

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

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

**Date: Monday, December 17, 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 4:10 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 4:49 p.m. on Monday, December 17, 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; Town Engineer Tom Holtan; Director of Public Works William Blashka; Utility Crew Employee John Witters; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

**2. Approval of the December 17, 2018 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the December 17, 2018 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – Acceptance/Approval of Bid for Tower 1, Dixon Engineering**

DPW Blashka states that seven bids were returned; one was not back in time, it came the next day; bids were open on December 11<sup>th</sup> at 10:00 a.m.; Kayla Mulcahy from Dixon Engineering and Ms. Steeb were there for the opening; Ms. Mulcahy took the bids with her and will scan them and do an in-depth review; we haven’t heard back from Dixon yet. He states that the lowest bid of \$113,000.00 came back from Seven Brothers of Shelby Township, MI; Horizon Brothers of Howell, MI was second lowest by \$1,800.00; Dixon was aware of some issues with them, so if we’d have to go with them, Dixon will provide us with a detailed letter on them; we can wait to approve this until we get Dixon’s final report and recommendation. Attorney Bauer states that it could be approved condition upon Dixon’s approval. DPW Blashka states that the third lowest bid was \$136,000.00 from LC United of Sterling Heights, MI and this is the company we used last time; \$253,300.00 was the highest bid from Lane Tank of Menomonie, WI; we had issues with LC United and the painting on the north side of Tower 1, but they all have issues and his recommendation would be to award the contract to Seven Brothers.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby awards the 2018 Water Tower 1 Painting Project to Seven Brothers of Shelby Township, MI condition upon the review and approval by Dixon Engineering per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

**4. Discussion/Action – New Water Tower Site**

Commissioner Hoepfner asks how long it’s been since we’ve wanted to purchase this property. Supervisor Schwinn states six years. Alternate Commissioner Klosterman asks if there are alternate sites. DPW Blashka

states yes, but they have lower elevations; the site of the Town fire house is the highest spot, but we want the new tower to be in an area without a lot of development or neighborhoods and there's not much around this area; we want to put up a sign stating that it's the future site of Tower 3, that way people are prepared. Commissioner Hoepfner states that he thought everything was progressing when Mr. Franzen was here; he had said everything was fine other than they were waiting to hear from the cell companies renting antenna space, and now we're not hearing back from them; we had recently presented them with an offer to purchase. Attorney Bauer states that we did, but they didn't reply and now that offer has expired. Commissioner Hoepfner asks if there has been any other contact from them. Attorney Bauer states no. Commissioner Hoepfner states that after all this time it feels like they are not interested. Commissioner Albright states that he will pursue this again after the holidays; he will contact them.

#### **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 4:10 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 November 19, 2018 Monthly Meeting Minutes**

Commissioner Griffin states that on agenda item eighteen, he'd like "gis" capitalized. Commissioner Katte states that on agenda item eighteen, he'd like the motion to include "at a cost 'for time and materials' not to exceed...".

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 19, 2018 monthly meeting minutes with the approved changes to agenda item eighteen 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 November 19, 2018 monthly meeting minutes with the approved changes to agenda item eighteen per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

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

Commissioner Griffin states that the sewer connection fee has been agreed upon. DPW Blashka states that we're fine with how the building's being connected to sewer on Cth O; we're also fine with how they're connection to the water on Cth Y; they'll reduce the line to 6" down to the driveway and it will be in the right-of-way; we'll take ownership of it after it's been inspected and approved by our engineers. Attorney Bauer asks how they want to handle the water assessment of Cth O; there's already an agreement with KCU that states that deferred water and sewer specials on Cth O have to be paid on or before June 1, 2019; the water special is \$8,685.60 and the sewer special is \$17,679.00; they'll be razing the homes on Cth O that they've purchased. Commissioner Griffin asks if they'll be abandoning the laterals when they raze the homes. DPW Blashka states yes. Commissioner Griffin states that we should be present when this is done. DPW Blashka states he or Mr. Witters will do these inspections.

