

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, March 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

Time: To Follow Sanitary District No. 2 (Sewer) Monthly Meeting – Closed Session

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 4:14 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:12 p.m, followed by a joint Closed Session meeting at 5:37 p.m. on Monday, March 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 Art Stewart 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 Commissioners Dave Albright (via speaker phone) and Matt Dahlem; Deputy Director of Public Utilities Damian Nevers; Deputy Director of Public Works Tod Holfeltz; Deputy Treasurer Michelle Richards; Office Manager Darla Free and those persons on the attached list.

2. Approval of the March 15, 2021 Monthly Bills

Commissioner Stewart asks what the invoice from HydroCorp is for. DDU Nevers states that we contract with them to do our commercial cross connection inspections.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 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

Attorney Bauer states that AECOM is working on the csm; it will be on the April 6 Plan Commission agenda for a public hearing and zoning approval, then on the Town Board April 20 agenda for approval; closing is scheduled for April 30.

4. Discussion/Action – Dixon Engineering Maintenance Inspection Report for Tower 2

DDU Nevers states that Tower 2 was inspected last week; new wires were installed for the antennas and some grommets were replaced where wires were protruding; some welding was also required; there will be some minor paint touch-ups; the final punch list was done and he will follow-up to make sure everything gets completed. Commissioner Albright states that we could have a new water tower in two or three years so we will want to make sure that our tower maintenance is spread out; we don't want all of this to come up at the same time. DDU Nevers states that he will contact Dixon and let them know this. Commissioner Stewart states that we will have to budget for the work that is required for next year.

5. Discussion/Action – Wisconsin DNR Public Drinking Water System Data

Attorney Bauer states that the WI DNR data sheet is in the packets and he asks if this can be updated on-line. DDU Nevers states that he contacted our DNR rep Petwara Tayingtrakoon and this form can be changed on-line; John Witters is the District's certified operator. Attorney Bauer asks if we need a sampler. DDU Nevers states that he has been doing the sampling, and it can be multiple people who do this.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DDU Nevers to update the WI DNR Public Drinking Water System Data form per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves John Witters to be the certified operator in charge and DDU Nevers as the secondary operator in charge, with DDU Nevers becoming the certified operator in charge when he becomes qualified per a motion by Commissioner Stewart and a second by Commissioner Hoepfner.” Motion carried.

6. Discussion/Action - CD Maturities: Goldman Sachs BK, Sallie Mae Bank/Salt Lake & New York CMNTY BK

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to have the funds from the Goldman Sachs BK, Sallie Mae Bank/Salt Lake and New York CMNTY BK cd maturities deposited into their Wells Fargo Investment holding account per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner.” Motion carried.

Commissioner Lutzke states that cd investments should be on their April agenda.

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 4:14 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer) are also in attendance.

9. Approval of the February 15, 2021 Monthly Meeting Minutes

Commissioner Griffin states that agenda item 3 states that a sign will be put up on the future Tower 3 site; has this been done yet. DDU Nevers states no, he will get that done after the closing date.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 15, 2021 monthly 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 February 15, 2021 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

10. Discussion/Action – Crew On-Line Attendance for Public Works Management Courses

Commissioner Griffin states that this came up at a District meeting; there have been limited educational opportunities in the past; if it was not mandatory, it wasn't approved; he is suggesting we re-evaluate this and asks DDU Nevers which classes he is interested in. DDU Nevers states that he would like to attend the Budgeting for Public Works and Citizen/Customer Service class; all of the classes are virtual and offered during the day. Commissioner Klosterman states that it will be important to keep track of who attends what classes so we aren't being repetitive. DDPW Hofeltz states that he would like to attend the Citizen/Customer Service and Fundamentals of Public Works Operations classes; he will be asking for approval for this tomorrow at the Town Board meeting. Commissioner Griffin states that we want to encourage training and we want to know the benefit of the classes; we will lose work time and if classes are taken at night, we would pay for the employee's time; these are questions we need to discuss with the Town Board; we are working on revising the Employee Handbook, so it is a good time to look into this. Commissioner Stewart states that the Citizen/Customer Service class starts April 6 and is three days; since it is virtual and if there would be an emergency, the employees would still be available to respond; you also have to take all of the courses to get the certification. Commissioner Griffin asks Ms. Free if there are any classes she feels the office staff would benefit from. Ms. Free states that the Citizen/Customer Service and the Budgeting for Public Works classes would be beneficial for Ms. Richards to attend.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DDU Nevers and Deputy Treasurer Richards to attend the April 6, 8 and 13, 2021 Citizen/Customer Service virtual class 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 DDU Nevers and Deputy Treasurer Richards to attend the April 6, 8 and 13, 2021 Citizen/Customer Service virtual class per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

