

**JOINT MEETING MINUTES  
TOWN OF SHEBOYGAN TOWN BOARD  
AND  
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)  
AND  
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)  
Date: Tuesday, May 14, 2013  
Place: Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, Wisconsin  
Time: 5:15 PM**

A joint meeting of the Town of Sheboygan Town Board, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission and the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 5:15 on Tuesday May 14, 2013 in open session at the Town of Sheboygan Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, WI 53081, Sheboygan County.

Notice of the meeting was given to the public at least 24 hours prior to the meeting by forwarding the complete agenda to the official Town newspaper, *The Sheboygan Press*, and to all news media who have requested the same, as well as posting in three (3) different places.

Town Board members present: Chairperson Dan Hein, Supervisors Jim Schwinn, Char Gumm and John Wagner. Sanitary District No. 2 (Sewer) Commissioners present: President Dave Griffin and Treasurer Ken Katte. Sanitary District No. 3 (Water) Commissioners present: President Mark Flasher, Treasurer Jerome Hoepfner and Secretary Spencer Lutzke. Attorney Michael J. Bauer was also present.

**1. Call to Order.**

Chairperson Hein, Presidents Griffin and Flasher each called their respective bodies to order.

**2. Pledge of Allegiance.**

The pledge of allegiance was recited.

**3. Approval of the Agenda.**

Motions to approve the agenda were made by Wagner, second Gumm, by Griffin, second Katte and by Flasher, second Hoepfner. Motions carried unanimously.

**4. Discussion/Action-Sanitary District No. 2 Main Lift Station Upgrades.**

President Griffin explained that needed repairs and improvements were being made to the District's main lift station which is more than 30 years old. Upgrades include the addition of a new stairwell entrance for improved and safer access to the lower wet well areas and improved ventilation. The construction contract has been awarded to Mike Koenig Construction. The cost of project including engineering is approximately \$300,000.00. The District's annual budget includes funds for maintenance and replacement of the sanitary sewer system. The District will use its maintenance and replacement funds to pay for the lift station improvements and therefore no increase in user fees or taxes will be required for the project.

**5. Discussion/Action-Sanitary District No. 3 Future Tower Site.**

President Flasher explained that with the addition of Well No. 3 on County Road LS has significantly improved its water supply and that the District's water supply capacity is in great shape. Well No. 3 is a very strong producing well and Well No. 2 also has additional capacity if needed in the future. A long term capital improvement need for the District is the location and construction of additional water storage tower capacity. A new water storage tower should be located in the I-43/STH 42 area. President Flasher is reviewing available properties and will be making contact with property owners to begin the site acquisition process. Chairperson Hein indicated that it was very important for the District to do long term capital planning for both new tower and well sites. As an example, Mr. Hein indicated that the former Hayssen property which is now owned by the City of Sheboygan had been consider as a dump site for the City/County river dredging project. This City owned site was removed from consideration after it was learned that an area near the City property had been identified by the District as a potential 4<sup>th</sup> well site. The proposed dump would not have been a compatible land use with a public water supply well.

**6. Town Sump Pump Inspection Program.**

President Griffin indicated that the District has experienced significant inflows and clearwater discharges to its sanitary sewer system. Typically, approximately 500,000 gallons of wastewater is sent to the City each day from the Districts sanitary sewer system. Recently, however, wastewater flows have reached as high as 2,000,000 gallons per day. It is believed that a significant source of the increased clearwater may be from illegal sump pump connections to the sanitary sewer system. Consequently the District has reviewed current Town and Sanitary District ordinances prohibiting clearwater (sump pump) discharge to the sanitary sewer system. The District has determined that the current ordinances are satisfactory. The District instead will concentrate its efforts on providing information and education to Town residents on this issue.

**7. Status of Mutual Aid Agreements Between the Town & City of Sheboygan.**

President Griffin advised that the Town of Sheboygan Sanitary District No. 2 is working on an emergency response plan for its sanitary sewer system operations. Developing a mutual aid agreement with the City could provide important emergency response resources. It was noted that area Fire Departments have mutual aid agreements that work well and therefore mutual aid agreements for sanitary sewer operations may also be helpful. District personnel are attempting to contact the City DPW and engineering departments to work on this item.

**8. Discussion/Action - Road Work Update.**

Supervisor Jim Schwinn advised that the Town has approximately \$70,000.00 budgeted and available for 2013 road repairs and improvements. This is not sufficient to undertake needed road reconstruction or improvement projects. There is not adequate road improvement revenue being generated at the State level by the fuel tax program and the State is allocating less money to local units of government for road improvements. The current tax levy limit applicable to the Town is 0% plus an increase based upon net new construction within the Town. There is not adequate funding to keep up with Town road maintenance and improvements.

