

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, February 21, 2022

Place: Town of Sheboygan 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

Time: To Follow Sanitary District No. 2 Meeting – Closed Session

AMENDED – Agenda Item 9 (in red)

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. 3 (Water) and Sanitary District No. 2 (Sewer) Commissions began at 4:55 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:50 p.m. (there was not a Closed Session Meeting) on Monday, February 21, 2022 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

Sanitary District No. 3 (Water) Monthly Agenda – 4:00 p.m.

1. Call to Order

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Art Stewart at 4:00 p.m. The following were also present at the meeting: Treasurer Dave Albright and Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Engineer Tom Holtan; Alternate Commissioner Randy Blindauer; Deputy Director of Public Utilities Damian Nevers; Administrative Assistant Jamie Hilbelink; Office Manager Darla Free and those persons on the attached list.

2. Approval of the February 21, 2022 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 21, 2022 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

3. Discussion/Action – Well No. 2 Rehabilitation Update

DDPU Nevers states that they are waiting for the pump test, then they will get quotes for the pump and motor.

4. Discussion/Action – Approve RFP for New Water Tower Project

Engineer Holtan states that he submitted a copy of the Request for Proposal/Professional Engineering Services Report, updated by AECOM; 600,000 additional gallons of storage is projected; AECOM will determine how much of the 600,000 gallons is required for the TID and how much is the Sanitary District, we are still waiting for that breakdown. Alternate Commissioner Blindauer asks what our current capacity is. DDPU Nevers states that Tower 1 has 200,000 gallons and Tower 2 has 300,000 gallons. Commissioner Lutzke asks about future growth. Engineer Holtan states that AECOM is looking into that as well; single-family homes does not drive this, fire protection does; they will also look into Well 2 and Well 3 pumping more. Commissioner Lutzke asks if we should be looking into a bigger capacity tower. Engineer Holtan states that we should know that soon, that is also being looked into. DDPU Nevers states that Tower 1 has a fifteen-year life; if/when it is replaced, we would increase that capacity.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby accepts AECOM’s Professional Engineering Services proposed for Water Tower 3 as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

5. Discussion/Action – Ordinance Revisions

Attorney Bauer states that he reviewed the ordinances that the District has in place; the Town has the Wellhead Protection Ordinance; Well 1 has a 1,450’, Well 2 has 1,000’ and Well 3 has 1,960’ radius protection; this ordinance limits use like a gas station because it could contaminate the area; he compared our list to the WRWA and it’s almost identical, so our ordinance is good; in addition, Sanitary District No. 3 has their own ordinances. He states that the District has a Cross Connection Control Program for commercial properties and a Well Abandonment Program for residents who are served by Town water and still have a private well; every five years these property owners have to apply for a permit, provide a safe water sample and pass a well inspection, but this program does not apply to private wells if they do not have Town water. He states that Wisconsin Statutes delegate authority to the County for us to regulate; it’s quite complex; there are five different levels of County regulation and they can have some of it or all of it; if there was a

