

**MEETING MINUTES OF
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)
AND
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)**

Date: Monday, March 21, 2016

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

A 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 4:23 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 5:00 p.m. on Monday, March 21, 2016 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 at 4:00 p.m. The following were also present at the meeting: Commissioner Jerry Hoepfner, Treasurer; Commissioner Spencer Lutzke, Secretary; Attorney Michael Bauer; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

2. Approval of the March 21, 2016 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 21, 2016 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

3. Discussion/Action – Investment Options for District Funds

Commissioner Flasher asks Attorney Bauer if the District is only allowed to invest in cd's; Wells Fargo had e-mailed us other investment options that aren't FDIC insured, but the funds are covered by government agencies like Fannie Mae. Attorney Bauer states that State Statute 66.0603 (1m) Investments, item 2 says that if the funds are government-backed, it's okay for the District to invest. Commissioner Flasher directs Ms. Free to e-mail Curtis Roberts/Wells Fargo and ask him if this statute keeps the District in compliance with State investment rules for municipalities.

4. Discussion/Action – Approval for DPW & 2 Crew to Attend WRWA Class – Total Coliform Rule

DPW Blashka states that there is no charge for this class and he'd like approval for himself, John Witters and Joe Winscher to attend; it deals with lead and copper that we test for in our water; it's also for coliform testing; the class is May 11 in Hilbert, WI.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DPW Blashka, Mr. Witters and Mr. Winscher's attendance at the WRWA Revisions to the Total Coliform Rule, Lead and Copper and Other Regulations seminar in Hilbert, WI on May 11, 2016 per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

Attorney Bauer states that he read an article about a new element in water that may require testing. DPW Blashka states that he's also heard about this but is not familiar with what it is, but he's hoping to learn more about it at the WRWA Conference. He states that we test for lead and copper every three years; we have one parts per billion of lead; 1,500 parts per billion is acceptable; lead is a problem with older homes because they used lead to solder the pipes; we test our older homes; the newer homes don't have this problem. He states that the contaminants that are required testing for us are almost nothing in Town water.

5. Communication & Correspondence Received After Posting of Agenda

Commissioner Flasher states that he talked to Craig Franzen regarding the possible purchase of land for a third tower site; Mr. Franzen asked that we call him back in April to schedule a time to meet.

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

6. 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 4:23 p.m. by Commissioner Flasher and Commissioner Katte, Treasurer. Commissioner Dave Albright, Secretary, is also in attendance.

7. Approval of the February 15, 2016 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 15, 2016 monthly meeting minutes per a motion by Commissioner Flasher and a second by Commissioner Lutzke.”
Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 15, 2016 monthly meeting minutes per a motion by Commissioner Katte and a second by Commissioner Albright.”
Motion carried.

8. Discussion/Action – Mueller Field West Plat, Hillcrest Homes

DPW Blashka states that the sewer is in; we’re waiting for the televising, pressure test and mandrill; the water services are in, they were installed from the other side of the road by making open-cuts in the road; the road will be hot-patched and grinded this summer.

9. Discussion/Action – Springtime Ridge Condominium Development Update

DPW Blashka states that he now has the as-builts. Attorney Bauer states that the Settlement Agreement is done and signed. Commissioner Flasher asks if Mr. Gottsacker is planning to add another phase now. DPW Blashka states yes, he has to apply for his building permits. Attorney Bauer states that two more buildings have been approved, but he had to approve the agreement first; he has to get the road in and address drainage and seeding. DPW Blashka states that he has until September 1st to comply with the terms of the agreement; the Sanitary Districts were only waiting for the as-builts, so everything’s fine now for the Districts; the services for the new condos are already in. Commissioner Flasher states that this item can be removed from the agenda, but when they loop the water main back to N 40th St, we’ll really have to watch this and there should be no early starts. Attorney Bauer states that at that time, you’ll need water and sewer easements.

10. Discussion/Action – Mutual Aid Agreement

Attorney Bauer states that he proposed the Mutual Aid Agreement to the Town Board and they liked the idea to participate and states that he didn’t have time to work on the agreement since last month. He states that, when the agreement’s done on our end, Chairman Hein will present it at the Heads of Government meeting. He states that we made some changes at last month’s meeting and asks if anyone has any more changes. Commissioner Katte states that there’s a typo on page three, paragraph 5.3; it states “radius” instead of “ratios”. Attorney Bauer states that this item should remain on the agenda; he’ll provide an updated copy as soon as it’s ready.

11. Disconnection of Services – 5019 Flagstone Rd

DPW Blashka states that this resident does not pay her utility bill or her personal property taxes. Attorney Bauer states that this is a manufactured home; the land is owned by Concord Development and the manufactured home is owned by the resident; the Town Board has put a judgement against the owner in the past and they now made a recommendation that the District begin the process of terminating the water service, in an attempt to get the resident to pay or enter into a payment schedule with the Town and Districts. He states that Enforcement Officer Heronymus was going to attempt to visit the property and make contact, but we haven’t heard if he has done this yet. Commissioner Lutzke asks if this is okay to do. DPW Blashka states yes, we’d follow the PSC’s step list, but we need a motion to proceed by the Water Commission; they’re regulated by the PSC, the sewer District is not; we’ll send a letter first. Attorney Bauer states this starts contact with the owner. Commissioner Katte asks if we can garnish wages. Attorney Bauer states yes, but we don’t know where the resident works. He states that when a judgement is entered, by law, the resident is supposed

to fill it in and reply; the Town Board did the judgement, but the resident ignored it.