#### **9. 2019 Business Owner's Insurance Policy Update**

Supervisor Schwinn states that he asked that this item be placed on the agenda to update the Commissioners. He states that our insurance increased \$672.00 from 2018; we had a complete inspection of all facilities and found no errors; our Worker's Comp went down \$516.00 due to having no major injuries; this covers the crew and the fire department; he submitted a list of the policy changes and the breakdown by entity is listed at the bottom under "Cost Distribution Index"; 1% of the increase is due to inflation. Commissioner Griffin asks if we are staying with the existing company. Supervisor Schwinn states yes, we use Rural Mutual Insurance and have been with them for the last few years; last year the park shelter was under-appraised, so our insurance

only went up for that reason. Commissioner Griffin asks if we know where we stand compared to other municipalities. Supervisor Schwinn states no, we're all too unique; we're more like a village; we have asked Maritime Insurance for an estimate but they couldn't meet Rural Mutual's rates; our premiums stay in our State.

#### **10. Discussion/Action – Tuesday, December 11, 2018 Joint Town Board and Sanitary Districts Meeting**

Supervisor Schwinn states that several of the Commissioners attended this meeting; there were motions made on how plowing overtime and holiday pay would be paid out; the part-time plow drivers were overlooked and they should also be included in this pay schedule; weekends will be time and a half and holidays will be double time; this doesn't include the part-time park crew, the seasonal summer help, who take care of the park in the summer months; they get paid a two hour minimum, that's why we didn't include them; we would leave it up to DPW Blashka if he ever needs to bring in help for an emergency situation.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying full-time and part-time employees time and a half for plowing on the weekends or hours totaling over 40 hours in a one-week pay period and paying them double time for plowing on holidays 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 paying full-time and part-time employees time and a half for plowing on the weekends or hours totaling over 40 hours in a one-week pay period and paying them double time for plowing on holidays per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Tuesday, December 11, 2018 joint 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 Tuesday, December 11, 2018 joint meeting minutes per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

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

Commissioner Hoepfner states that the Kohler Credit Union building was reviewed and approved and will now go to the Town Board for review and approval.

#### **12. Operator's Report**

DPW Blashka states that he's submitted the pumpage report and the Erie Ave and Pigeon River lift station flow reports; the lift station flow chart goes back to 2015; all of the lift stations were cleaned last month, other than the main lift station; John Witters said that there was a little grease in all of them but it was normal. He states that there was an issue with the vacuum bowls at the Cth J station; we changed them, then Joe Winscher had the problem again last night; we'll have to order more. He states that the last yearly sample for the Pigeon River lift station will be taken next week. He states that he's also having issues at the N 47<sup>th</sup> St lift station; the check valve failed and it went into a high alarm; it operates on floats but the pumps go down, then the low alarm goes off; Mr. Winscher was called in and Mr. Witters checked on it today and he pulled the pump; we talked to Energenecs about the issue and we'll be checking the transducer; at this point we don't know what the issue is. Commissioner Griffin asks Engineer Holtan if he has any ideas of what could be causing the problem. Engineer Holtan states no. Commissioner Griffin asks if this has been going on for a couple of months. DPW Blashka states yes, usually late in the evening and then in the early morning; we'll check things out through the 2019 televising; when it goes into high alarm, it happens within minutes. Engineer Holtan asks if there could be a blockage. Mr. Witters states that he thought it could be the problem, but there's nothing on the check valves when they open them. DPW Blashka states that we solved the power problem there and we'll keep monitoring the lift station. Commissioner Griffin asks how often it is alarming. Mr. Witters states that it's sporadic. Commissioner Griffin states that it sounds like something is sticking. Mr. Witters states that they changed the transformer, and then it went out again. Alternate Commissioner Nevers asks if they have reset it and it went back to normal. DPW Blashka states yes.