11. Discussion/Action – Utilities Employee Job Description

Commissioner Griffin states that DDU Nevers put together a new job description and posting for the position of public utilities employee and a copy is in everybody's packet. Attorney Bauer asks if this employee position would report to the Deputy Director of Utilities. DDU Nevers states yes. Attorney Bauer states that he has edited the EEO/ADA Policy Statement and submits a copy. Commissioner Griffin states that because the Employee Handbook is being revised and should be completed soon, we should wait on advertising the position to make sure we have the most current information for any new employee. Attorney Bauer states that he is about half way through his revisions and is hoping to have a revised version ready for the Town and Districts April meetings. Commissioner Griffin states that we will leave this on the

agenda and we can discuss a competitive wage range at that time. DDU Nevers states that what he has submitted is Mr. Witters job description. Commissioner Klosterman asks how many different job descriptions we have and does everyone have their own. DDU Nevers states that there are four and everyone has their own. Commissioner Albright states that DDU Nevers and Mr. Witters are working on their certifications so we can consider this when we review employees.

12. Discussion/Action – Coverage for DPW Position and Transition Items

Commissioner Griffin states that he asked that this be placed on the agenda to make sure we have a smooth transition after DPW Blashka's retirement; we want to make sure that people have the right keys and the right access to the utilities' structures, trucks, programs, and that some of the locks that were in bad shape are replaced. DDPW Holfeltz states that Mr. Blashka turned in his keys and FOB. Commissioner Griffin states that we have discussed that the pager is becoming obsolete. DDU Nevers states that we will be setting this up with our cell phones once we are in the new building; pager pay is \$10.00 per week day, \$30.00 for weekend days and we will need to decide if there will be reimbursement for personal phones being used; Chairman Hein has also asked that our security be upgraded at the shed; DDPW Holfeltz is working on this with Pros4; we don't have a final number yet but we expect that this could cost around \$20,000.00.

13. SCADA Moving & Upgrades

DDU Nevers states that the SCADA system is five years old and requires upgrades; this was planned and budgeted for; this is our security, we can monitor the systems in the field; Energenecs quote for upgrades is \$8,000.00 and to move the system to the municipal shed is \$1,250.00; this is parts and labor. Commissioner Griffin asks if this is a 50/50 split between Districts. DDU Nevers states yes, it's for all of the wells, towers and lift stations.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Energenecs quote to upgrade and move the SCADA system to the highway shed 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 Energenecs quote to upgrade and move the SCADA system to the highway shed per a motion by Commissioner Stewart and a second by Commissioner Hoepfner." Motion carried.

14. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that there was nothing pertaining to the Districts. Attorney Bauer states that they recommended approval of the final plat for Koppelman Estates Subdivision; this is vacant land on the south side of Grote Rd. He asks if the laterals have been installed. DDPW Holfeltz states not that he is aware of.

15. Operator's Report

DDU Nevers states that they have not observed any water leaks; the Civics software upgrades are now complete and we needed this before we could have the required Beacon upgrades; we will still be using the old system for the first quarter reads; the quote for the software and training is between \$8,000.00 - \$9,000.00. Commissioner Griffin states that these costs will be split between the Districts because the sewer District uses the water meters for their metered sewer customers. Commissioner Stewart asks what we have for a back-up. DDU Nevers states that the new system uses a laptop, but we will have the hand held device as a back-up.

DDU Nevers states that Great Lakes TV and Seal is here for cleaning and televising; the cleaning is almost done; there haven't been any issues yet but he will let the Commissioners know if anything arises. He states that the flow meter at the Cth Y lift station has not worked properly for numerous years; a new meter was installed by Energenecs last week. He states that the Emergency Contact List is almost done. Commissioner Griffin states that Lake Michigan water levels are down about 10", so Great Lakes should be able to see some of the manholes in the Pigeon River easement. DDU Nevers states that you can see that there was a malfunction in mid-February on the Pigeon River flow sheet; we used the average flows to be able to calculate the bill; the City was fine with this.

16. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that we are going to have employee performance reviews; we are waiting for the revised Employee Handbook to be completed by Attorney Bauer; they will want two or three people from each District to be involved in the review process. Attorney Bauer states that this is on the Town Board's agenda tomorrow and we will wait to get direction from them. Commissioner Stewart states that he does not want to wait until the revised handbook is complete; the current employees know what they are working on. Commissioner Griffin states that we will wait for the Town Board to make a decision and plan to start in April and we will work with DDU Nevers for contacting the crew.

