

NOTICE OF PUBLIC MEETINGS

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, December 16, 2019

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

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

Time: To Follow Sanitary District No. 3 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. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commission began at 4:12 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 5:15 p.m. on Monday, December 16, 2019 in open session at the Town of Sheboygan Town Hall, 1512 N. 40th St., Sheboygan, WI 53081, Sheboygan County.

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 Damian Nevers and Jeff Klosterman; Town Attorney Michael Bauer; Director of Public Works William Blashka; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

2. Approval of the December 16, 2019 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the December 16, 2019 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Water Special Assessment Agreement, 4329 Najacht Rd/59024341150, Howard Bennin

Attorney Bauer states that he has the original signed copy of the agreement from Howard Bennin; it complies with everything discussed at last month's meeting and it can be approved.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Water Special Assessment Agreement for Howard Bennin, 4329 Najacht Rd/59024341150 as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

4. Discussion/Action – Tower 2/US Cellular Third Amendment to Option Water Tower & Ground Space Lease & Dixon Engineering Proposal/Contract Agreement for Antennas

DPW Blashka states that Attorney Bauer drafted a letter to US Cellular with three conditions: rental increase, reimburse costs to the District within 30 days of invoice and reimburse attorney's fees to review documents not to exceed \$1,000.00; US Cellular was questioning the \$4,000.00 Dixon Engineering fee; he spoke with Dixon and they agreed that their fee will not exceed this; he also spoke with Jim Weinmann of US Cellular. Attorney Bauer states that we shouldn't allow any work to begin to the Tower until the agreement is signed. Commissioner Lutzke asks if \$4,000.00 is normal. DPW Blashka states that it is, they have to make sure the work is correct. Attorney Bauer states that some of the US Cellular equipment was in failure; we should hold the lease option until it's all done; we'll hold it over until next month. Commissioner Albright states that we have 90 days on the proposal. DPW Blashka states that he'll let Mr. Weinmann know.

5. Discussion/Action – Review CD Rates; Discover Bank CD, Maturity Date 12-30-2019

Commissioner Albright asks Ms. Free to get new cd rates at the end of the month.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves Commissioner Albright to review and purchase a new cd if rates are favorable per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner." Motion carried.

6. Discussion/Action – Purchase of Water for 2020 PGA – Ryder Cup

DPW Blashka states that there are no issues with selling water for the 2020 PGA Ryder Cup; we've done this before; they would connect to a hydrant at the Lakeshore Rd Park. Ms. Free is directed to contact Ben Reigart and confirm if the water usage is potable or not.

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 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 4:12 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 November 18, 2019 Monthly Meeting and Budget Public Hearing Minutes

Commissioner Griffin states that the spelling of Miesfeld's needs to be corrected in agenda item 15 and ISCO needs to be in all caps in agenda item 26.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 18, 2019 monthly meeting minutes with corrections made to agenda items 15 and 26 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 November 18, 2019 monthly meeting minutes with corrections made to agenda items 15 and 26 per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

10. Discussion/Action – Purchase of 2020 F-150 Locating Truck

DPW Blashka states that this truck was approved for purchase in the 2019 budget; the only bid is from Ewald because they give the lowest cost; the cost is split equally between the Districts; we're replacing an old truck that's being sold at auction. Commissioner Katte asks what options the truck will have. DPW Blashka states that it will have a cab and standard options. Commissioner Lutzke asks what was wrong with the white utility truck and how many miles does it have. DPW Blashka states that it's shot; he doesn't know how many miles are on it. Commissioner Albright asks when he'll get the new truck. DPW Blashka states that it will be about six months.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a 2020 Ford F-150 X1E XZL 4WD SuperCab 6.5' Box from Ewald Automotive Group at a price of \$28,660.00, split equally between the Districts, per a motion by Commissioner Stewart and a second from Commissioner Griffin." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a 2020 Ford F-150 X1E XZL 4WD SuperCab 6.5' Box from Ewald Automotive Group at a price of \$28,660.00, split equally between the Districts, per a motion by Commissioner Hoeppner and a second from Commissioner Lutzke." Motion carried.