**9. Discussion/Action – Joint Issues Re: Manpower, Equipment, & Other Shared Operations.**

President Flasher indicated that the Districts' record keeping since the addition of Darla Free as Office Manager has greatly improved. The Town Board and Commissions are very pleased with the level of communication and cooperation between the Town Clerk's Office and the Utilities. The Town Clerk and Utility Offices are operating well and with a high degree of professionalism. It was also noted that the part-time addition of Dave Wehrwein formerly of the County Clerk's

Office was going well and should provide additional back-up and support for both the Town and the Commissions. Chairperson Hein indicated that the DPW is short staffed with a current total of four employees (DPW plus 3 field personnel) which is particularly noticeable during snowplowing operations. Mr. Hein recommends that one additional DPW employee be added. However, because of the current financial limitations of the Town any new positions would need to be funded by the Sanitary Districts. It was agreed that adding another certified water operator to the staff would be good long term planning. No specific employment action was taken.

#### **10. Discussion/Actions – Capital Projects.**

Chairperson Hein indicated that the Town is participating with the City of Sheboygan on the Eisner Avenue reconstruction project. Starting in 2014 the Town's financial contribution for the project will be \$35,000.00 per year for 10 years or approximately \$350,000.00. The Town is also constructing stormwater drainage improvements for the benefit of the N. 50<sup>th</sup> Street neighborhood. The purchase of a house (site) and the construction of a stormwater retention pond will prevent flooding and resolve significant drainage problems. Given the financial limitations of the Town as indicated earlier there are no other major road repair or improvement projects planned by the Town. Sanitary District No. 2 is making capital improvements to its main lift station as indicated above. Sanitary District No. 3 has no capital improvement projects planned for 2013. Chairperson Hein indicated that the Sheboygan Senior Community, Inc. development located at County Road Y and Mueller Road is expected to begin construction in July 2013. Unfortunately, the daycare development planned for County Road J and Vanguard Drive was unable to secure financing and is therefore terminated. Finally, there was general agreement that the Town should pursue a realtor or other marketing efforts to promote the sale of the Green Meadows Outlots.

#### **11. Discussion/Action – Finances.**

Supervisor Schwinn reviewed the Town's debt service needs. The Town's current debt service schedule is approximately \$893,000 per year for 2014 through 2017. Chairperson Hein and the Town Supervisors indicated that a debt service target of \$600,000 per year would be reasonable and appropriate for the Town. Sanitary District No. 2 Commissioners expressed interest in adjusting the amortization schedule for the exiting Sanitary District No. 2/ Town loan. This loan currently requires principal and interest debt service payments of \$137,596.29 annually for 2014 through 2017. This debt service schedule could be adjusted to require interest only payments for 2014 through 2017 with principal and interest payments resuming in 2018 and beyond until repaid in full. Sanitary District No. 3 Commissioners expressed interest in lending funds to the Town in a similar manner as the District No. 2 loan. Both Districts will review this issue at their June 2013 meetings and advise the Town through Attorney Bauer as to how they would be willing to proceed. The Town Supervisors indicated that if the Sanitary Districts elect not to participate with the restructuring/financing of the Town debt service needs then the Town will look for loans or financing from outside lenders.

#### **12. Discussion/Action – Employee Handbook Changes, Updates & Adoption.**

A lengthy page by page review of the current Employee Handbook was undertaken. Attorney Bauer will incorporate into the Handbook the numerous changes discussed by the Town and the Districts and complete a final review of the Handbook. It is anticipated the Handbook will be available for review and recommendation by the Districts' at their June 10, 2013 meetings and available for approval at the June 18, 2013 Town Board meeting.

The Town Board also discussed the monthly employee vacation and sick leave report. The Supervisors recall receiving this report in the past and hereby direct the Town Clerk to resume distribution of this report to the Town Board on a monthly basis with the Town Board meeting agenda and packets.

**TOWN BOARD:**

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**DANIEL W. HEIN, Chairperson**

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**CHAR GUMM, Supervisor**

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**JAMES R. SCHWINN, Supervisor**

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**RALPH J. SCHNEIDER, Supervisor**

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**JOHN WAGNER, Supervisor**

**Town of Sheboygan  
Sanitary District No. 2 (Sewer)**

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**David Griffin, President**

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**Ken Katte, Treasurer**

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**David Albright, Secretary**

**Town of Sheboygan  
Sanitary District No. 3 (Water)**

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**Mark Flasher, President**

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**Jerome Hoepfner, Treasurer**

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**Spencer Lutzke, Secretary**