

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, March 21, 2022

Place: Town of Sheboygan 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

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. 3 (Water) and Sanitary District No. 2 (Sewer) Commissions began at 4:32 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:09 p.m. on Monday, March 21, 2022 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

Sanitary District No. 3 (Water) Monthly Agenda – 4:00 p.m.

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 Dave Albright and Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Director of Public Works/Engineer Tom Holtan; Deputy Director of Public Utilities Damian Nevers; Office Manager Darla Free and those persons on the attached list.

2. Approval of the March 21, 2022 Monthly Bills

Commissioner Lutzke asks if we always purchase the crew's tools, or if they use their own and asks why we purchased electrical tools. DDPU Nevers states that we provide the tools; Nathan Luedtke had been using his own for some electrical work. Commissioner Lutzke asks who is responsible for the accountability of the tools. DDPU Nevers states that he is. DPW/Eng Holtan states that prior to the purchase of these electrical tools we would have contracted the work out; now we can do the work ourselves.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 21, 2022 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Well No. 2 Rehabilitation Update

DDPU Nevers states that we are waiting for DNR approval to increase capacity and to abandon a section of the well; Troy Simonar, of CTW Corp, feels confident things will move forward. Attorney Bauer asks if we should be considering testing all of the wells in the Wellhead Protection area; there is a line in the ordinance that states that properties that do not have municipal water are exempt. Commissioner Stewart states that there are a few properties without access to municipal water. DPW/Eng Holtan states that there are a few to the south, some north of Mueller Rd and some in Glen Garee. Attorney Bauer states that he has been in contact with the DNR for guidance and he expects to hear back soon. Commissioner Stewart states that we have talked about a public informational meeting. DPW/Eng Holtan states that we can wait to see what the response is from the Private Well Water Testing letter. Attorney Bauer asks if the intent is to pay for the samples, drop them off and pick them up. DDPU Nevers states that if we do this, the cost per sample is \$50.00. DPW/Eng Holtan states that the UW-Extension program is voluntary and we do not get results per each address. Commissioner Albright states that in paragraph two of the Private Well Water Testing letter it states "pumped through", he recommends that it states "pumped from"; in the same paragraph, the third sentence, remove the word "Recently" and move "The water on the municipal system is safe to consume" to the top of the letter.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Private Well Water Testing letter with the three changes stated above and condition upon the approval of the Wisconsin DNR per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

4. Discussion/Action – New Water Tower Project

DPW/Eng Holtan states that the project is out for request for proposals; he expects them back by April 5 for next month's meeting and for approval; there have not been any serious questions from contractors.

5. Discussion/Action – Ordinance Revisions

DPW/Eng Holtan states that the Town Board approved having their ordinances re-formatted for the new Town website; it will cost \$1,000.00 if the Districts want theirs done. Attorney Bauer states that Clerk Fischer has also sent out the Water

District's for a quote; it is a professional service for all municipal codes and it is interactive so you can search much easier for information; it is ARPA-eligible; it is a one-time set-up fee, then an annual fee. DPW/Eng Holtan states that they will have a proposal for the April meeting.

6. Communication & Correspondence Received After Posting of Agenda

Commissioner Stewart acknowledges a thank you card from Mrs. Jerry Hoepfner. He states that the Town Annual Meeting is Tuesday, April 19th at 6:00 p.m.; the joint Town and Districts' employee review meeting is scheduled for Tuesday, May 10 at 5:00 p.m. He states that we discussed Wisconsin DNR correspondence regarding PFAS at last month's meeting and asks if there is an update. DDPU Nevers states that he is waiting to hear back from the DNR to find out when they have us on their schedule; this is for municipal wells only; the discussion has been that this will be mandated testing for next year.

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 4:32 p.m. by Commissioner Stewart and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer), is also in attendance.