Ms. Free states that she reached out to Wisconsin Bank & Trust and Wells Fargo Bank to get new signature cards for the Districts; she has not heard back from either bank yet.

17. 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 Griffin states that he will work on item 47 Staffing for Emergency Situations when he has some free time.

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

18. Approval of the March 15, 2021 Monthly Bills

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

19. Discussion/Action – Ordinance No. 2021-2 An Ordinance Repealing and Recreating Section 7.06 of the Town of Sheboygan Sanitary District No. 2 Sewer Use and Sewer Service Charge Ordinance

Commissioner Griffin states that we approve this ordinance every year; it is the City yearly rate change that affects City residents who have flows that go through any part of the District's system.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Ordinance No. 2021-2 An Ordinance Repealing and Recreating Section 7.06 of the Town of Sheboygan Sanitary District No. 2 Sewer Use and Sewer Service Charge Ordinance per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

20. Discussion/Action – CD Maturity: Comenity Bank Wilmington DE

Commissioner Griffin recommends that the District review cd rates at their April monthly meeting.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to have the balance from the Comenity Bank Wilmington DE cd deposited into their Wells Fargo Investment Holding account per a motion by Commissioner Katte and a second by Commissioner Griffin." Motion carried.

21. Discussion/Action – Thompson Pump Quote for Cth Y Lift Station

Engineer Holtan states that he is working with Sourcewell; they are a State-approved national municipal contracting agency that allows the Town to avoid the bidding process; with parts, shipping and training, the Thompson pump is \$54,072.00; the other quotes did not meet our specifications; our next step is to meet with Energenecs to make sure it will work with your SCADA system; it will run about 100 hours on a tank of fuel. Commissioner Griffin asks if we have to make a decision today. Engineer Holtan states no, this is just an update; if there would be an emergency, you may have to drive eight hours to get a back-up pump. Commissioner Griffin states that we have a Mutual Aid Agreement; couldn't we share with another municipality; we might never use a pump and it is a lot of money; is it something you could ever use for a tower or well; he would like to look into renting from someone who already has a pump. Commissioner Katte asks if it would run on gas or diesel fuel. Engineer Holtan states diesel. Commissioner Stewart states that if we do not buy one, we would need to know how fast we could get one. DDU Nevers states that if there was a rain event, everyone would be using their own. Commissioner Griffin states that he would like DDPW Holfeltz and DDU Nevers to look into past flooding situations; he would like a bullet point justification. Commissioner Stewart asks if we have a quote for the installation. Engineer Holtan states that it would sit on a trailer, but he does not have modification quotes; it can be set up on gravel at the Cth Y lift station; it has an auto on/off. Commissioner Katte states that we would want it secured properly. DDU Nevers states that it can be locked and physically attached. Engineer Holtan states that you could chain and lock it and a street light would help, especially if you have to work at night and it would also deter stealing, vandalism. Commissioner Katte asks if the other lift stations' back-ups are gas. DDU Nevers states that they have one and it is diesel. Commissioner Katte asks if they have back-up diesel fuel. DDU Nevers states that there is not a tank at the shop; Well 3 is diesel and the tank is 500 gallons; Wells 1 and 2 are natural gas; they test the back-ups and they all work.

22. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

23. Closed Session

Closed Session role call is taken by Attorney Bauer: "Motion to enter into Closed Session" Commissioner Griffin "aye", Commissioner Katte "aye", Commissioner Klosterman "aye". The Sanitary District No. 2 (Sewer) Commission is in Closed Session.

Closed Session role call is taken by Attorney Bauer: "Motion to enter into Closed Session" Commissioner Stewart "aye", Commissioner Lutzke "aye", Commissioner Hoepfner "aye". The Sanitary District No. 3 (Water) Commission is in Closed Session.

24. Open Session

Open Session role call is taken by Attorney Bauer: "Motion to enter into Open Session" Commissioner Griffin "aye", Commissioner Katte "aye", Commissioner Klosterman "aye". The Sanitary District No. 2 (Sewer) Commission is in Open Session. No action is taken.

Open Session role call is taken by Attorney Bauer: "Motion to enter into Open Session" Commissioner Stewart "aye", Commissioner Lutzke "aye", Commissioner Hoepfner "aye". The Sanitary District No. 3 (Water) Commission is in Open Session. No action is taken.

25. 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 until Monday, April 19, 2021 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting until Monday, April 19, 2021 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." 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 April 19, 2021