

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, April 19, 2021

Place: Town of Sheboygan NEW 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. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:15 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 6:17 p.m. on Monday, April 19, 2021 at the Town of Sheboygan NEW Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

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: Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Town Engineer Tom Holtan; Alternate Commissioners Dave Albright and Matt Dahlem; Deputy Director of Public Utilities Damian Nevers; Deputy Director of Public Works Tod Holfeltz; Deputy Treasurer Michelle Richards; Office Manager Darla Free and those persons on the attached list.

2. Approval of the April 19, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 19, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Purchase of Two Acres of Land (Part of Parcel No. 59024-342000) for a Third Water Storage Tank for the District's Public Water Utility Operations

Attorney Bauer states that we are waiting for one change; the title showed that the current owners have a water tower lease agreement with AT&T that includes the entire parcel; we are waiting to get a release; the total costs were \$44,707.00; \$44,000.00 for the two acres of land, \$545.00 to Knight Barry Title for the title search and \$162.00 to the County Register of Deeds; he would recommend that the District approve the purchase and authorize signing the closing documents; he will hold on to all of the original documents and work with the closing company and their attorney to exchange documents and payments.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of two acres of parcel number 59024-342000 for a third water storage tank and authorize all officers to sign the closing documents per a motion by Commissioner Lutzke and a second by Commissioner Stewart." Motion carried.

4. Discussion/Action – Wisconsin DNR Public Drinking Water System Data Update

DDU Nevers states that last month Mr. Witters was approved to be the operator in charge; he spoke with the DNR and, with his credentials, he qualifies to be the operator in charge; he submitted all the necessary changes to the DNR, but their website hasn't been updated yet.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby appoints DDU Nevers as the official operator in charge of the Water District per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

5. Discussion/Action – Approval of the 2020 Consumer Confidence Report Data

DDU Nevers states that he worked on this with Mr. Witters; it's a step-by-step guide on the DNR's website. Ms. Free states that the approved report will be placed on the Town's website, availability of the report will be printed on the second quarter utility bills, it gets posted and published and there will be copies available in the lobby of the Town Hall. Commissioner Stewart asks if there are other detailed numbers, or is the report submitted what we and the public see. DDU Nevers states that what has been submitted is what everyone will see. Commissioner Stewart asks if this is a composite of 2020. DDU Nevers states yes, it is.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2020 Consumer Confidence Report as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

6. 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

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 4:15 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) is also in attendance.

8. Approval of the March 15, 2021 Monthly Meeting Minutes

Commissioner Katte states that under “Operator’s Report” agenda item 15 should be changed from 10’ to 10”. Commissioner Katte states that agenda item 13, the SCADA system, states that it is five years old and asks if this system monitors the flow meter at the Cth Y lift station. DDU Nevers states that it did not in the past, but it does now. Commissioner Katte asks what functions does the SCADA system not cover. DDU Nevers states that there are a lot of things it does not cover, but the options are endless; he and Mr. Witters installed a pump at the Cth Y lift station and now if ground water comes in, it will alarm. Commissioner Griffin asks DDU Nevers to put together a list of other options that we should be using the SCADA system for. Commissioner Katte states that we should ask Energenecs to tell us what they can do for us and get a quote. Commissioner Stewart states that we could look in to having a panic button at the bottom of lift stations for confined space situations.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 15, 2021 monthly meeting minutes with the correction made to agenda item 15 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 March 15, 2021 monthly meeting minutes with the correction made to agenda item 15 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

9. Discussion/Action – Crew On-Line Attendance for Public Works Management Courses

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves attendance for DDU Nevers and Deputy Treasurer Michelle Richards for the June 3 and 10 Budgeting for Public Works on-line class 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 attendance for DDU Nevers and Deputy Treasurer Michelle Richards for the June 3 and 10 Budgeting for Public Works on-line class per a motion by Commissioner Stewart and Commissioner Lutzke.” Motion carried.

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

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to have the State Bank of India cd balance deposited into their Wells Fargo Investment Holding account per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

The Sanitary District No. 3 (Water) Commission takes no action at this time.

