

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: Monday, March 19, 2018

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

Time: 4:00 p.m. – Sanitary District 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 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 4:02 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 4:53 p.m. on Monday, March 19, 2018 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 Mark Flasher, 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); Art Stewart, Sanitary Districts Alternate Commissioner; 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 19, 2018 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 19, 2018 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

3. Discussion/Action – New Water Tower Site

Commissioner Flasher states that he sent an e-mail early last week to Jim Hapeman and he copied Nick Franzen; he hasn't heard back, but will follow-up with them before next month's meeting.

4. 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 the Sanitary District No. 3 (Water) Monthly Meeting**

5. 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 Flasher and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Dave Albright, Sanitary District No. 2 (Sewer) are also in attendance.

6. Approval of the February 19, 2018 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 19, 2018 monthly meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 19, 2018 monthly meeting minutes per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

7. Discussion/Action – Lake Country Academy Addition

Kurt Davis, from Abacus Architects, Joel Van Ebs, Shawn Dzwonkowski and Katie Beine are in attendance on behalf of Lake Country Academy. Commissioner Griffin states that this item was discussed at the March 6th Plan Commission meeting; it’s on the Districts’ agenda because of possible additional sewer connection fees. He states that Ms. Free had provided him with connection fees that were paid from previous expansions; \$6,000.00 was paid in October of 2009 and \$3,000.00 was paid in November of 2012. Mr. Davis states that the school will be adding a classroom, some office space and there will be some interior remodeling; there will be 55-60 additional students; 6,000 sq. ft. total; there will be a new music room and a pre-kindergarten room. Attorney Bauer states that, based off of the UCE calculations for a school with a lunchroom and shower, it is one unit per twelve students. Mr. Dzwonkowski asks what he means by lunchroom, because they don’t cook in their facility; meals are delivered to them. Attorney Bauer states that they have some sort of kitchen clean up; with 4 ½ additional UCE’s at \$2,000.00 a unit, the additional connection fee would be \$9,000.00. Commissioner Griffin states that he’s not sure how the previous connection fees were calculated, but he looked at the new proposed addition like a multi-family, which is calculated at one UCE plus up to four more at \$1,000.00; using this calculation, the additional connection fee would be \$5,000.00; this feels adequate; you are also billed for your quarterly usage. Attorney Bauer asks if there will be any changes or reconstruction required of the laterals. Mr. Davis states no, there won’t be. Commissioner Stewart asks if there will be any issues or concerns regarding the water service. Mr. Davis states no. Commissioner Griffin asks if anyone has any further comments or concerns regarding his proposed sewer connection fee calculation. There are no further comments.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to reduce the sewer connection fee from \$9,000.00 to \$5,000.00 for the Lake Country Academy addition, payable at time of plan submittal, per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

8. Discussion/Action – Review of Districts’ Investments

Commissioner Griffin states that Sanitary District No. 2 (Sewer) reviewed investments at last month’s meeting; they asked Ms. Free to get rates on smaller investment amounts; the goal is to spread out the District’s funds in smaller investments; interest rates are expected to climb.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a Morgan Stanley Bank NA cd in the amount of \$100,000.00 with an interest rate of 2.550%, maturity date 3/23/2020 or an equivalent terms cd purchase, per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a Morgan Stanley Bank NA cd in the amount of \$100,000.00 with an interest rate of 2.700%, maturity date 3/22/2021 or an equivalent terms cd purchase, per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of two Sallie Mae Bank/Salt Lke cds in the amount of \$100,000.00 each, with an interest rate of 2.900%, maturity date 3/21/2023 or an equivalent terms cd purchase, per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

Commissioner Flasher states that they can approve a check to replenish their Wells Fargo Investment holding account at next month’s meeting in the amount of \$250,000.00.

9. Town of Sheboygan Plan Commission Update

Attorney Bauer states that Lake Country Academy requested approval for their addition and Gander Outdoors requested a sign permit and approval for interior remodeling.

10. Operator’s Report

DPW Blashka states that he submitted his pumpage report; he still hasn’t been able to find the leak in the system; they’ve already checked the known hot areas but found nothing; they’ll continue to look for the leak;

they have ten miles of area to search. He states that he also submitted the DNR's Cross Connection Report; this is a yearly report and the information comes from HydroCorp; it's for commercial and industrial users; he and the crew take care of residential; they can do this when they change out meters.

