

**NOTICE OF PUBLIC MEETINGS**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

**Date: MONDAY, March 16, 2020**

**Place: Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, Wisconsin**

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

**Time: To Follow Sanitary District No. 3 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. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:14 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 5:23 p.m. on Monday, March 16, 2020 in open session at the Town of Sheboygan Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, WI 53081, Sheboygan County.

**1. Call to Order**

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by Treasurer Jerry Hoeppner, Sanitary District No. 3 (Water) at 4:00 p.m. The following were also present at the meeting: Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Town Engineer Tom Holtan; 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 March 16, 2020 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 16, 2020 monthly bills as submitted per a motion by Commissioner Hoeppner and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – Water Main Work at Kohler Credit Union Site**

DPW Blashka states that we’re still waiting for the as-builts and payment for the damage caused by the plumbing contractor; he won’t recommend approval and acceptance of the water or sewer system until these two issues are resolved; they do have a meter and they’re using water for construction.

**4. Discussion/Action – Attendance to WRWA Water System Operations Basics for DDPU Damian Nevers**

DPW Blashka states that Mr. Nevers should attend this class so he can get his groundwater license; this class helps to prep for the test; Mr. Witters also attended this class.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DDPU Damian Nevers to attend the WRWA Water System Operations Basics Classes April 27-30 in Plover, WI per a motion by Commissioner Hoeppner and a second by Commissioner Lutzke.” Motion carried.

**5. Discussion/Action – Tower 2/US Cellular Third Amendment to Option Water Tower & Ground Space Lease & Dixon Engineering Proposal/Contract Agreement for Antennas**

Commissioner Lutzke asks if we got the rate increase for 2020. Ms. Free states that it's 3% and takes effect May of each year. Attorney Bauer states no, the new contract is effective June 1 with just the new increase, it doesn't include the past increase. Commissioner Lutzke asks if we should let them know that we didn't get the 3% increase. Attorney Bauer states that we had a built-in formula and it was complicated and confusing, so we picked June 1. DPW Blashka states that by approving the agreement, it authorizes us to send the plans to Dixon Engineering for their review and approval. Commissioner Lutzke asks how long this takes. DPW Blashka states that it will take a couple of weeks; we see what Dixon's recommendations are, then US Cellular can begin the work that's approved. Attorney Bauer states that, for land purposes, Sanitary District No. 2 (Sewer) should also approve the agreements.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Tower 2/US Cellular Third Amendment to Option Water Tower & Ground Space Lease & Dixon Engineering Proposal/Contract Agreement for Antennas per a motion by Commissioner Hoeppner and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Tower 2/US Cellular Third Amendment to Option Water Tower & Ground Space Lease & Dixon Engineering Proposal/Contract Agreement for Antennas per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

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

Ms. Free states that there's been no contact regarding land purchase for future Tower 3.

**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 4:14 p.m. by Commissioner Hoepfner and President Dave Griffin, Sanitary District No. 2 (Sewer). Secretary Art Stewart, Sanitary District No. 2 (Sewer) is also in attendance.

**8. Approval of the February 17, 2020 Monthly Meeting Minutes**

Commissioner Griffin states that agenda item five has a typo; bod should be all-caps.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 17, 2020 monthly meeting minutes with the correction to agenda item five 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 February 17, 2020 monthly meeting minutes with the correction to agenda item five per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

**9. Discussion/Action – Water & Sewer Extension, Parcel 59024341880, WI Lakefront Property Management**

Attorney Bauer states that we're close to an agreement; the first page has the redlined changes regarding payback to the grantee if the grantor connects to water and/or sewer; they'll be constructing the water and sewer in a private driveway, but turning it over to the Districts when the work's completed; Menard's is agreeing to move their driveway easement and if they ever choose to use the water or sewer, they'd have to pay back the owners; the agreement might be back at next month's meeting.

**10. Discussion/Action – Water & Sewer Service for Sheboygan Senior Community Expansion, 3505 Cth Y**

Attorney Bauer states that there are no new updates. Commissioner Griffin states that this item can be removed from the agenda unless they propose any changes.

**11. Discussion/Action – Encroachment Easement Agreement Between Brantmeier Ford Inc., Town & Districts**

Attorney Bauer states that Brantmeier Dealership is being sold; a title search showed that there was a vacated road easement on N 37<sup>th</sup> St and it's also a water and sewer easement; the buyer wants to make sure that the Districts don't have any issues with their encroachment into the easement; they'll reimburse all legal fees for this work; we'd still have easement rights and they can't build on it; they contacted the Town and said that they can't build if we don't vacate; we're granting an easement to permit the building to encroach into the easement. Commissioner Stewart asks if they're active lines. DPW Blashka states yes.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Encroachment Easement Agreement between Brantmeier Ford Inc, the Town of Sheboygan and Sanitary Districts No. 2 (Sewer) and No. 3 (Water) 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 Encroachment Easement Agreement between Brantmeier Ford Inc, the Town of Sheboygan and Sanitary Districts No. 2 (Sewer) and No. 3 (Water) per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

**12. Discussion/Action – Districts Approval of Auditors Clifton Larson Allen's 2019 Engagement Letter**

Commissioner Griffin states that both Commissions signed this document at February's meeting; it wasn't received on time to be on the agenda but we didn't want to delay the auditors; we wanted a formal motion this month.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Clifton Larson Allen 2019 Engagement Letter as presented in February 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 Clifton Larson Allen 2019 Engagement Letter as presented in February per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

**13. Discussion – Town Planning Development Director**

Attorney Bauer states that the Town Board took no further action. Commissioner Griffin states that this item can be removed from the agenda.