11. Discussion/Action – Auditors Clifton Larson Allen LLP “Charged with Governance” Letter

Commissioner Griffin states that the letters have been signed; the auditors needed it signed to complete the Town audit; it is yearly protocol that we approve and sign.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Clifton Larson Allen LLP “Charged with Governance” letter 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 Clifton Larson Allen LLP “Charged with Governance” letter per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

12. Discussion/Action – Town of Sheboygan Employee Handbook - Revised

Commissioner Griffin states that everyone got a copy of the revised Employee Handbook; the last page has to be signed by each employee, confirming that we received a copy and then it will be filed in our employee folders. DDU Nevers

states that he wanted to adjust summer hours, May through September, to accommodate snow plowing season. Commissioner Griffin states that it was already discussed and we are going to leave it per the new handbook. He states that the biggest change was the employee vacation schedule.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the revised Town of Sheboygan Employee Handbook as presented 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 revised Town of Sheboygan Employee Handbook as presented per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

13. Discussion/Action – Bank Security Options

Ms. Richards states that accountant Steve Corbeille asked us to see if the Districts would be interested in adding security options to their bank accounts; it would insure against fraudulent activity on bank accounts; we would generate a report from Civics and export it to the bank, then they would only process payments based on this report.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to implement Wisconsin Bank & Trust’s Payee Positive Pay Program 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 to implement Wisconsin Bank & Trust’s Payee Positive Pay Program per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

14. Discussion/Action – American Rescue Plan Act of 2021

Attorney Bauer states that these are funds available with limited use; you would work with the Town if you would be interested; the fund is limited as to what you can use the money for; municipalities are defaulting to the sentence “to make necessary investments in water, sewer, or broadband infrastructure”; if you receive funds and don’t spend them, the funds go back to the State; this item should remain on the agenda and we can continue to monitor updates.

15. Discussion/Action – Required Signatures for Districts’ Bank Accounts

Ms. Free states that she is waiting for the paperwork from Wells Fargo Bank and Wisconsin Bank and Trust; she’ll contact the Commissioners as soon as she gets it.

16. Discussion/Action – Meter Reading Hardware Upgrade: Software & Device

DDU Nevers states that Badger Meter required us to update to the Beacon; the tablet they recommend for picking up meter reads is not user friendly; he reached out to the Village of Kohler and confirmed with Pros4 that he can get a Dell that would be approximately \$2,200.00 cheaper.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Beacon software and device upgrade at a cost not to exceed \$5,500.00 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 Beacon software and device upgrade at a cost not to exceed \$5,500.00 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

17. Discussion/Action – New Utility Pick-Up Truck Upfit

DDU Nevers states that the truck and upfit were budgeted for; we did get three quotes. DDPW Holfeltz states that the quotes came from vendors that we’ve used in the past.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the new utility pick-up truck upfit purchases from Olson Trailer and Body and Frank’s Radio 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 new utility pick-up truck upfit purchases from Olson Trailer and Body and Frank’s Radio per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

18. Discussion/Action – Credit Card for Deputy Director of Public Utilities

DDU Nevers states that we currently share credit cards; he would like to have a utilities credit card that could be used for

both large and small purchases; it could possibly cut down on checks that have to be issued and you can earn cash back; he has done this in the past with previous employers. Commissioner Griffin states that he likes reviewing individual vendor invoices for payments, but we could try this and see if we like it.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves one credit card for both Districts with a limit of \$5,000.00 from Wisconsin Bank & Trust for DDU Nevers 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 one credit card for both Districts with a limit of \$5,000.00 from Wisconsin Bank & Trust for DDU Nevers per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

19. Discussion/Action – Utilities’ Employees Performance Review and Scheduling

Commissioner Griffin states that they’ve started the employee reviews; it’s been useful in getting to know each employee and helping to improve communication.