11. Discussion/Action – Water & Sewer Extension, Parcel 59024341880, WI Lakefront Property Management

DPW Blashka states that the Town Board is open to a road easement for this project; if they get the easement from Menard's, they won't need a pump for the sewer; they have to decide if the utilities will be public or private; public is preferred because it's maintained by the Town, there won't be fire protection or water issues, they'd be required to develop to Town specifications, then they turn it over to the Town and Districts; the plans show gravity feed for sewer but they need to get the elevations; they've also discussed having the Town pay and use the 10-year assessment process. Attorney Bauer states that the first step is to get Menard's to consent to the re-location of the access easement; they're proposing six buildings, sixteen units each; the Plan Commission agreed with having a private road, like Mapledale Dr; the developer would be responsible to build the road; the Districts will need an access easement to operate and maintain their services. He states that when they get Menard's consent, the next step is a development agreement; he will provide an outline of steps and requirements and have it e-mailed to Realtor Jim Kapellen.

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

Alternate Commissioner Klosterman states that there was an organizational meeting and we put the hiring information into three parts: the job description, the application and the ad for posting; we'll need a deadline to decide how long to take applications; applications will be submitted via e-mail to DPW Blashka. Commissioner Albright states that a deadline of January 7, 2020 was discussed.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the job application, description and ad as revised and a deadline of application acceptance of January 7, 2020 per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the job application, description and ad as revised and a deadline of application acceptance of January 7, 2020 per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

13. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that there was nothing pertaining to the Districts other than the proposed development by Menard's, which was discussed under agenda item 11. Attorney Bauer states that Caliber Collision came back to the Plan Commission, proposing an autobody repair facility; they're interested in the old Gander Mountain building. Commissioner Griffin states that they were told they might need a permit from the City as well.

14. Operator's Report

DPW Blashka states that the sewer system's running well; he's submitted the Sewer District's September and October flows. Commissioner Griffin states that August's flows are still missing. DPW Blashka states that they've been cleaning the Pigeon River lift station; there's no water to this lift station, so they've added a 325 gallon storage tank; this helps with clean-up and they can fill the jetter truck; this lift station also needs a new dehumidifier; the existing one was from 2006 and wasn't working; he already ordered a new one at a cost of \$3,476.00 because the lift station gets very humid and it's hard on the pipes, etc.; the old dehumidifier was \$2,869.00. Commissioner Griffin asks that this purchase to be placed on next month's agenda. DPW Blashka states that water levels are high and we might have to raise manholes in the Pigeon River easement.

DPW Blashka states that he's lowered the water levels in the towers and he's running the pumps more; this helps to avoid freezing; he's checked the pumpage and it appears that there are no leaks. Attorney Bauer asks if the painting of Tower 1 is complete. DPW Blashka states yes, but he hasn't received an invoice for the work yet; he's working with two residents who complained of getting paint on their vehicles; we won't pay any invoices until this is taken care of.

15. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that Ms. Free e-mailed him the 2015 Sewer Service Plan and he'd like this on the website, along with 2030's Sewer Service Plan. He states that the joint Districts Holiday Party is Friday, December 20th at 12:00 p.m. at the highway shed.

16. 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.

17. Adjourn – Sanitary District No. 3 (Water)

"There being no further business, the Town of Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:15 p.m. until Monday, January 20, 2020 per motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

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

18. Approval of the December 16, 2019 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the December 16, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

19. Discussion/Action – Sources of Revenue and Rate Review

Commissioner Griffin submits a handout with District goals, resources and primary sources of revenue. He states that he'd like to schedule a meeting for January 9th at 10:00 a.m. to discuss this matter.

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 Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 5:37 p.m. until Monday, January 20, 2020 after the Water District monthly meeting per motion by Commissioner Griffin and a second by Commissioner Katte." 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 Hoeppener, Treasurer
Spencer Lutzke, Secretary

Minutes approved on January 20, 2020