commissioner Stewart states that the goal is to get yearly inspections done. Mr. Witters asks why they don't use the State form, like the septic systems that have to be pumped; you can mail the form, then they have to get the inspection done and they'd send the form back. Commissioner Griffin states that we've found that some inspectors don't do a good job; we need an inspector who's doing it right. Mr. Witters states that you're looking to inspect the baffles on each end and it has to be empty when you do it; you have to put your trust in a licensed inspector. Commissioner Griffin states that Texas Roadhouse had theirs installed wrong; we want to contract the work out. Commissioner Stewart states that it would be like HydroCorp doing the cross connection inspections for the Water District. Alternate Nevers states that if someone doesn't have the inspection done, we need to follow through with penalties. Commissioner Griffin asks if we will be redoing an ordinance. Attorney Bauer states yes; it's great to have a policy; the enforcement and fines will be new. Commissioner Griffin states that this should remain on the agenda. Commissioner Stewart asks if most municipalities don't have a policy. Commissioner Griffin states no, they don't.

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

Nothing submitted; no updates.

### **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 5:14 p.m. until Monday, December 17, 2018 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 Hoeppner**, Treasurer  
**Spencer Lutzke**, Secretary