

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, February 15, 2021

Place: Town of Sheboygan NEW Town Hall, 4020 Technology Parkway, Sheboygan, Wisconsin

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

Time: To Follow Sanitary District No. 3 (Water) 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. A joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:13 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:12 p.m. on Monday, February 15, 2021 at the Town of Sheboygan NEW Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, 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 via Zoom at 4:00 p.m. The following were also present at the meeting: Treasurer Jerry Hoepfner and Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Town Engineer Tom Holtan; Alternate Commissioner Jeff Klosterman; Director of Public Works William Blashka; Deputy Director of Public Utilities Damian Nevers; Office Manager Darla Free and those persons on the attached list.

2. Approval of the February 15, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 15, 2021 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Offer to Purchase Land for Future Water Tower 3 Site

Commissioner Albright states that Paul Weaver e-mailed an offer to the District, this information is in everyone's packets; the offer is for \$22,000.00 per acre. Attorney Bauer states that he updated the offer to purchase; the District will pay the closing costs and for the csm; the District has been pursuing this for many years and he recommends the purchase and the authorization for Commissioners Hoepfner and Lutzke to sign the contract. Commissioner Albright asks if this site is a good option of the three proposed. Engineer Holtan states yes, the difference is the cost being a little higher due to elevations. DPW Blashka states that we only need one acre to build a new tower but two acres is ideal in case there is ever a need to have a building on the site, or space for antennas; he recommends that at the earliest convenience the District erect a sign stating that this is a future water tower site. Attorney Bauer states that he will get signatures and submit the offer to the sellers; we should not have to re-zone, but he will look into any conditional use permit requirements; the closing is scheduled for April 30.

4. Discussion/Action – Cross Connection Control Assembly Tester Certification for DDU Nevers & John Witters

DDU Nevers states that the District owns four meters with back flow equipment, two for hydrants, the splash pad and the utility building; the class credits count for Mr. Witters plumbing certification and for his operator's certification; he would like to keep this testing in-house; the fee is \$790 per person, plus hotel and meal expenses. Commissioner Albright states that he has no issue with having someone getting certified, but would prefer that two employees are not gone at the same time. Commissioner Stewart asks if the class is offered a couple times a year. DDU Nevers states yes; every time these meters are moved they are supposed to be tested.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves John Witters to attend the April 12, 2021 Cross Connection Control Assembly Tester Certification in Plover, WI per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

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 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 4:13 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2

(Sewer). Treasurer Ken Katte and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

7. Approval of the January 18, 2021 Monthly Meeting Minutes

Commissioner Griffin states that he would like to change the word “tube” in the last sentence of the first paragraph in agenda item 13 to “low pressure discharge pipe”.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the January 18, 2021 monthly meeting minutes with the change to agenda item 13 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 January 18, 2021 monthly meeting minutes with the change to agenda item 13 per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner.” Motion carried.

8. Discussion/Action – Recommendation to Town Board to Appoint Alternate Commissioner

Commissioner Griffin states that he introduced Matt Dahlem last month; he has submitted his resume; he has a strong technical background; he asks if anyone has any questions for Mr. Dahlem. Commissioner Stewart asks if the goal is to get back to two alternates. Commissioner Griffin states that there has been a substantial turnover in recent years; we’ve worked without any alternates, sometimes one, but the goal would be to have two; President Albright will be on temporary leave, but still receiving packets and attending meetings via phone or Zoom, so we will also temporarily re-assign positions.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby recommends to the Town Board to appoint Matt Dahlem as an Alternate Commissioner, appoint Commissioner Stewart to President of the Water District, appoint Alternate Commissioner Klosterman to Secretary of the Sewer District and appoint President Albright to Alternate Commissioner 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 recommends to the Town Board to appoint Matt Dahlem as an Alternate Commissioner, appoint Commissioner Stewart to President of the Water District, appoint Alternate Commissioner Klosterman to Secretary of the Sewer District and appoint President Albright to Alternate Commissioner per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