8. Approval of the February 21, 2022 Monthly Meeting Minutes

Commissioner Katte states that under Operator's Report we talked about the replacement of the Pigeon River lift station roof; he would like to get together and talk about this further. DDPU Nevers states that he is waiting for the estimates to come in; they could schedule a special meeting after he gets the estimates. Commissioner Stewart states that agenda item nine states "a \$5,000.00 spending cap along with three quotes submitted with invoice for purchases not requiring pre-approval"; this should state that this approval is for budgeted purchases, not just any purchase.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 21, 2022 monthly meeting minutes with the change to agenda item nine per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 21, 2022 monthly meeting minutes with the change to agenda item nine per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

9. Discussion/Action – Printer for Utility Bills

Ms. Free states that she would like the Districts to purchase a new printer that is only used for quarterly billing; the printer used for printing quarterly utility bills is at least twenty-two years old and parts and service are no longer available; bills are not printed on the main office printer because it interferes with the rest of the staff's work; the quotes submitted came from a recommendation from Diamond Business Graphics, where we purchase the utility bills from.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a printer for utility bills at a cost not to exceed \$1,500.00 and split equally between the Districts 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 the purchase of a printer for utility bills at a cost not to exceed \$1,500.00 and split equally between the Districts per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

10. Discussion/Action – Districts' Investments, CD Rates and CD Maturities

The Sanitary District No. 2 (Sewer) Commission does not make any cd purchases this month.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchases of an Israel Discount BK of NY 1.100% 12-month \$250,000.00 cd and a Morgan Stanley Bank NA 1.400% 18-month \$250,000.00 cd or equivalent cd's using funds from the Wisconsin Bank & Trust money market account per a motion by Commissioner Lutzke and a second by Commissioner Albright." Motion carried.

11. Town of Sheboygan Plan Commission Update

Commissioner Albright states that they reviewed the preliminary plat for Maywood Estates; there was a Conditional Use permit for Biggby Coffee, which will have a connection fee because there is a small employee bathroom; there was a

Conditional Use permit for 5300 Investments LLC/5300 Hwy 42 N to change the use of the building to multi-use; there was a sign permit for PalCare/5300 Hwy 42 N and Quality Inn/4332 N 40th St.

12. Operator's Report

DDPU Nevers states that his Operator's Report has been submitted. He states that he spoke with President Dahlem and DPW/Eng Holtan to host a Wisconsin Rural Water training at the Town Hall on April 26th; it is for sanitary collection training and it will qualify as credits for certification; John Witters and Nathan Luedtke should attend because they will be taking the test to get credentials. He states that the February flows were typical; on the middle chart for February flows, the top line is the Pigeon River lift station and the lower line is Erie; the dip reflects when they changed the direction of the flows; there was a ¼" of precipitation and that's where you see the high flows, the I & I. Commissioner Katte asks DDPU Nevers to get the per gallon cost for treatment, since we cannot enforce inspections. DDPU Nevers states that the infiltration could also be from sewer lines and when they get televised, they get repaired. Attorney Bauer states that you have the authority to inspect areas to check for sump pumps into the sewer. DDPU Nevers states that they plan to do inspections when they change out meters. Commissioner Katte states that we should consider using temporary meters to see where the flows are coming from. DDPU Nevers states that we have talked about doing this in the past. DPW/Eng Holtan states that it is a substantial cost. DDPU Nevers states that we could look into budgeting for this for next year. DPW/Eng Holtan states that he will look into some flow metering that we could do ourselves. DDPU Nevers states that Great Lakes does inspect approximately 300 manholes a year and they fix any cracks based on how many gallons per minute the leak is. He states that he is waiting for quotes for air and ball valves. He states that there was a back-up complaint on Superior Ave and Rangeline Rd; we do not have water there, it was raw sewage and not from our system; we assisted the property owners by helping them troubleshoot the problem. He states that Great Lakes TV & Seal will be here this Wednesday or Thursday to start televising, cleaning and making repairs in the northeast section of the Town; they will be doing approximately 50,000 linear feet, then a portion of the system will be moved to next year, which is the Superior Ave section; they will also be making some repairs from last year. Commissioner Katte asks if Great Lakes fixes repairs right away when they find them. DDPU Nevers states that when they finish all of their televising and cleaning, they provide a report and they indicate any leaks over ½ gallon per minute, but they have to have different equipment to make repairs, so they come back and do the repairs the next year. Commissioner Katte states that he thought Great Lakes inspected our manhole seals. DDPU Nevers states that we never submitted any last year but they have the technology to do this; they charge .88¢ a linear foot to clean and inspect; last year's repairs are budgeted for this year. Commissioner Katte asks if what was budgeted is sufficient. DPW/Eng Holtan states that this is based on general ledger numbers from last year.

