

**NOTICE OF PUBLIC MEETINGS**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

**Date: MONDAY, April 18, 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 4:37 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:40 p.m. on Monday, April 18, 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; Alternate Commissioner Randy Blindauer; Deputy Director of Public Utilities Damian Nevers; Administrative Assistant Jamie Hilbelink and those persons on the attached list.

**2. Discussion/Action – 2021 Audit Report and PSC Report**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2021 Audit Report per a motion by Commissioner Lutzke and a second by Commissioner Albright.” Motion carried.

The PSC Report has not been submitted by CLA and will be added to the May 16, 2022 agenda.

**3. Discussion/Action – 2021 Consumer Confidence Report (CCR Report)**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2021 Consumer Confidence Report per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

**4. Approval of the April 18, 2022 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 18, 2022 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

**5. Discussion/Action – Well No. 2 Rehabilitation Update**

DDPU Nevers states that on Thursday, April 14<sup>th</sup>, 2022 the contractor, CTW Corporation, performed the pump test. CTW is scheduled to return for a secondary test on Thursday, April 19<sup>th</sup>, 2022. The pump test was performed by discharging the water into the drainage ditch in front of the well as opposed to the sanitary sewer. DDPU Nevers requested approval of the new pump, motor, and variable frequency drive (VFD), as recommended by CTW. DDPU Nevers mentions that he and Tom are working with Focus on Energy to receive an estimated \$2,100 incentive for the proposed VFD. DDPU Nevers asks Attorney Bauer if there was an update from the State if the Town is able to require private wells to be tested. Attorney Bauer said the language of the well head protection area gives the ability to District 3 to mandate testing.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the SIMFLO pump, motor, and VFD, contingent on a positive pump test and obtained water samples are compliant with ground water standards per a motion by Commissioner Albright and a second by Commissioner Stewart.” Motion carried.

**6. Discussion/Action – New Water Tower Project – Awarding of Bid**

DPW/Eng Holtan states that the water tower project proposals have been received from AECOM, SEH, FOTH, and STRAND. SEH provided the second lowest proposal. Approximately 35 percent of the costs would be covered by the TIF and the remaining 65 percent by Sanitary District 3. Requesting approval on Tuesday, April 19<sup>th</sup>, 2022 from the Town of Sheboygan Town Board to enter into contract with SEH for professional design services only for Water Tower 3.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the professional design services estimate of \$147,352.00 only to be completed by SEH for Water Tower 3 with a contingency to require new approval for

any scope change per a motion by Commissioner Albright and a second by Commissioner Stewart.” Motion carried.

**7. Discussion/Action – Ordinance Revisions**

DPW/Eng Holtan provided copies of the Sanitary District No. 3 (Water) Ordinances and copies with the proposed changes for review. An agenda item will be added for the May 16<sup>th</sup> meeting for discussion.

**8. 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 Sanitary District No. 3 (Water) Monthly Meeting**

**9. 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 4:37 p.m. by Commissioner Dahlem and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer), is also in attendance.

**10. Approval of the March 21, 2022 Monthly Meeting Minutes**

Commissioner Stewart states that under agenda item 12 in paragraph 2 the word “ceased” should be replaced with “seized.”

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 21, 2022 monthly meeting minutes with the change to agenda item twelve 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 March 21, 2022 monthly meeting minutes with the change to agenda item twelve per a motion by Commissioner Albright and a second by Commissioner Stewart.” Motion carried.

**11. 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 purchase of a Hingham Institution of TX 0.750% 6-month \$250,000.00 cd or equivalent cd using funds from the Wisconsin Bank & Trust money market account per a motion by Commissioner Lutzke and a second by Commissioner Stewart.” Motion carried.

**12. Discussion/Action – Proposal for Districts’ Ordinances for New Town Website**

DPW/Eng Holtan states the Districts ordinances are able to be published through the General Code platform on the New Town Website. There is an initial \$1400 one-time startup cost and an annual maintenance fee of \$995.00. The Town will pay 50% and the Districts 25% each of the annual maintenance fee. These costs qualify to be paid through ARPA funds. Commissioner Katte states Sanitary District 3 requires their ordinances to be approved before publishing on the website which will be an agenda item for the May 16<sup>th</sup> meeting.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying \$700.00 through ARPA funds for ordinances to be added to the New Town Website through the General Code platform contingent on the ordinance revision approval on May 16, 2022 per motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves paying \$700.00 through ARPA funds for ordinances to be added to the New Town Website through the General Code platform contingent on the ordinance revision approval on May 16, 2022 per motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

**13. Discussion/Action – UpKeep Onboarding & License Proposal**

DDPU Nevers states UpKeep platform is a maintenance tracking software. This would replace the excel spreadsheet currently being used to track the assets and required maintenance. UpKeep would provide advanced notice of work to be completed. DDPU Nevers recommends four users. DDPU Nevers and DDPW Holfeltz will be the main users of the software and others would have read-only access. There is an initial \$1,500.00 one-time startup cost and an annual maintenance cost of \$3,600.00. The costs would be a three-way split between the Town and Districts.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying \$1,700 for the purchase of UpKeep Onboarding & License per motion by Commissioner Klosterman and a second by Commissioner Dahlem." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves paying \$1,700 for the purchase of UpKeep Onboarding & License per motion by Commissioner Albright and a second by Commissioner Stewart." Motion carried.