contaminated well, the County would have to follow-up and would also have to test 10% of private wells each year; the County hasn't taken on this authority; the Sanitary District would have authority to test wells inside of our Wellhead Protection area. He states that he would recommend that the District send a letter to residents and agree to pay for testing, but does not recommend expanding regulatory policy, what the District has is appropriate for our needs. Commissioner Stewart asks if the District has authority for Well Abandonment. Attorney Bauer states yes, if the property owner(s) have both a private well and municipal water. Commissioner Stewart asks if a property has a private well but not our water, can we require testing. Attorney Bauer states no. Kevin Struck, from the UW-Extension, states that they partner with UW-Stevens Point; they send out postcards and offer testing at a discounted rate; they drop off the kits but the property owners collect the samples; we pick them up and take to the lab; if the District is interested, they would want the Town Board's permission to do this; the lab has limited capacity, so they could maybe test 150 wells; he reserves the lab a year in advance and he works with one Town a year; it's \$30.00 for bacteria, nitrate, ph and alkaline and there is a homeowner's packet of information. Attorney Bauer asks what happens if a well is contaminated. Mr. Struck states that the report is confidential; the property owners get a phone call but they do not have to do anything, but typically they ask what they should do. Alternate Commissioner Blindauer asks if this is the State's way of monitoring wells. Mr. Struck states that it is an educational program; many people just are not aware; we tell them the results and options and explain ground water; the results are mailed to each participant and he gets a full report showing totals but the report is not specific to each property; we could ask for the results but the property owners are not required to provide them. Attorney Bauer states that a master report would be helpful to see how many wells are bad. Supervisor Schwinn states that you might not want to wait for the Town Board's approval; you could get approvals in March to address any issues as early as possible. Attorney Bauer asks if the Commissioners agree with this. Commissioner Stewart states yes. Engineer Holtan asks how many private wells are in that radius. Supervisor Schwinn states 32. Engineer Holtan states that the bedrock is shallow to the north, so some areas could be out of the radius. Commissioner Katte asks what the most common causes of bad samples are. Mr. Struck states that it can be a cracked cap or leaking septic; abandonment is the last resort; we recommend shocking first. DDPU Nevers states that Suburban Labs charges \$50.00 apiece and we collect and deliver the samples; it costs more if they transport. Commissioner Albright states that to get things started sooner, we could deliver the sample kits and ask for the results. Commissioner Stewart asks what we can do if a resident has a bad sample. Attorney Bauer states that they would have to bring their well into compliance or connect to Town water, if it is there; this is in your ordinance. Commissioner Katte asks what would happen if you were selling your home and your well tested bad. Mr. Struck states that it is required to be tested for bacteria and arsenic; he is not sure if his program will work well for the Town because they don't provide addresses. Engineer Holtan states that he thinks it would be worth having a public health meeting with Well 2 area residents.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to start voluntary water sampling in a 1,000' radius of Well 2, paid for by the District as determined by Town Engineer Holtan per a motion by Commissioner Lutzke and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby makes a recommendation to the Town Board to allow the UW-Extension to offer their water sampling program in August 2022 per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

6. Communication & Correspondence Received After Posting of Agenda

DDPU Nevers states that he received correspondence from the WI DNR stating that Per- and Polyfluoroalkyl Substances (PFAS) are getting into water; these substances come from Teflon, stain-resistant carpets and similar items; testing will be required in 2023, but they will pay for it if we want them to start testing now; testing will start in Spring 2022 and the samples go to the State.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby directs DDPU Nevers to sign up for the State of Wisconsin's free Spring 2022 PFAS Sampling Program per a motion by Commissioner Albright and a second by Commissioner Lutzke." 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

7. 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 4:55 p.m. by Commissioner Stewart and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer), is also in attendance.

8. Approval of the January 17, 2022 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the January 17, 2022 monthly

meeting minutes per a motion by Commissioner Klosterman and a second by Commissioner Katte.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the January 17, 2022 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

9. Discussion/Action – Spending Authorization for DPW Department

Engineer Holtan states that he and DDPU Nevers have talked and they want to know the criteria for when they can make purchases without coming to the Districts. Commissioner Klosterman states that if it has been budgeted for, they do not need to come to the Commission. Attorney Bauer states that your budget is a plan, it is not the authority to buy something; if the Commissions want to set an amount, they could do that by ordinance. Supervisor Schwinn states that the Town Board requires three estimates if a purchase is over \$200.00.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves a \$5,000.00 spending cap along with three quotes submitted with invoice for purchases which have been budgeted for per a motion by Commissioner Klosterman and a second by Commissioner Katte.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves a \$5,000.00 spending cap along with three quotes submitted with invoice for purchases which have been budgeted for per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

10. Discussion/Action – Chainsaw Safety Training

DDPU Nevers states that this training costs \$1,300.00 and will be a three-way split; everyone but Nathan Luedtke will attend the training.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying \$433.33 for chainsaw safety training for the crew per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves paying \$433.33 for chainsaw safety training for the crew per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

