

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, MAY 16, 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

Time: To Follow Sanitary District No. 2 Meeting – Closed Session

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 4:21 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 4:56 p.m., followed by a joint Closed Session meeting on Monday, May 16, 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. Approval of the May 16, 2022 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 16, 2022 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – 2021 PSC Report

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

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

DDPU Nevers states that Troy with CTW Corporation has the new pump, motor and VFD. These items will be installed in early June. No action required.

5. Discussion/Action – Renegotiation Options to First Amendment and Extension to Tower Lease Agreement, Verizon/Tower 2

DPW/Eng Holtan provided handouts for review and discussion at the June 20, 2022 meeting. No action required.

6. Discussion/Action – New Water Tower Project

DPW/Eng Holtan states the Commissioners have all signed off on the agreement with SEH. The kick-off meeting is in a few weeks. No action required.

7. Discussion/Action – Ordinance Revisions

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the revisions and code of ordinances titled Water Use and Water Service Charge Ordinance per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Residential and Small Commercial Meter Setting Specifications per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

8. Communication & Correspondence Received After Posting of Agenda

Commissioner Lutzke acknowledges a thank you card from Mr. James Schwinn.

**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 4:21 p.m. by Commissioner Dahlem and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer).

10. Approval of the April 18, 2022 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 18, 2022 monthly meeting minutes per a motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

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

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

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a Bank of China /New York 1.550% 9-month \$250,000.00 cd or equivalent cd using \$150,000.00 in funds from the Wells Fargo holding account and \$100,000.00 from the Wisconsin Bank & Trust money market account per a motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a Barclays Bank/Delaware 1.550% 9-month \$250,000.00 cd or equivalent cd using funds from the Wisconsin Bank & Trust money market account per a motion by Commissioner Albright and a second by Commissioner Stewart.” Motion carried.

12. Discussion/Action – Resignation/Appointment of Administrative Assistant/Utility Clerk

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby accepts Darla Free’s retirement resignation letter per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby accepts Darla Free’s retirement resignation letter per a motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby appoints Jamie Hilbelink as Utility Clerk per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby appoints Jamie Hilbelink as Utility Clerk per a motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

An agenda item to appoint an owner for the DNR for Sanitary District No. 3 will be added to the June 20th meeting for discussion.

13. Town of Sheboygan Plan Commission Update

Commissioner Albright states there are no updates this month.

14. Operator’s Report

DDPU Nevers states for Sanitary District No. 2 (Sewer) that Great Lakes annual collection system cleaning is completed, but the televising is still in progress. DDPU Nevers approved an agreement with Energenecs to perform an audit on the remote sanitary sewer lift stations. This audit would provide the information to put together a CIP program. The audit is scheduled for early June. DDPU Nevers and DPW/Eng Holtan approved the design of the sanitary connection from the proposed Biggby Coffee to discharge directly into a Town manhole in STH-42. Allowing the sanitary discharge directly into a Town manhole will keep construction and lane closures to a minimum on STH-42.

DDPU Nevers states for Sanitary District No. 3 (Water) Tower 2 is scheduled to be cleaned on May 17th. The water discharging along Najacht Road is not believed to be municipal water. Korff Plumbing was contracted to dig up potential leaks but was unable to identify a leak. Further leak detection was performed with no clear direction as to where the water is coming from. The bulk water sales rate currently being used was questioned by Attorney Bauer’s office, Hopp Neumann Humke LLP. Additional research and background are needed.

15. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

16. Pending Item List Review

Nothing submitted; no updates.

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

17. Approval of the May 16, 2022 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 16, 2022 monthly bills as submitted per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

18. Pursuant to Wis. Stat. 60.785(1)(b), the Town of Sheboygan Sanitary District No. 2 Commission hereby requests the Town Board to add the following territory (parcel) to the Town Sanitary District:

<u>Parcel Number</u>	<u>Owner</u>
1) 59024-341960	Ashford Place Apartments LLC

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby requests the Town Board to add parcel number 59024-341960 into their District per a motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

19. Discussion/Action – Ordinance No. 2022-2 An Ordinance Amending Section 6.06 UCE Formulas

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Ordinance No. 2022-2 an ordinance amending Section 6.06(g) UCE formula to read as: (g) Hotel/Motel 4 Rooms = 1 (\$500.00/Room; \$2,000.00 per Unit) as submitted per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

20. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

21. Closed Session

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby makes a motion to enter into Closed Session per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby makes a motion to enter into Closed Session per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

Closed Session role call is taken by Attorney Bauer: Commissioner Stewart “aye”, Commissioner Lutzke “aye”, Commissioner Albright “aye”. The Sanitary District No. 3 (Water) Commission is in Closed Session.

Closed Session role call is taken by Attorney Bauer: Commissioner Dahlem “aye”, Commissioner Klosterman “aye”. The Sanitary District No. 2 (Sewer) Commission is in Closed Session.

22. Open Session

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission makes a motion to enter into Open Session per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion approved, the District is in Open Session.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission makes a motion to enter into Open Session per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion approved, the District is in Open Session.

The Sanitary Districts enter into Open Session at 6:00 p.m.; no action has been taken in Closed Session.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby recommends to the Town Board to appoint David Minor as an Alternate Commissioner per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby recommends to the Town Board to appoint David Minor as an Alternate Commissioner per a motion by Commissioner Klosterman and a second by Commissioner Dahlem.” Motion carried.

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

“There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 6:10 p.m. until Monday, June 20, 2022 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“There being no further business, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 6:10 p.m. until Monday, June 20, 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 June 20, 2022