“The Town of Sheboygan Sanitary District No. 3 Water Commission hereby approves to proceed with the disconnection process for 5019 Flagstone Rd as outlined by the Public Service Commission per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

12. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that the final plat for Mueller Fields West was approved. Commissioner Flasher asks if there was an easement issue. Commissioner Albright states that the easement issue was resolved at last month's Districts meeting. Attorney Bauer states that we needed 6-1/2' added to the easement.

13. Operator's Report

DPW Blashka states that, since the weather's been good, they've been checking for leaks; there's a water lateral leak at W1761 Riverwoods Ct.; they had a lateral leak there a few years ago, in 2014; that repair was made by D&M Plumbing; they only repaired the leaking portion; they didn't pull a new poly service through; it was under the driveway and on the property owner's side of the curb stop; we weren't able to inspect the work before they closed it up; they didn't contact us to do so; this service wasn't leaking last year. He states that he spoke with the homeowners and they said they'd get somebody in next week. He states that next he and the crew will be going through Woodside Hills Subd. and Country Meadows and the rest of that area of the Town. Commissioner Flasher asks if anyone's called to complain about their sump pumps running excessively. DPW Blashka states no, but we're being very proactive. Commissioner Flasher asks if they've checked Maple Forest lately. DPW Blashka states no, but it will be the next section they cover.

DPW Blashka states that last night they had a power outage on the SCADA system and it had to be reset. Commissioner Lutzke asks how they knew that this happened. DPW Blashka states that he checked it on-line; he called Brad Mentink immediately and they walked him through some troubleshooting; they had him go to Tower 2 and check a light that was supposed to be flickering, but it wasn't; they had him power off and then on, and then everything worked; everything else is going great with the SCADA system.

DPW Blashka states that everything's fine with the sewer system; there aren't any problems with any of the lift stations; he had Cth Y pumped again because there was debris on the top; the rainfalls have increased flows quite a bit. He states that last month they found out about Holiday's lateral leak; he just found out that the yoga studio on Superior Ave. also has a leak; Great Lakes televised up the lateral; they have a Y and it seems that that's where the leak is; we have sent them a letter, but haven't heard back yet. He states that there's also another lateral leak on N 47th St; they have an elbow that's split apart; it was detected during televising; Great Lakes knocked on the resident's home, but no one answered. He states that we sent a letter and the property owners have called us back; they were told that they, or their contractor, can stop at the Town Hall to view the televising, to get the depth of the main, etc. Ms. Free states that she called Holiday's to follow-up and left a message; no one's called back yet. Commissioner Lutzke asks if there's that much ground water and does the District have to pay to treat this. DPW Blashka states yes, there's a lot of ground water and we're paying to treat this clear water.

Commissioner Katte states that there's an invoice for the SCADA system to Energenecs this month for \$113,705.00; were we expecting this. DPW Blashka states yes, it's the final payment; they'll get us final as-builts and then the warranty starts. Commissioner Katte asks if the Districts have summer help. DPW Blashka states that we're good, we have enough people.

14. Communication & Correspondence Received After Posting of Agenda

A. Annual Meeting – Tuesday, April 19, 2016, 6:00 p.m. @ Town Hall

Commissioner Flasher acknowledges that the date of the 2016 Annual Meeting is Tuesday, April 19 at 6 p.m. at the Town Hall.

15. Pending Item List Review

The pending item list is reviewed and updated accordingly. The list is part of the minute book for review and record retention purposes.

Commissioner Flasher asks what percent of the gis mapping is complete (item 24). DPW Blashka states that the water system is about 50% complete. He states that he and the crew will be pulling manholes this year (item 33). He states that he'll be looking into a gps coordinates locator at the WRWA Conference in two weeks

(item 37). He states that there's no update to item 38.

16. Adjourn – Sanitary District #3 (Water)

“There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:00 p.m. until Monday, April 18, 2016 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

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

17. Approval of the March 21, 2016 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 21, 2016 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Albright.” Motion carried.

18. Discussion/Action – Lateral Leak Repairs

Commissioner Albright states that this item was discussed under the Operator's Report (agenda item 13).

19. Communication & Correspondence Received After Posting of Agenda

DPW Blashka states that he has two gas detectors for confined space entries; one is older, one is new; the old detector stopped working; its sensor was eight or nine years old. He states that he'd like to replace it. He states that he had checked the new detector to use it for some training with the City of Sheboygan; it was fine when he checked it, but then it didn't work when they tried to use it for training. He states that the battery pack was the problem; he ordered a new battery pack and now it's working fine; the battery packs are \$700.00; a sensor has a 3-year warranty and the unit has a lifetime warranty. He states that they do use this piece of equipment and he likes to have a back-up; they can't go into a manhole or any confined space without it. Commissioner Katte asks if this is something they can borrow from another municipality. DPW Blashka states that that would be a problem if it was after hours when they needed it; these units used to cost around \$2,500.00.

20. 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 5:04 p.m. until Monday, April 18, 2016, following the Sanitary District No. 3 Water monthly meeting per a motion by Commissioner Katte 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 18, 2016