DDPU Nevers states that for the Water District, he spoke with Ferguson to have large meters tested every two years; this is for meters over 2", we have three in Mapledale; two of the Mapledale meters couldn't be tested because the valves couldn't hold so he told them that they have to repair them, it is Mapledale's responsibility; the third meter couldn't be tested because the port was completely seized and he was afraid it would break; it would cost \$2,700.00 for a new meter, a top would cost \$775.00; there is some lead in these meters but the DNR says that it is not a concern. DPW/Eng Holtan states that since we are there, it is best to change the meters out. DDPU Nevers states that the Hayssen building meter couldn't be tested, but we worked with them to get it repaired; the Senior Center and Walmart passed; we also had the hydrant meters inspected and one failed. Commissioner Stewart asks if this testing requirement is new. DDPU Nevers states no, it is not a new ordinance or requirement; we will also be testing our well meters; we budgeted \$20,000.00 for this. He states that he reached out to Tower Cleaning Coat regarding the cleaning of Tower 2; they said that they should be here in the next couple of weeks. He states that he has adjusted the tower levels for summer mode.

13. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

14. Pending Item List Review

Nothing submitted; no updates.

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 5:09 p.m. until Monday, April 18, 2022 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

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

16. Approval of the March 21, 2022 Monthly Bills

Commissioner Katte states that there is a payment to our accountants and asks when we can expect our 2021 audit report. Ms. Free states that Accountant Bryan Grunewald will present at next month's meeting.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 21, 2022 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

17. Discussion/Action – Replace Roof for the Pigeon River Lift Station

DDPU Nevers states that there is no update, he is waiting for quotes for a full roof replacement and for asphalt; \$50,000.00 was budgeted for the roof replacement. Commissioner Katte states that the current roof is a built up roof. DPW/Eng Holtan states that it is a steel roof. Commissioner Katte states that the roof leaked and he would like a quote for damage repair caused by the leaks. DDPU Nevers states that the quotes will have time and materials. DPW/Eng Holtan states that all three of the contractors who looked at the roof recommended not removing the existing roof; we will have quotes for next month's meeting. Commissioner Katte states that we should be looking into any possible upgrades the lift station would require in the future because we do not want to have to lift the roof up to get equipment in, anything that would have to be installed via the roof. DPW Holtan states that there are hatches at ground level for this, you would not have to go through the roof. DDPU Nevers states that the diesel back-up generator is the biggest piece of equipment and if it failed, you would install it outside. Commissioner Katte asks if we have manufacturers' warranties. DDPU Nevers states that he will get them and submit them with the quotes. Commissioner Katte asks if we have any trees hanging over that should be removed to reduce debris on the roof. DDPU Nevers states that there are just some pine trees on the neighbor's property. Commissioner Stewart asks if our insurance provider has any roofing requirements. DDPU Nevers states that he will look into this. Commissioner Katte states that he wants to protect the top layer from catching fire. DDPU Nevers states that he will reach out to the contractors and express our concerns. DPW/Eng Holtan states that they could have the two low bidders come in to meet and answer questions.

18. Communication & Correspondence Received After Posting of Agenda

Commissioner Katte states that there is a letter from the State of Wisconsin regarding Special District Boundary Changes. Ms. Free states that this form comes every year; the State wants to know if the District annexed any parcels into their District; the last annexations into the District were for the properties annexed in for the TID.

19. 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 5:27 p.m. until Monday, April 18, 2022 per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

Matt Dahlem, President
Ken Katte, Treasurer
Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President
Dave Albright, Treasurer
Spencer Lutzke, Secretary

Minutes approved on April 18, 2022