20. Discussion/Action – Utilities Employee Job Description & Hiring

Commissioner Griffin states that we looked at this in March and decided to wait until the Employee Handbook was updated. Commissioner Lutzke asks if there was a recent hire. Commissioner Griffin states yes, someone who will be doing mostly Town work; it would be helpful to spread out the timing of new hires, but we don’t want to hire close to plowing season, so now would be better. Commissioner Katte asks how everything is tracked between the Town and Districts. DDPW Holfeltz states that it’s done through our time sheets. Commissioner Griffin states that he would like Commissioner Klosterman and Commissioner Stewart look at the resumes we receive.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves advertising the Utilities employee job position 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 advertising the Utilities employee job position per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

21. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that the only issue pertaining to the Districts was the Water District’s purchase of the two acres of land for the future Water Tower 3 site.

22. Operator’s Report

DDU Nevers states that he’s submitted the lab flow reports for the Sewer District and there is nothing out of the ordinary; March 11 was a little higher from snow melting; the annual trends are the same; he’s ordered new shirts for the crew; they had safety training last week and Mr. Witters will have it next week because he was at training out of town.

DDU Nevers states that he submitted the pumpage report for the Water District and there is nothing out of the ordinary. He states that he sold the Ford Ranger pick-up truck on Wisconsin Surplus for \$12,727.00; we should have the check in a few days and it will be split between the Districts. Commissioner Lutzke asks what the original purchase price of the truck was. DDPW Holfeltz states that it was around \$16,000.00 and it was a used truck. DDU Nevers states that they’ve been busy packing for the move to the new Town Hall; water towers are on summer mode; the pumps are running longer but less often; Mr. Schneider will begin flushing next week. He states that he received an e-mail that the 2021 Risk and Resilience Assessment Report is due in June; he confirmed with the DNR that the District’s hadn’t been completed and he also reached out to another municipality for some direction and was told you get out of it what you put in; the report wants scenarios on possible terrorist attacks, etc. and how would we respond to emergency situations. He asks the Commissioners if they would like to review his report before he submits it. Commissioner Griffin asks if this is something AECOM can do. DDU Nevers states probably. Commissioner Griffin states that we will ask Engineer Holtan if he has a template we can use; he states that he thinks DDU Nevers shouldn’t do it unless he wants to. DDU Nevers states that he’d like to do it so he knows how things are being handled if something does happen. Commissioner Stewart asks if the report becomes public. DDU Nevers states that he thinks it is; he could look at some other municipalities’ reports for guidance. Commissioner Griffin states that this item should be placed on the agenda and we will wait for Engineer Holtan’s recommendation.

23. Communication & Correspondence Received After Posting of Agenda

Commissioner Albright thanks the Commissioners, Town Board, Staff and Crew for the gift cards and for everyone’s support. Commissioner Griffin states that the Annual Meeting is tomorrow at 6:00 p.m.

24. 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.

25. 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 6:17 p.m. until Monday, May 17, 2021 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

26. Approval of the April 19, 2021 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 19, 2021 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

27. Discussion/Action – Cth Y Lift Station Pump

DDU Nevers states that he has Engineer Holtan looking into the Cth Y force main because the by-pass didn’t work and we couldn’t pump north. DDPW Holfeltz states that we have eight years of history that we pumped north so something must have happened. Engineer Holtan states that there had been work done near Emil Mazey and they hit the main; it was working at that time. Commissioner Stewart states that we should get more than 700 gallons per minutes with a 12” line. Commissioner Griffin states that we have Engineer Holtan looking into new pumps and we’ve asked Energenecs about the feasibility of larger pumps. Engineer Holtan states that the Cth Y lift station was originally supposed to be a mini station and the pumps have already been upgraded once. DDU Nevers states that the Charter Hills lift station was also supposed to be temporary. Commissioner Katte asks until what time. Commissioner Griffin states that they were supposed to be temporary until there was more development to the west and we accessed the Y Looping Project. DDU Nevers states that with a temporary pump we would install the same at the Cth J lift station; then we could run there during power outages; right now we would have to run the generator from station to station to pump flows.

28. Discussion/Action – Emergency Response Plan Update

Commissioner Griffin states that we will need to begin working on this and asks that Ms. Free print a copy for everyone for the May meeting.

29. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

30. Adjourn – Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water)

“There being no further business, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 6:37 p.m. until Monday, May 17, 2021 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

Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President

Jerome Hoepfner, Treasurer

Spencer Lutzke, Secretary

Minutes approved on May 17, 2021