

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: Monday, March 18, 2019

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

Time: 4:00 p.m.–Sanitary Dist. 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 Dist. 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 4:02 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 4:50 p.m. on Monday, March 18, 2019 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 Dave Albright, 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); Sanitary Districts No. 2 (Sewer) and No. 3 (Water) Alternate Commissioners Jeff Klosterman and Damian Nevers; 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 March 18, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 18, 2019 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

3. Communication & Correspondence Received After Posting of Agenda

Commissioner Albright acknowledges receiving two thank you cards.

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

4. 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 4:02 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

5. Approval of the January 21, 2019 Monthly Meeting Minutes - Sanitary District No. 3 (Water)

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the January 21, 2019 monthly meeting minutes per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

6. Approval of the February 14, 2019 Monthly Meeting Minutes - Sanitary District No. 3 (Water)

Attorney Bauer states that agenda item nine should state “the Commissioners determined that they have no

responsibly because the damage was on the private side of the valve and the District doesn't maintain records nor do they mark private services".

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 14, 2019 monthly meeting minutes with the revision to agenda item nine per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

7. Approval of the February 18, 2019 Monthly Meeting Minutes - Sanitary District No. 2 (Sewer)

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 18, 2019 monthly meeting minutes per a motion by Commissioner Katte and a second by Commissioner Stewart." Motion carried.

8. Discussion/Action – Purchase of CD's

Commissioner Griffin states that the Sewer District will review their investments in September.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a Sallie Mae Bank/Salt Lke 2.6%, two-year cd for \$250,000.00 using funds from the Ally Bank Midvale UT cd, or an equivalent cd, per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a Valley Natl Bk Wayne 2.75%, three-year cd for \$250,000.00 using funds from the Wells Fargo Investment Holding account, or an equivalent cd, per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

9. Discussion/Action – S Greger Restitution

No action taken; this item can be removed from the agenda.

10. Discussion/Action – Software Upgrade

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of the Civic Systems Software Upgrade per the Purchase Agreement and approval of the Town Board 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 purchase of the Civic Systems Software Upgrade per the Purchase Agreement and approval of the Town Board per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

11. Town of Sheboygan Plan Commission Update

Attorney Bauer states that the Plan Commission made a recommendation to the Town Board to approve the proposed 64-unit development on Heather Valley Rd and Enterprise Dr; the Plan Commission recommended approval for Independent Cleaning Solutions to rent office and garage space at 3838 Enterprise Dr; they recommended approval to allow Moraine Properties to change tenant and use of Suite 101 from Jessica's School of Dance to Fire Fitness Sheboygan; they recommended approval for the csm/split of parcel 59024345171 condition upon the Sewer District's approval, which they have; they recommended approval for a hair salon at 3913 Hwy 42 condition upon the Town Board's approval of the exterior material used and placement of their sign.

12. Operator's Report

DPW Blashka states that he's submitted the pumpage report and everything's running fine with the water system; the work from the water leak at Well 2 started and he'll find out tomorrow when the contractor will be back to drywall. Commissioner Albright states that there were some concerns about ice build-up. DPW Blashka states that he didn't have time to crawl on the roof and check it out.

DPW Blashka states that we have received Oct, Nov, Dec, Jan and Feb flow & lab data reports from the City; Feb flows are up in some areas; last week's weather created a lot of problems and it could be due to residents putting their sump pump discharge into the sewer. He states that he had Albert's take out six loads of debris from the Cth Y station but it didn't help; they pulled a pump today and pulled out a large clump and now it's running okay; he told the crew to pop some manholes and they saw high flows from the Hwy 32 area; there are manholes in ditches and maybe there is some seeping; the manholes are bolted down; they cleaned out by

Pigeon Creek to help the water move and they found one cover up with some debris; Mr. Witters also found a clean-out without a cover and told the resident to fix it; he then covered the pipe and they saw flows go down; the Pigeon River lift station handled the weather well, mostly two pumps ran at one time, but sometimes it was three. He states that they plan to inspect everything in spring to check cleanouts. He states that he included an article on flushable products. Commissioner Griffin states that he'd like to find out if we can copy and distribute the information. DPW Blashka states that he'll look into it. Attorney Bauer asks DPW Blashka if he recommends any work at the Cth Y lift station. DPW Blashka states that they could drop a suction hose from an auxiliary pump into the wet well and connect the discharge hose into a connection of the old force main. Commissioner Griffin asks Engineer Holtan if he could look into this and give the District some options.

13. Communication & Correspondence Received After Posting of Agenda

Alternate Commissioner Nevers states that he'd like to thank the crew for doing a great job handling the storm and drainage issues last week.

Commissioner Griffin states that the Town of Sheboygan Annual Meeting is Tuesday, April 16 at 6:00 p.m. at the Town Hall and the Plan Commission's next meeting was changed to Tuesday, April 9 at 5:15 p.m.

14. 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.

15. 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 4:50 p.m. until Monday, April 15, 2019 at 4:00 p.m. per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

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

16. Approval of the March 18, 2019 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 18, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

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

Attorney Bauer states that the agreement's completed; the documents are signed and recorded at the Register of Deeds; this item can be removed from the agenda.

18. Discussion/Action – Sewer Connection Fees, Heather Valley Rd & Enterprise Dr Development, Marcus Krugel

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the connection fee for Mr. Krugel's proposed development be based off of 6.06 UCE Formulas (c) Multi-dwelling Apartments and condominiums, one unit for the first dwelling unit in a building plus one-half unit for each additional dwelling unit within a single building with a maximum of not more than five additional units per building; this calculates at \$7,000.00 per building per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

19. Discussion/Action – O & M, Collection System & Lift Stations

Engineer Holtan distributes a draft of the O & M Manual for the Commissioners review; he states that he'll have the pump O & M and the grease trap information next month. Commissioner Griffin states that they can all review the manual and schedule a separate meeting in late April or May.

20. Discussion/Action – Village of Kohler Connection to Northern Leg of North/South Interceptor

Commissioner Griffin states that this item should remain on the agenda; there are no updates.

21. Discussion/Action – Annual Grease Trap Maintenance Policy

Nothing submitted; no updates.

22. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that they received a map of the sewer system from DPW Blashka. Alternate Commissioner Klosterman asks if they could get a map showing the lift stations. DPW Blashka states yes; he can re-do the map and he can also include the force mains.

23. 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 5:15 p.m. until Monday, April 15, 2019 after the Water District monthly meeting 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
Arthur Stewart, Secretary

Town of Sheboygan Sanitary District No. 3 Water

David Albright, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on April 15, 2019