DPW Blashka states that the water flows are down; it seems that the system is tight at this point. He states that the apartments on Enterprise Dr and Playbird Rd have pressure reducing valves because of the high pressure in that area of the Town and these valves are before the meter and they are all in meter horns; we think that they pull from other meters and then they reverse the flow; Mr. Witters is checking into this and there may be no

way to correct it. He states that last month there were issues with Well 1's chlorinator; we would reset it, but we couldn't read it, so we had to get a two-piece board from Energenecs; we haven't been billed for it yet; it's been programmed and running fine. He states that Belgium pulled out their chlorination system and we use one like theirs and asks the Commissioners if they would be interested in purchasing it. Commissioner Albright asks for him to get prices. He asks if, with this cold weather, are the tower levels higher or lower. DPW Blashka states that there isn't a change right now because of the mild weather, but when it gets colder, he'll lower the tower levels to half full, then he'll have the wells pump more often to avoid any freezing, probably in January; if there's a fire call, we can raise the level from anywhere; we didn't have any freeze-ups last year; you don't want a tower full constantly because the top freezes and it makes the tower prone to collapsing.

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

DPW Blashka states that the WRWA is hosting an Introduction to Utility GIS and Web Mapping/Mobile Data Collection class on February 19 that he would like to attend, along with at least another crew member. Supervisor Schwinn asks if this class is only being held once in the area. DPW Blashka states yes. Alternate Commissioner Nevers states that he'd be interested in attending this class on his own time.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DPW Blashka and a crew member to attend the Introduction to Utility GIS and Web Mapping/Mobile Data Collection class at the Saukville Waterworks on February 19, 2019 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 DPW Blashka and a crew member to attend the Introduction to Utility GIS and Web Mapping/Mobile Data Collection class at the Saukville Waterworks on February 19, 2019 per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

Commissioner Griffin states that Edgewater Plumbing purchased the vacant land across from the Town shed. DPW Blashka states that they also own a lot on Industrial Ct.

Commissioner Griffin states that he found an old copy of the 1989 Mutual Aid Agreement we used to have with the Town of Wilson. DPW Blashka states that the new agreement supersedes the old agreement. Commissioner Griffin asks Ms. Free to send him a copy of the new agreement.

Commissioner Albright states that we received an e-mail from Town Supervisor John Wagner, asking if an existing home on Skylark that has a private well has to connect to the District's water if they raze the existing house and build new, or can they just continue to use the private well. Attorney Bauer asks if the water is in the road. DPW Blashka states that it is. Attorney Bauer states that District policy is that new construction is required to connect. DPW Blashka states that he thought they'd be grandfathered because the Town water came in after the house was there and on a private well. Attorney Bauer asks if there's a deferred special. Ms. Free states that the owner paid the special off over ten years through tax roll. Commissioner Lutzke asks if they're leveling the house to the ground. DPW Blashka states that we were just told they were going to build new. Attorney Bauer states that you can inform Mr. Wagner that Town policy is that if you have new construction and utilities are adjacent, you must connect.

### **14. 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.

### **15. Adjourn – Sanitary District No. 3 (Water)**

Commissioner Griffin thanks everyone for all of their hard work throughout the year and wishes everyone a good holiday.

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 4:49 p.m. until Monday, January 21, 2019 at 4:00 p.m. per a motion by Commissioner Hoeppepner and a second by Commissioner Lutzke." Motion carried.

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

### **16. Approval of the December 17, 2018 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the December 17, 2018 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

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

Commissioner Griffin states that all of the information is in the packet for review of how we charge connection fees for multi-family buildings. Commissioner Stewart states that there’s also some confusion on motels. Commissioner Griffin states that we haven’t had a new hotel or motel since he’s been here. Attorney Bauer states that motels will be units = bed space x 8% of occupancy and with a laundry, bed space x 6% of occupancy. Commissioner Griffin states that multi-family dwellings are going to be charged one unit plus up to five units at half the charge, which allows a total no higher than \$7,000.00 per building; these fees are due when each building permit application is submitted. Alternate Commissioner Klosterman asks if this is a connection, not a usage charge. Commissioner Griffin states yes, it’s a connection charge. Attorney Bauer states that this change will need to be published as a Class I Legal Notice.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Ordinance No. 2018-2 An Ordinance Amending Section 6.06 UCE Formulas of the Town of Sheboygan Sanitary District No. 2 Sewer Use and Sewer Service Charge Ordinance Section 1. (c) Multi-dwelling Apartments and Condominiums charging one unit plus up to five units at half the charge, which allows a total no higher than \$7,000.00 a building and (g) Motel charging units = bed space x 8% of occupancy and with a laundry, bed space x 6% of occupancy per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

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

Commissioner Griffin states that Ms. Free e-mailed that they haven’t been paying their legal fees. Ms. Free states that they paid in full today. Attorney Bauer states that it’s almost done.

