

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

Date: Monday, December 18, 2017

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

Time: 4:00 p.m. – Sanitary District 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 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) Commissions began at 4:11 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 4:44 p.m. on Monday, December 18, 2017 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 Mark Flasher, 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); Art Stewart, Sanitary Districts Alternate Commissioner; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

2. Approval of the December 18, 2017 Monthly Bills

Commissioner Flasher asks what the purchase from Sherwin Industries was because it doesn't seem to be a yearly expense. DPW Blashka states that it was for locate paint, delineator posts and decals; we were low on these items; hopefully we won't be ordering more in the near future; we used to have just wood posts; we can see the new delineator posts from far away; there's no set-up charge, it's just a re-order; it has the Districts information on them.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the December 18, 2017 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

3. Discussion/Action – Site for New Water Tower

Commissioner Flasher states that he hasn't had any contact with Mr. Hapeman since his last e-mail; he plans on contacting him after the holidays.

4. Communication & Correspondence Received After Posting of Agenda

Commissioner Flasher states that they have a list of cd rates from Wells Fargo Advisors and he also had Ms. Free contact John Ehmann at Kohler Credit Union regarding their terms. Attorney Bauer states that the State recently changed the statute that only allowed up to three year investments for municipalities; it's now been expanded to seven years. Commissioner Lutzke asks if this is only for cd's. Attorney Bauer states that it includes bonds. Commissioner Flasher asks Commissioner Hoepfner if he thinks rates are going to go up. Commissioner Hoepfner states yes, he thinks that they are going to go up. Commissioner Flasher states that the District has a money market account at Wells Fargo that allows them to move funds in and out of; this allows the District to open and close cd's more easily.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a Discover Bank cd at a rate of 2.050% with a maturity date of December 20, 2019 in the amount of \$250,000.00 or an equivalent cd per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

Commissioner Flasher states that he'd like to close the District's Waldo State Bank money market and move the funds to Wells Fargo; it gives them quicker and easier investment options; he and Commissioner Hoepfner will have to go to Waldo State Bank to close the account; they'll make arrangements to get this done.

“The Town of Sheboygan Sanitary District No. 3 (Water) District hereby approves closing the Waldo State Bank money market and depositing the funds into the Wells Fargo investment account per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda – Immediately Following Completion of Sanitary District No. 3 (Water) Monthly Meeting

5. 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 4:11 p.m. by Commissioner Flasher and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Dave Albright, Sanitary District No. 2 (Sewer) are also in attendance.

6. Approval of the November 20, 2017 Monthly Meeting Minutes

Attorney Bauer states that under agenda item 10 we discussed parcels not in the Districts; the minutes could be interpreted that we weren't required to have maps or a legal description. He states that he'd like to clarify that these two things will be required per State Statute 60.71 if and when the Districts request the Town Board to annex parcels into their Districts; you'll need a legal description of the land to be annexed into the Districts. Commissioner Flasher states that he was hoping to use some of the information that had been created from the last annexations into the District. Attorney Bauer states that if there's an area that's not in, we have to give a legal description to the County to record. Commissioner Flasher states that he was hoping the old documents will have some description we can use. Commissioner Griffin states that there must be some descriptions for the manufactured homes. Commissioner Flasher states that after tax time, Ms. Free can check with the County and see if the changes were made from the prior problems.

Commissioner Griffin asks that agenda item 25 be edited; he states that he doesn't recall stating that dairy products “turns into uric acid” and would like this statement removed.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the November 20, 2017 monthly meeting minutes with the correction to item 25 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 20, 2017 monthly meeting minutes with the correction to item 25 per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

7. Discussion/Action – Parcels in the Town that are not in the Districts

Commissioner Griffin states that this agenda item was discussed under agenda item six.

8. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that there was a special meeting for the gelato manufacturing business; it's now going to be on the December 15th agenda. Attorney Bauer states that there was a letter sent to the owner stating that Sanitary District No. 2 would be monitoring their water usage and flows; if there's a substantial increase in usage, the District will re-evaluate their charges. Commissioner Griffin states that they'll be manufacturing the gelato for the Green Bay Packers and they may generate more than they thought; we want to make sure they're not putting something into the sewer that they're not supposed to; they'll be using more water for cleaning; we want to make sure they had something formally in writing in case of any issues that arise; there were other issues not related to the Districts; they started construction in the building without the proper permits; he's not sure if they have a back flow preventer. DPW Blashka states that they should.

9. Operator's Report

DPW Blashka states that there's not much to report; everything's running good with the sewer system; they had some time so they took the brush hog out and worked on the easements; they got through Evergreen Park and N 41st St, by the highway; they cut the phragmites by Evergreen Park and also removed some trees; the new tracks helped and made it much easier. He states that all of the lift stations are running good and the heaters are running to keep them warm.

