

**MEETING MINUTES OF
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)
AND
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)**

Date: Monday, June 15, 2015

Place: Town Hall, 1512 N. 40th St., Sheboygan, Wisconsin

Time: 4:00 p.m. – Sanitary District No. 3 Water Monthly Meeting

Time: 4:15 a.m. Joint Meeting – Sanitary Dist. No. 2 Sewer & Sanitary Dist. No. 3 Water

Time: To Follow Joint Meeting – Sanitary District No. 2 Sewer Monthly Meeting

A monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. and a joint meeting of Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:15 p.m. The Sanitary District No. 2 (Sewer) Commission continued on with their monthly meeting after the matters in Joint Session had been discussed on Monday, June 15, 2015 in open session at the Town of Sheboygan Town Hall, 1512 N. 40th St., Sheboygan, WI 53081, Sheboygan County.

Notice of the meeting was given to the public at least 24 hours prior to the meeting by posting in three (3) different places and forwarding to all news media who have requested the same.

Upon motions duly made and seconded, the following resolutions were unanimously adopted and made a part of these minutes by reference as if fully set forth herein.

1. Call to Order

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Mark Flasher at 4:00 p.m. The following were also present at the meeting: Commissioner Jerry Hoepfner, Treasurer; Commissioner Spencer Lutzke, Secretary; Attorney Michael Bauer; Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

2. Approval of the June 15, 2015 Monthly Bills

Commissioner Lutzke asks what the coolant for Well 1 was for. DPW Blashka states that they received an error message but didn't know what the problem was; they checked everything. He states that Fischer's was at Well 1 when the weather was colder, so they didn't think to check the coolant.

Commissioner Flasher asks why the pager wages are so high; we'll be over the budget amount soon. DPW Blashka states that they should be fine; he figured \$10 per day; there must be something being allocated incorrectly; Ms. Free can look into it, maybe there needs to be a journal entry into a different account. Commissioner Lutzke asks DPW Blashka if he's okay with people carrying pager. DPW Blashka states yes, he carries it and so does Joe Winscher or John Witters; none of them have any issues taking it.

Commissioner Flasher states that account number 63-60000-641/trans & dist-supplies & exp is also high; this is because of the Country Meadows Dr. extension. He asks if the District has to pay for this, or is it being billed back to the residents. DPW Blashka states that the District has to pay, but it will probably be allocated into assets, infrastructure. Commissioner Flasher asks if this is the area where the Town made the cul-de-sac. DPW Blashka states yes; the hydrant was in the middle.

Commissioner Flasher states that we have the first payment for the SCADA system; he'd like the original contract at next month's meeting so they can check it against the pay requests.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 15, 2015 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action - Tower 2 Upgrades, Verizon Wireless

Nothing submitted; no updates.

4. Discussion/Action – Attendance to the WRWA Cross Connection Action for DPW Blashka and John Witters

DPW Blashka states that he has submitted the WRWA class description; he'd like to attend, along with John Witters; they'll receive credits; the payment for the class is in the monthly bills.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DPW Blashka and John Witters attending the July 14, 2015 WRWA Cross Connection Action class per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

5. Update - Comprehensive Water System Master Plan

Engineer Holtan states that they're just starting the project. Commissioner Flasher asks if he needs anything from the District. Engineer Holtan states that he doesn't.

6. Communication & Correspondence Received After Posting of Agenda

Attorney Bauer states that the Town won the Hayssen Family Foundation lawsuit; the court made their ruling last Thursday; the land was given back to the Foundation and to the Town; they also found the City in violation of the Foundation; it was to be used for industrial; any future development will now be in the Town.

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) 4:15 p.m. Joint Agenda

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 Flasher and Commissioner Griffin. Commissioner Ken Katte, Treasurer and Commissioner Dave Albright, Secretary, are also in attendance.

8. Approval of the May 18, 2015 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 18, 2015 monthly meeting minutes per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 18, 2015 monthly meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

9. Discussion/Action – Water & Sewer Service for Parcel 349169/Aaron Fale

Nothing submitted; no updates.

10. Discussion/Action – 352871, Premier Alliance/Tom Ducharme

Nothing submitted; no updates.

11. Discussion/Action – Sewer & Water Extension, Parcel 349132/Woodland Road, Jonathan Bemis

Nothing submitted; no updates. Commissioner Griffin states that this item can be removed from future agendas unless requested otherwise.