DPW Blashka states that he finally received all of the flow reports from the City. Commissioner Griffin states that it looks like solids are going up. DPW Blashka states that they had issues with a transducer at the main lift station; a stainless steel cable corroded and it's been fixed; we had the cable replaced with 3/8" stainless steel chains because they hold up better than the cable; since we were in the wet well and were looking at the sampling, we took the time to clean the area up. Commissioner Griffin asks how often they're in the wet well. DPW Blashka states about once a year. He states that they've had a couple of pump problems at the main lift station; the soft starters are old and breaking down and they failed; they've since been replaced; there was one that was replaced and still wasn't working; Specht Electric came back and now it's working fine. He states that they also had problems at the N 47th St lift station; they had high flow issues two times now; both pumps were barely keeping up; we don't know where the problem was coming from; nothing seemed suspicious in last year's televising report; both times it happened at night between 10 p.m. and 12 a.m., but it hasn't happened again; one time it could possibly have been snow melting, but that couldn't have been the problem the second time; we checked the next day both times when this happened but didn't see anything of concern. He states that they also had a pump failure at the Charter Hills lift station; we found a mop head and we removed it; the flows to this station start at Town & Country and they go to Charter Hills Subdivision; it's a small area; this has happened before at this lift station and we don't think it's coming from Town & Country because it would have to go through their pump first. He states that all of the cleaning and televising is done; there was one leak that was about two gallons per minute that he told Great Lakes to repair. He states that he went through the Bain's report and it raised a lot of questions; there's an area that goes from an 8" to a 4" line, so they weren't able to televise all the way; there are areas with roots and he told Great Lakes to fix this, too. He states that when there are roots, it means that there's infiltration; there was one area where the pipe was really rough and debris could get stuck in it; he told Great Lakes to fix this because it could cause a back-up. He states that Ms. Free sent out the invoice and the cleaning and televising report to Bain's; they haven't called with any questions or concerns. Commissioner Griffin asks if Bain's will follow up with him. DPW Blashka states that they should be; if not, he'll follow up with them; if they do begin any work, the District will get a locate from Digger's Hotline. He states that he hasn't gone through last year's televising; now he'll have a new report soon.

11. Communication & Correspondence Received After Posting of Agenda

Commissioner Flasher states that Ms. Free has updated the Districts' budget worksheets with 2017's actuals, so he'd like these e-mailed to the Commissioners before their April meeting; this will help be prepared for Schenck's audit report.

Commissioner Griffin states that they got a copy of the HVAC Upgrade Study from AECOM; each Commissioner should look it over before their joint meeting with the Town Board is scheduled. Supervisor Schwinn states that the Town Board meets tomorrow, so they'll pick a meeting date and let the Commissioners know; they should read the report and make any notes or comments they may have. DPW Blashka states that there was an issue with the vent for the boiler and it's been addressed. Supervisor Schwinn asks if there's a night that works better for the Commissioners to meet. Commissioner Albright states that the second and fourth Tuesdays don't work for him. Commissioner Griffin states that Wednesdays or Thursdays are fine. Supervisor Schwinn states that he'll have Ms. Free send out an e-mail with the time and date that the Town Board picks, and if you can't attend the meeting, you could send your comments to Ms. Free to be shared. Commissioner Flasher asks if any action needs to be taken. Supervisor Schwinn states no, we'll want to wait until we have actual figures.

Commissioner Griffin states that at February's meeting, we gave permission for laterals to cross through a Town parcel to service a City parcel; everything was approved and this approval was shared with the realtor; there hasn't been any further correspondence.

12. 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 asks DPW Blashka if he has time to meet this Wednesday to work on the CMOM Report. DPW Blashka states that he could meet at noon at the Town Hall.