DPW Blashka states that they cleared some of the water easements; they cleared the one near the north/south interceptor; there was an area where the water main was exposed; we added delineators so we can follow these blue markers. Commissioner Flasher states that on Mueller Rd, near the old Kimme farm, south of the Town Business Park, we had added rip rap and clay and some matting and a culvert to prevent erosion by this main. DPW Blashka states that there's a creek that's eroded and he wants to go back and see how much of the main is covered in that area; we can get Engineer Holton's help to figure out what to put over the main; now that it's snowing, we won't be able to get back to the clearing of easements. He states that the wells are all running good and the pumpage has been low; he'll be reading water meters next week, so that's when he'll check and see how tight the system is. Commissioner Albright states that the Sewer District's rates are based on flows, the flows are going up and it's not just due to infiltration. DPW Blashka states that is why the televising is so important; there were some issues with Bain's, but he hasn't had time to review the tapes and reports. Commissioner Griffin states that Bain's has two or three connections and maybe it would help to join them, to get them into only one or two connections. DPW Blashka states that Engineer Holtan can help with this; we'd need County right-of-way to do that. Commissioner Griffin states that it's not a good situation and we'll always have issues with Bain's. DPW Blashka states that we could put a flow meter in each manhole. Engineer Holtan states that flow meters cost between \$4,000.00-\$5,000.00 each. Commissioner Griffin states that we could bring the two closest connections together. DPW Blashka states that we could also put one meter upstream and one downstream. Commissioner Katte asks that, if there's a separation, shouldn't we fix it. Commissioner Griffin states that Bain's is supposed to fix any issues because it's their system. Engineer Holtan states that they are required to notify the DNR if they're aware of any leaks; the DNR would make sure it was fixed.

10. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that Mi-Tech Services Inc. sent an e-mail regarding the main lift station and electrical and transformer work. DPW Blashka states that they're replacing the underground electrical near the main lift station; they need some easements and will also use some that we already have; he doesn't anticipate any issues or have any concerns. Commissioner Flasher asks if they would be knifing it in. DPW Blashka states that he's not sure if they'd knife or bore it. Commissioner Katte asks why they're doing this. DPW Blashka states that he thinks they were having problems with the existing line; there were some occasional power outages. Commissioner Griffin states that this work would be to the District's benefit; it's supposed to start in March or April and they're incurring all costs; let's get their plans and we can approve them at the January meeting. Commissioner Albright states that they're a good company to work with. Attorney Bauer asks if they'll be working on any of the District or Town-owned land. DPW Blashka states that we have an access easement and a sewer line easement, but our only land is by the main lift station. Attorney Bauer states that then they'll be responsible to do a title search and find out who owns the land and where any easements might be. Commissioner Katte asks if we can grant an easement. Attorney Bauer states that we need to see what our easement documents say; they, or anybody else, would need our approval.

Commissioner Griffin states that there was an e-mail from Eric Otte, asking what we need for final approvals for Aspen Trails. DPW Blashka states that it's mostly been completed; we need a hydrant raised and some ditching and pond work; they didn't contact us to tell us that some of these things were complete and then they complained that we didn't plow their road; we still have one as-built issue regarding how they connected to water off of N 61st St; the as-built shows a 5' pipe from the main with a "t", but they did a live tap with a sleeve; there is no 5' pipe; I've e-mailed Mr. Otte to correct the as-built; he needs to remove this. Engineer Holtan states that it's probably a CAD drawing and should be easy to fix. DPW Blashka states that the shouldering is done; as long as they fix these last few things and let him know, he can go out and check the work and start plowing if everything's correct, but they have to notify us.

11. 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.

DPW Blashka states that we'll work on the CMOM in January or February; he's added some updates to the GIS mapping program today. Commissioner Griffin states that he'd like a more formal manhole inspection form.

12. 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 4:44 p.m. until Monday, January 15, 2018 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

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

13. Approval of the December 18, 2017 Monthly Bills

Commissioner Griffin asks what the invoice to Miller Implement for \$1,367.95 was for. DPW Blashka states that the Bobcat was repaired; the axel broke off during brush cutting.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the December 18, 2017 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Griffin." Motion carried.

14. Discussion/Action – Policy on Maintenance Obligation, The Preserve at Briarwood

Attorney Bauer asks if anyone was billed for The Preserve's cleaning and televising. Ms. Free states that she sent both Developer John Rohde and homeowner Jason Diener an invoice; Mr. Rohde has paid the costs. Commissioner Griffin states that this item can be removed from the agenda until the District is contacted with any new updates.

15. Discussion/Action – 4325 Industrial Ct, Gelato Manufacturing Use Update

Commissioner Griffin states that we discussed this agenda item under item eight, Town of Sheboygan Plan Commission Update; the packet has a letter with the District's conditions, so they understand we are doing nothing right now but are reserving the right to impose District codes; we're doing this by monitoring the flows and water usage; if the water usage is over 50 gallons more per day, we'll review their charges; they should also be contacting the City of Sheboygan, but we can't enforce this, but we have made them aware of this. DPW Blashka states that he had talked to the City about the business, so they are aware. Commissioner Griffin states that we didn't collect any more connection fees, but we could if the usage changes.

16. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that we have thank you notes presented; one from Town Clerk Cathy Conrad and one from the family of Burnell Dewald, a past Town Parks employee.

17. Adjourn – Sanitary District No. 2 (Sewer)

Commissioner Katte states that he spoke with Engineer Holtan about the heating work for the Town Hall and what needs to be done. DPW Blashka states that nothing's been decided yet, but he did fix the flash guard that was not in place. Commissioner Katte states that he'd like to see the code violations taken care of. Attorney Bauer states that the Town Board has the authority over these decisions. Commissioner Katte states that there are a lot of ways to fix the code violations without an engineering study; Engineer Stange did a whole building heat loss calculation. Engineer Holtan states that Mr. Stange can figure out the hot and cold spots in the building.

"There being no further business, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 5:56 p.m. until Monday, January 15, 2018, following the Sanitary District No. 3 (Water) monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Albright." 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 January 15, 2018