#### **14. Discussion/Action – Alternate Commissioner Position**

DPW/Eng Holtan asks the Commissioners how they would like to manage the interviews. It was agreed to add a closed session to the May 16, 2022 Districts' meeting to interview, allowing ten minutes for each candidate.

#### **15. Town of Sheboygan Plan Commission Update**

Commissioner Albright states North Town is anticipating a Spring start and roads to be completed in phases. Home Suites by Hilton will be located in the northwest corner. Commissioner Albright would like to recognize Chuck VanHorn for working well with the other companies and his accommodations made as the project develops. Sanitary 2 Ordinances need to be reviewed for the May 16, 2022 meeting for development costs, connection fees, appliances and furnishings such as hot tubs, washers and dryers. DDPU Nevers and DPW/Eng Holtan will provide their recommendations.

#### **16. Operator's Report**

DDPU Nevers states for Sanitary District 2 (Sewer) the flows are normal and chlorine is within DNR requirements. Great Lakes has begun their cleanings, inspections, and repairs. A large inflow was detected by Great Lakes which indicates a leak for one resident of approximately 8-10 gallons per minute. DDPU Nevers is working to get this leak fixed. This year and last year's repair reports will be addressed in June with Great Lakes. County Highway J Lift Station's pump motor is not functioning properly and needs to be tested with a worse-case scenario of needing to be rebuilt. DDPU Nevers suggested adding a reminder to the Town Newsletter for residents to watch for the sewer heads when mowing their lawns and to contact us with any issues or damage that may occur.

DDPU Nevers states for Sanitary District 3 (Water) Superior Carwash called concerning a high water usage bill. The meter was tested and determined to be working properly. The leak was determined to be the property owners' responsibility to contract out and get fixed. Bruce Schneider, seasonal part-time employee, has begun the spring hydrant flushing. Valves have been replaced at Mapledale. The meters for Mapledale have been purchased but not installed until Well 2 is up and running. Commissioner Katte asked if there is an adjustment to the sump pump ordinance. DDPU Nevers states he will address Commissioner Katte's question in agenda item 23 Flow Meter Monitoring.

DPW/Eng Holtan states bids for North Town were opened April 7, 2022. References have been checked and waiting on Town approval. Anticipating breaking ground middle of May and utility work in August. Commissioner Albright asks if the project can start before the County's approval. Attorney Bauer said yes. DPW/Eng Holtan states the Engineering Technician position is still available. The joint Town and Districts' employee review meeting originally scheduled for May 10, 2022 has been rescheduled to June 14, 2022 at 5:00 p.m.

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

Nothing submitted; no updates.

#### **18. Pending Item List Review**

Nothing submitted; no updates.

#### **19. 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 5:40 p.m. until Monday, May 16, 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**

#### **20. Discussion/Action – 2021 Audit Report**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2021 Audit Report per a motion by Commissioner Dahlem and a second by Commissioner Klosterman." Motion carried.

#### **21. Approval of the April 18, 2022 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 18, 2022 monthly bills as

submitted per a motion by Commissioner Dahlem and a second by Commissioner Katte.” Motion carried.

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

DDPU Nevers states that the requested estimate to have polystyrene, insulation, added to the Pigeon River Lift Station roof would be an additional cost of \$1,000.00 for the 2” of polystyrene. Alternate Commissioner Blindauer states the addition of insulation would reduce heating costs. Commissioner Lutzke asks if the time and materials to remove the rotted plywood are included in the estimate. DDPU Nevers states yes. DDPU Nevers adds that the removal of the existing steel roof and removal of the underlaying plywood are included in the estimate.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Irish Roofing bid to remove & replace the steel with EPDM at a cost of \$10,500.00 and the additional 2” of polystyrene at a cost of \$1,000.00 with the condition to not exceed \$11,500.00 as submitted per a motion by Commissioner Dahlem and a second by Commissioner Katte.” Motion carried.

**23. Discussion/Action – Flow Meter Monitoring**

DDPU Nevers and DPW/Engineer Holtan presented an option to track ongoing I&I issues in the Sanitary Sewer Collections System. The method explored would provide three portable meters in the manholes to track baseline flows and increases of flows during rain events. Discussion about when and where would be appropriate to install the meters concluded late winter into spring would provide the best data. Commissioner Katte asked if we find an illegal sump pump connection, how do we enforce to repair. DDPU Nevers indicated sump pumps will be inspected when water meters are exchanged in a couple of years and that ordinance has penalties. Follow up inspection might be needed to make sure property owners do not reconnect illegal connection. Commissioner Katte questioned if the Town’s drainage could handle the additional flows and if not, how would they pay to fix the drainage issues. DPW/Eng Holtan indicated the Town is making improvements on drainage and each situation would be addressed individually. The quote for the meters present is \$44,135.00. The City of Sheboygan charges the Town \$0.598/1000 gallons. Commissioner Albright and Stewart questioned if the payback to purchase the meters is worth the cost, as it would be unrealistic to resolve all of the I&I issues.

**24. Discussion/Action – Rate Review**

In 2021 both Sanitary District 2 and Sanitary District 3 had a financial surplus at year’s end. In 2022 District 2’s budget rolled over the costs to repair the 2021 deficiencies as proposed by Great Lakes TV and Seal. DDPU Nevers and DPW/Engineer Holtan will work on a five year and ten year Capital Improvement Program (CIP) to determine what anticipated expenses are needed and if rates need to be addressed to pay for these expenses.

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

Nothing submitted; no updates.

**26. 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 6:39 p.m. until Monday, May 16, 2022 per a motion by Commissioner Dahlem 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 May 16, 2022**