Commissioner Flasher asks DPW Blashka if they could hire someone to come in and work on the gis mapping program. DPW Blashka states that he works on it at home or tries to fit it in during the work day. He states that it's close to being complete, but there are new features and updates that we'll need in the near future; some things are PSC requirements. Commissioner Flasher states that he doesn't have any issues with updates we would need or bringing in help if need be. DPW Blashka states that the newer updates are supposed to make the program easier to work with, but he hasn't seen them yet; he's thinking that we're about one year out from having to do this; there will be more training involved; when we get a locate and find that the information isn't in the gis program, he adds it right away. He states that item 33, 3-Yr Manhole Inspection Program, can be removed from the pending list; Great Lakes TV & Seal inspects and makes repairs as needed during televising. Commissioner Griffin states that we are also having more televising done each year. DPW Blashka states that they look at the rings, castings, lifting pins, each barrel section and also at what's deteriorating; then they give us their report. He states that Great Lakes told him there is an issue with a pipe that the District has that's under Hwy 23; there's 95% flow at one end and at the other end the flow is only 5%; Great Lakes thinks that there might be a plug. He states that he went back to previous year's reports; it's a casing that's under Hwy 23 and he thinks that it sunk or that the sand underneath has washed away; the dip is about 100' in and the length of the entire pipe is about 400'; it was televised in 1997 and in 2004; the report states that there's moderate debris; he told the crew that they'll start to jet it out every year; he doesn't know how'd you repair it, since it's under Hwy 23; it's an 18" pipe. Commissioner Griffin states that we need to watch it and make sure it doesn't get any worse. Engineer Holtan asks if it's been jetted at all. DPW Blashka states yes, it has been. Engineer Holtan states that the dip doesn't explain the issue; gravity should take care of most of the flow. DPW Blashka states that we could run a new line parallel and abandon the existing one. Engineer Holtan asks what feeds into the pipe. DPW Blashka states that it's a 10" pipe. Commissioner Katte asks what would happen if it became plugged. DPW Blashka states that they would jet it; it's been in the same condition since we've been televising it. Commissioner Griffin states that he wants the crew to keep monitoring it. Commissioner Katte states that we could have someone look into whether or not we could bore a new pipe in. Commissioner Griffin states that he'd recommend that we keep watching it and jetting it a little more often. Engineer Holtan states that he's aware of boring up to 36", but 18" seems big to him; you could maybe make this pipe smaller.

13. 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 4:53 p.m. until Monday, April 16, 2018 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

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

14. Approval of the March 19, 2018 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 19, 2018 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Albright." Motion carried.

15. Discussion/Action – Utility Upgrades by Mi-Tech Services Inc

Perri Petropoulos is in attendance on behalf of Mi-Tech Services Inc. Attorney Bauer states that at last month's meeting the District approved the proposed agreement, but struck out some of the language about the District needing Mi-Tech's permission; that Mi-Tech stated that we can't change the elevation without their express written consent. He states that the District needs full authority. Ms. Petropoulos states that they need to protect their services; we are there to serve you; we also asked for this for future replacements; we're not saying that we won't work with you, but we want to know if there's anything, or any work, being done in the area; this is just a review process; this is not usually an issue. Commissioner Griffin states that we're concerned with the language "without written consent..." we don't expect an issue, but if we ever need a ditch or an addition to the lift station, it would mean that we'd need your written consent; we understand that you are here in good faith, but we don't want a hold up with any change we would need or any issues while waiting for your review and/or approval; it's unreasonable. He states that he asked Attorney Bauer to work with the language; if we ever had to do any work, any excavating, we would submit plans to you, but we don't want to wait for your approval. DPW Blashka states that the District's sewer line runs down the center of the road. Ms. Petropoulos states that all of their services run along the road area. DPW Blashka states that if we had to do any work, our Engineer would do plans and he would submit them to you. Commissioner Griffin states that he'd like to encourage the wording to be revised so it states that we'll provide documentation for any work we would need to do. DPW Blashka asks if there's a problem with their service. Ms. Petropoulos states no, this

will just be for general updates. DPW Blashka states that he thought this might be why he's having trouble with the lift station's soft starters. M. Petropoulos states that she doesn't think the soft starter issue would have anything to do with their utilities. DPW Blashka asks if the transformer is being upgraded, too. Ms. Petropoulos states that she doesn't think that it's planned to be upgraded, but that this would be determined on-site. DPW Blashka states that it seems to be in a hollow and it could be flooded. Ms. Petropoulos states that she'll look at the prints and talk to the engineer; maybe they have to raise the pad. She states that she'll talk to Alliant's legal department about the easement language; it's a dead end road, so we are willing to make changes; this service doesn't branch off and serve anybody else. Attorney Bauer states that the language could allow for the District to give a 90-120 day notice of any changes, and if we don't hear back, we'd go ahead with our project. Ms. Petropoulos states that 90 days is fine. Attorney Bauer states that he'll send some revised language for her review. Commissioner Griffin states that the District doesn't want to hold up Alliant's project. Ms. Petropoulos states that there isn't a set construction date. She states the intent was to serve the area; it will protect the District as well; you can't stop someone from being served. Attorney Bauer states that the document is requiring two signatures from the District.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to authorize and execute the Mi-Tech Inc. Easement Underground Electric contract subject to the District's legal council's approval of paragraph five's revised language and the signatures of the District President and the District Secretary per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

16. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

17. 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 5:07 p.m. until Monday, April 16, 2018, following the Sanitary District No. 3 (Water) monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

David Griffin, President
Ken Katte, Treasurer
David Albright, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Mark Flasher, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on April 16, 2018