**14. Discussion/Action – Truck Equipment/Outfitting & Lakeland Truck Caps for Locating Truck**

DPW Blashka states that this is for the 2020 Ford F-150, to add a console and lights for \$7,026.80; Truck Equipment Inc gives the lowest possible costs; Casper was contacted but never replied back; Truck Equipment Inc will also be doing the install; we're also purchasing a cap from Greenbush Sales for \$4,213.00; the total cost to each District would be \$5,619.90.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a cab, console and lights for the 2020 Ford F-150 in the amount of \$5,619.90 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 purchase of a cab, console and lights for the 2020 Ford F-150 in the amount of \$5,619.90 per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

**15. Discussion/Action – Attendance to Work Zone and Flagger Safety Classes for Utility Staff**

DPW Blashka states that you must have this class to do road work in the State; all of the crew will be attending; each District will pay for one attendance and the Town will pay for all of the others; it's being offered in De Pere and Fond du Lac and it cost \$80.00 per person.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to pay for one crew employee to attend the Work Zone and Flagger Safety Class at a cost of \$80.00 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 to pay for one crew employee to attend the Work Zone and Flagger Safety Class at a cost of \$80.00 per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

**16. Discussion/Action – Attendance to Midwest Meter Inc Training with BEACON Reading System for Damian Nevers, John Witters, Bill Blashka and Darla Free**

DPW Blashka states that we'll need this training because we have to upgrade our meter reading system; Chilton is the closest class available; the charge is \$200.00 per utility, up to three people; he states that he contacted Midwest Meter because he wanted to send four employees and they said we can send four employees for that cost; we use the water meters to bill the metered sewer customers, so this cost should be split between the Districts.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Damian Nevers, John Witters, Bill Blashka and Darla Free to attend the Midwest Meter Inc training in Chilton, WI at a cost of \$100.00 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 Damian Nevers, John Witters, Bill Blashka and Darla Free to attend the Midwest Meter Inc training in Chilton, WI at a cost of \$100.00 per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

**17. Discussion/Action – Maturity of Sanitary District No. 2 Sewer's Morgan Stanley CD, Due 3-30-2020  
Maturity of Sanitary District No. 3 Water's GE Capital Retail, Due 3-23-2020**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to have the Morgan Stanley cd funds deposited into their Wells Fargo Investment Holding account per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

Ms. Free states that the Water District also had a cd called, JP Morgan Chase Bank is being called on March 20<sup>th</sup>.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to have the GE Capital Retail and JP Morgan Chase Bank cd funds deposited into their Wells Fargo Investment Holding account per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner." Motion carried.

Commissioner Griffin asks Ms. Free to contact Curtis Roberts for short-term cd rates; they'll review rates next month.

**18. Town of Sheboygan Plan Commission Update**

Commissioner Hoepfner states that there wasn't a Plan Commission meeting in March.

#### **19. Operator's Report**

DPW Blashka states that he found a leak this morning on Heatherfield Ct; a resident complained about their sump pump running; it's about 5' from the curbstop, on our side and under the driveway; he's contacted LA Equipment to make the repair and they're hoping to fix it this week, but no later than Monday; he spoke to the owners, so they're aware; we'll be responsible to pay for the repair. He states that Mr. Nevers has been taking the water samples; we'll be keeping the chlorine levels a little higher due to Covid-19. He states that the WRWA Conference was cancelled but they did reach out, asking operators if they'd like to sign up for assistance if there's a need due to Covid-19; they have concerns about a shortage of operators; they also asked if you'd be able to travel; he did submit his information; they also said to keep track of any expenses incurred if they call on you, in case there's any reimbursement for your services; the State may step in to offer financial assistance. Commissioner Griffin asks if this allows us to rely on others if he or our crew get sick, possibly using others outside of our Emergency Response Plan. DPW Blashka states yes. Commissioner Griffin states that after the explanation and discussion of this issue and since this information just came today, there will be no formal motion but the Districts have no objection to any assistance that may be required of DPW Blashka to other municipalities.

DPW Blashka states that the Sewer District has Great Lakes in now, cleaning and televising; he got permission from property owner James Worminghaus to access the manholes on his vacant land north of Hunter's Glen; Mr. Witters and Mr. Nevers were able to clear the debris so Great Lakes could clean and televise. He states that he was contacted by the Town of Wilson DPW because he had a sewer back-up in a new subdivision; there was probably some illegal dumping and also a new home wasn't covered and the sewer may have froze; he invoiced the Town of Wilson and they'll be going back to the contractor for the money. He states that he also had the crew wrap the sewer line at N 40<sup>th</sup> St and Hwy 23; we've had trouble there in the past; he also sent Great Lakes there with their vac machine; they spent almost a full day removing debris; next time we'll clean it with our jetter. Commissioner Griffin asks when the last time was that it was cleaned. DPW Blashka states about four years ago; to fix it, you'd have to install a whole new line and it would have to go next to the existing line because there's no way to raise it; it's part of the North South Interceptor and you can't open cut on Hwy 23, so we would have to bore it or put in a new casing. Commissioner Griffin states that, moving forward, we should be cleaning and jetting this line every year for now on.

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

Ms. Free states that the Town of Wilson Clerk called the office and said that the City of Sheboygan is stopping in-person payments for utility bills due to Covid-19 and that she expects their office will do the same; our bills will be going out on March 31<sup>st</sup>.

#### **21. 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.

#### **22. 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 5:23 p.m. until Monday, April 20, 2020 per 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**

#### **23. Approval of the March 16, 2020 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 16, 2020 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Griffin." Motion carried.

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

Commissioner Stewart states that DPW Blashka should set up a meeting with the City of Sheboygan to review how our billing works between us and them.

#### **25. 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 5:29 p.m. until Monday, April 20, 2020 after the Water District monthly meeting per motion by Commissioner Stewart and a second by Commissioner Griffin." 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 April 20, 2020**