11. Discussion/Action – Districts’ Investments, CD Rates and CD Maturities

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchases of a Bank of India NY .400% 6 months \$250,000.00 cd, a Beal Bank USA .400% 6 months \$250,000.00 cd and a Goldman Sachs Bank USA .450% 6 months \$250,000.00 cd or equivalent cd’s using funds from the matured Bank of India NY cd, the Bank of China cd, the Enerbank USA cd and \$50,000.00 from the Wisconsin Bank & Trust money market per a motion by Commissioner Klosterman and a second by Commissioner Katte.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchases of a Barclays Bank Delaware .850% 12 months \$250,000.00 cd and a JP Morgan Chase Bank NA .850% 12 months \$250,000.00 cd or equivalent cd’s using funds from the Mizuho Bank USA cd and the Wells Fargo Investment holding account per a motion by Commissioner Lutzke and a second by Commissioner Albright.” Motion carried.

12. Town of Sheboygan Plan Commission Update

Commissioner Albright states that there was a Conditional Use permit for a residential garage and Greenscape wants to construct an accessory use building at 4218 Industrial Ct; there was nothing pertaining to the Districts.

13. Operator’s Report

DDPU Nevers states that his Operator’s Report has been submitted. He states that the Cth Y lift station was not performing as it should so they charged the propellers but it did not help; they replaced all five of the air release valves and they pumped to the north but they still didn’t get the capacity so they changed the valves to the south; the valves were corroded and when they unscrewed them, raw sewage escaped; it was confined space and they did follow protocol and took the employee to Urgent Care and there were no issues; they switched flows back to the south on Friday and got about a 25% increase; the pumps capacity is up 25%. Commissioner Katte asks if we knew about these air relief valves. DDPU Nevers states no; we know where they all are now and they are all new as well; it is now scheduled for annual inspections; we will pull them and clean them if they need it; there are twelve by the Pigeon River lift station that have never been maintained and we will be doing those as well; we will have the replacement of the Pigeon River lift station roof on the March agenda. Commissioner Stewart asks if the old roof is being torn off. DDPU Nevers states no, plywood goes over foam sheets and they will go over the existing steel roof.

DDPU Nevers states that he had two water quality complaints since last month’s meeting; one on N 40th St and one on

Skylark and Baronwood Way; both were for dirty water; he will have Mr. Schneider flush those areas more often. He states that he submitted quotes for a new locator; this item was budgeted for; our locator is not functioning correctly.

14. Communication & Correspondence Received After Posting of Agenda

Commissioner Stewart directs Ms. Free to work with Chairman Hein to schedule the annual April joint Districts and Town Board meeting for employee matters.

15. Pending Item List Review

Nothing submitted; no updates.

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

16. Approval of the February 21, 2022 Monthly Bills

Commissioner Katte asks what the check to Sanitary District No. 3 is for. DDPU Nevers states that an Albert's Hydro Vac invoice was coded incorrectly; it was a sewer charge that was incorrectly coded to the Water District. Commissioner Katte asks what the check to Wisconsin Media is for. Ms. Free states that it was for the publication of the District's ordinance adjusting sewer rates based on the City's Schedule I/budget; this is a yearly adjustment of rates and publication.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 21, 2022 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

17. Discussion/Action – Purchase of Air Relief Valves

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of five air relief valves from Crane Engineering and ball valves and couplings from Ferguson Wolseley per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

18. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

19. Closed Session

The Commissions do not enter into a Closed Session meeting.

20. Open Session

NA

21. Adjourn – Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water)

"There being no further business, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 6:15 p.m. until Monday, March 21, 2022 per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 6:15 p.m. until Monday, March 21, 2022 per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

Matt Dahlem, President
Ken Katte, Treasurer
Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President
Dave Albright, Treasurer
Spencer Lutzke, Secretary

Minutes approved on March 21, 2022