12. Discussion/Action – Water & Sewer Extension, Rangeline/Woodland Rd East

Commissioner Flasher asks if anyone gave the cost estimate of the extension to Aaron Fale. DPW Blashka states that he's not sure but will check into it. Commissioner Flasher states that the estimate should be put into the property address folder for future reference for any other possible inquiries for service to this parcel.

13. Discussion/Action – Development of Parcel 344560/Windridge Lane, Hillcrest Homes

Warren Vandoske is in attendance. He states that they thought the sewer was down the center of the road. Commissioner Griffin states that the sewer isn't down the center of the road; the manholes are. Mr. Vandoske shows maps of the proposed development and states that they're proposing stubbing out 20' from the roadway; the concept is to extend 20' out of the right-of-way and run it down Windridge Ln, on the west side; this is their first option; it's hard to have the manholes in the ditch, we want to avoid the cable and electric services; we'll put in a 20' easement; the depth is going to be an issue and the question is what we're going to do with the water, it's on the east side. He states that they could make a pavement cut on

each side, for each individual lot; they've had the wetland checked for the far south lot and those laterals would have to come from Limerick Ln. Attorney Bauer states that maybe we should have a 30' easement. Mr. Vandoske states that would be fine because there are 30' setbacks. DPW Blashka states that the road setbacks are 33', and then we'd want another 20' for the easements, so we would have 53'. Attorney Bauer asks if other utilities would be an issue. DPW Blashka states that if that's the case, we could put ours on top. Attorney Bauer asks if 20' would be acceptable then. DPW Blashka states yes; we would request that there be no plantings in the easements, grass only. Engineer Holtan asks about the final asphaltting. DPW Blashka states that it's all done; the water main is on the east side of Windridge Ln; we should have the developer mill the top 2" off of the road, do the utility cuts, then blacktop, then a full single layer; then we won't have all of the individual cuts. Mr. Vandoske states that they could do two laterals in one road cut, this would save on having so many patches; we want the curb stops in the center of the lots. DPW Blashka states that you don't know where they'll decide to place their driveways. Mr. Vandoske states that the side setbacks are 10' and they can't tie into the water without patches. Commissioner Flasher states that the road will be a Town issue. DPW Blashka states that this is a nice and newer subdivision; if we patch, the patches will end up failing; it will last longer if we mill 2", cut for the services, then do a new 2" overlay on the east side and it will look new. Commissioner Flasher states that the developer is probably looking at costs, trying to keep them low. Commissioner Lutzke states that they want their subdivision; they'll have to comply with what is best for the Town. DPW Blashka states that Mueller Rd was a good example of having a lot of utility patches. Engineer Holtan states that there will probably be sediment and the road would have to be completed after winter; there's frost heave to consider. DPW Blashka states that there could be two services off of one hole and they could angle off, usually services are perpendicular, but if the tracer wire is not up, the crew can't find the service during locates. Commissioner Flasher states that from a water standpoint, he doesn't see any issues; they'll have to go to the Town for the road issues. DPW Blashka states that two services in one spot is okay, but we need to know if this is what they plan to do, we need the tracer, but he would rather not have this. Commissioner Flasher asks about the gis being used for the locates. DPW Blashka states that it would be in the mapping program, but they still have to physically locate the services in the field; it's a problem if the tracer gets lost; if the valve boxes are lost, then we can't find it. Mr. Vandoske states that they'll get prices. DPW Blashka states that the preference would be to have the services perpendicular for each line; the water main is right under the edge of the pavement. Mr. Vandoske asks what all gets submitted to the Sanitary Districts. DPW Blashka states that we need all of the plans, then it goes to the DNR; Engineer Holtan and he will review everything, they'll make any necessary corrections or recommendations, you'll make the changes, then it goes to the DNR. Attorney Bauer states that then they'll go to the Plan Commission and they make a recommendation to the Town Board for their approval. Mr. Vandoske states that he ran out of time and he'll be ready for the July meetings. Attorney Bauer states that his proposals to the Plan Commission have to be published two weeks ahead of the meeting date. He states that this is at the developers expense; AECOM will do all inspections, they'll charge the Districts and the Districts will invoice the developer. DPW Blashka states that it would be best to have the money for the road upfront, in case the developer defaults. Mr. Vandoske states that the Subdivision is going to be called Mueller Field West.