9. Discussion/Action – Recommendation to Town Board to Approve MWK LLC Contractor Agreement

Ms. Free states that John Smith was a contracted accountant for the Town and Districts, doing quarterly reporting, journal entries and any other audit prep work; he was paid by the Town, but he did do District work as well; he came to the Town approximately eight times a year; he retired last February; using a contracted accounting service helps to keep the yearly audit costs down; MWK was recommended to us by Town Accountant Bryan Grunewald of CLA.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby recommends to the Town Board to hire MWK LLC as a contracted accounting service per a motion by Commissioner Katte and a second by Commissioner Stewart.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby recommends to the Town Board to hire MWK LLC as a contracted accounting service per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

10. Discussion/Action – Whistling Oak Apartments LLC, WI Lakefront Property Management

Engineer Holtan states that the water pressure test and safe samples passed; we still need as-builts. DPW Blashka states that we do not allow hook-ups or acceptance until we have as-builts. Engineer Holtan asks if they are working out there now. DPW Blashka states no. Ms. Free asks if each unit will have its own meter, or if it will be one meter per building. DPW Blashka states that he has not heard yet. Commissioner Katte asks who pays for the meters. DPW Blashka states that the District pays for the meters. Attorney Bauer recommends that the Districts send a letter stating that they will require the final as-builts before they will accept the water and sewer and that they also need to know what size meters they will want.

11. Discussion/Action – Utilities’ Employees Performance Review and Scheduling

Commissioner Griffin states that he sent out a general outline; they will be working on this with the Town Board; it is on their agenda tomorrow; the Town and Districts want to start regular employee reviews with the employees being actively involved, beginning March or April. Attorney Bauer states that there is a joint meeting on February 23 at 4:30 p.m. to discuss changes to the Employee Handbook.

12. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that there was not a meeting this month.

13. Operator's Report

DDU Nevers states that the sewer flows were normal; there was a substantial drop at the main lift station on January 23; he doesn't know why but flows were back to normal the next day; Energenecs will be coming tomorrow to test the 12" meter. He states that they were losing vacuum pump at the Charter Hills lift station; they took it apart and found a faulty valve; they changed the valve but the problem continued; Energenecs came and it's working fine now. He states that there had also been some vibrations that they think may have been due to the bearings and possibly a chunk of grease that couldn't go through the impeller. DPW Blashka states that the Charter Hills lift station is different than the other stations; it was meant to be a temporary station; it could easily be changed to match the other stations.

DDU Nevers states that the water flows are typical; residuals are good and they are monitoring the chlorine; the Well 1 chlorinator was acting up the last couple of months so they swapped out parts from the parts we got from the Village of Belgium and it seems to be working fine now.

DDU Nevers states that he is still in the process of vetting different equipment for tracking; this will be on-going; he'll be looking at another program on Wednesday.

14. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that he would like to take this opportunity to recognize DPW Bill Blashka's resignation and thank him for his years of service; there will be a joint party and information will be e-mailed to everyone. He states that we are starting to have joint meetings to help with the transition of employees and their responsibilities; we want overlapping of duties so everyone is aware of what's going on.

15. 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.

Commissioner Stewart asks how the bids are going for the Cth Y lift station. Engineer Holtan states that we are working with Source Well but haven't heard back yet; the State already does the work so you don't have to go out to public bid, you can go directly to contractors and suppliers.

16. 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 5:12 p.m. until Monday, March 15, 2021 per a 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

17. Approval of the February 15, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 15, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

18. Discussion/Action – Monitoring Flows for Commercial Businesses

Commissioner Griffin states that we have been monitoring the gelato manufacturing business and Miesfeld's usages to see if we would need to charge additional sewer connection fees; their flows have remained low and consistent; we can discontinue the monitoring at this time. Attorney Bauer asks the Commissioners how long they would like to wait to re-check flows. Commissioner Griffin states that, moving forward, we can begin to check these two flows yearly; we can add this to the pending list to be checked every July.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to monitor the gelato manufacturer and Miesfeld's usages on a yearly basis per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

19. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

20. 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, March 15, 2021 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
Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on March 15, 2021