### **19. Discussion/Action – O & M, Collection System & Lift Stations**

Commissioner Griffin states that we approved this last month but DPW Blashka was not at the meeting and we wanted to make sure that everything in the description was correct and it’s what he needs. DPW Blashka states that it is. Alternate Commissioner Nevers states that you want to make sure that it populates. DPW Blashka states that we’re not to that point; the sewer is about 99% done, water is about 69% done; we’re working off of the as-builts. Commissioner Griffin asks if this is something Alternate Commissioner Nevers can do. DPW Blashka states that he could show him how. Alternate Commissioner Nevers states that he’ll talk to DPW Blashka and he’ll help.

### **20. Discussion/Action – Village of Kohler Connection to Northern Leg of North/South Interceptor**

Commissioner Griffin states that we had the agreement e-mailed November 27<sup>th</sup>; it’s already been approved but we want to make sure we know where the connection’s going and if they’re having a flow meter. DPW Blashka states that Brett Edgerle/Village of Kohler said the connection will either be east or west of the Hwy 23 and they will have a meter; he said they have enough capacity now, but they will need more; they will probably directional bore and the pitch will be an issue; Kapur is doing the design; they are connecting where the stub comes out. Commissioner Griffin states that everything’s in order as long as we know how much their flows are and that our system can handle it. DPW Blashka states that it was designed to handle this capacity. Attorney Bauer states that it’s close to review for approval and you’ll get notified thirty days prior to construction; per the agreement, there will be three sets of payments; \$55,973.00 was paid in 2006, but Ms. Free should confirm that you received this; the second is the downstream part and it’s \$120,884.70 each to the City and to the District and this is due at time of connection; the third is more difficult, it’s item 8 Maintenance Contribution Required and this is for the portion of the pipe they use. DPW Blashka states that we televise this section. Attorney Bauer states that if you need to make a repair, they have to pay half the costs. DPW Blashka states that we can break out the televising costs too and then they’d pay for half. Engineer Holtan states that it will also be good to get pressure test results and inspections. Attorney Bauer states that it’s going from the Sports Core to the east but he’s not sure where the tie-in will be; they’re hoping not to need additional easements. DPW Blashka states that because of the utilities by Trail Head, they won’t connect there; it appears they’ll have to go south of the interstate at manhole five, where the stub is, to get the proper elevation. Attorney Bauer states that if there’s something specific you want, you should put it in a letter when you get their notice to connect. DPW

Blashka states that even though there's a meter pit, we'll want to have them televise to manhole five; the metering pit should be right outside of manhole five.

**21. Discussion/Action – Annual Grease Trap Maintenance Policy**

Commissioner Griffin states that he has the draft and he'll work on it over the holidays. DPW Blashka asks Commissioner Griffin to send him the document in Word. Commissioner Griffin states that he has a few sections to check, then he'll send it; Mr. Witters said that there's a State inspection form available. Mr. Witters states that whoever the pumpers are, they use this form for septic systems. Engineer Holtan states that part of the O&M manual covers this. Commissioner Griffin states that he would like DPW Blashka to pick out a few places to be checked; this would give us an idea of what we need, costs. Commissioner Stewart asks why we can't inspect sump pumps. DPW Blashka states that we used to inspect them through Clearwater inspections when properties sold but the State changed the law.

**22. Communication & Correspondence Received After Posting of Agenda**

DPW Blashka states that he's been working with Supervisor Schwinn and the Town Board on a five-year plan for equipment replacement; we're wanting a backhoe; we use it for the Sewer District, not really for the Water District; it's a very little percentage, but you might have to contribute money; the cost should be between \$106,000.00 and \$110,000.00. Supervisor Schwinn states that he thought it would cost around \$120,000.00. DPW Blashka states that 6% to 10% should be charged to the Sewer District and he wants to make everyone aware of this; the old backhoe will be sold and you'll get your percentage back.

**23. 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 5:20 p.m. until Monday, January 21, 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 January 21, 2019