14. Discussion/Action – Springtime Ridge Condominium Development Update

DPW Blashka states that he met with contractor Greg Wagner; later that same day Mr. Gottsacker came into the Town Hall to discuss the pending issues. He states that Mr. Wagner told him that he's holding back on the work because he's not being paid by Mr. Gottsacker. Mr. Gottsacker stated that he's holding money back because Mr. Wagner's not doing the work. He states that Mr. Gottsacker said he's interested in building another two-unit condo, so he plans to borrow extra money from this project to pay Mr. Wagner. He states that he'd recommend to the Town Board to not allow any further building permits until all of the Town's and Districts issues are taken care of; Mr. Wagner states that it won't take him very long to finish the project. He states that he told Mr. Wagner that if the Districts get a locate called in for this area, Mr. Wagner will have to provide the as-built information right away; Mr. Wagner told him that he wouldn't have a problem with that; the as-builts are ready, Mr. Wagner just isn't releasing them. Mr. Lutzke asks if Mr. Gottsacker said anything about people living in the condos. DPW Blashka states that he didn't say anything, but he told Mr. Gottsacker that no occupancy permits will be issued until everything's in compliance. He states that the pond hasn't been checked yet, there's restoration to be done, we need the as-builts, there needs to be ditching to keep water off of the road. Commissioner Flasher asks if there are any liability issues, since no occupancy permits have been issued. Attorney Bauer states that he would like to see a letter from the Town and the Sanitary Districts stating all of the requirements needed before any further development would be allowed or any permits can be issued. Commissioner Flasher asks about liability for the people who are

already there, is that an issue. Attorney Bauer asks if the Town's inspections have been done. DPW Blashka states yes, for the infrastructure and the building, but not the finals. Attorney Bauer states that we are not aware of any dangerous issues; if all of the issues get done, can we issue the occupancy permits. DPW Blashka states yes; the water and sewer are fine, it's all been tested; the storm sewer is fine. Commissioner Flasher states that it sounds like more of the problems are Town related; he'd like Attorney Bauer to do a letter for the Town. DPW Blashka states that the only two issues for the Districts are the internal seals and the as-builts. Commissioner Flasher asks if it would help to authorize Attorney Bauer to send a letter to address the remaining issues, contingent upon the Town Board agreeing.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby authorizes Attorney Bauer to send a letter to Mr. Greg Gottsacker with a list of non-compliant issues that need to be resolved in Springtime Ridge Condominium Development before occupancy or building permits can be issued, contingent on Town Board approval, per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby authorizes Attorney Bauer to send a letter to Mr. Greg Gottsacker with a list of non-compliant issues that need to be resolved in Springtime Ridge Condominium Development before occupancy or building permits can be issued, contingent on Town Board approval, per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

15. Discussion/Action – 3505 CTH Y, Sheboygan Senior Community Development

DPW Blashka states that he received drawings, but they don't have much information. Attorney Bauer states that Ms. Joan Kleist was told that after this May that we will need the easements before any occupancy would be allowed; she said that Buteyn Peterson is working on this; Ms. Kleist sent an e-mail last week that they were getting the easement recordings ready and she was told that she couldn't have anything recorded until all of the documents are reviewed by the Town and Districts. DPW Blashka states that we don't have the as-builts of the utilities either; a Buteyn employee came to the Hall with a flash drive and had Ms. Free download what he said was the as-built file, but it was only a diagram of where the mains where; there were no elevations, no profiles, no detail. Commissioner Flasher states that there should be a response to let them know the issues. DPW Blashka states that the contractor, Jos. Schmitt, has a question regarding water pressure but he doesn't want to provide any more information until we get what we need. Engineer Holtan states that they need to mark up the blueprints. Attorney Bauer asks how the Commissioners would like to approach the issues. DPW Blashka states that he sent an e-mail to Bob Hackel, telling him we still needed the utility and construction as-builts with all of the measurements. He states he could re-send the e-mail. Commissioner Flasher states that the e-mail should be re-sent and asks if Ms. Kleist should also be copied on the e-mail. Attorney Bauer states yes; maybe they're trying to comply, but don't understand what's required of them. DPW Blashka states that this was all explained to them at the pre-con meeting.

16. Discussion/Action – SCADA System Update

DPW states that the water portion is all set, there were no problems; this will eliminate all four phone lines; when the sewer is done, it will eliminate those phone lines; it will all be radio. Commissioner Flasher asks when it will all be done. DPW Blashka states sometime next month; we have Charter Communications at the Town Hall; if Charter goes down, maybe we need to have one of these AT&T lines brought into the Town Hall as a back-up. Commissioner Griffin states that he agrees, we should have a back-up. DPW Blashka states that the back-up would be a dialer; he'll have one line transferred to the Hall.

17. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that there was nothing pertaining to the Sanitary Districts.

18. Operators Report

DPW Blashka reported that everything's fine with the water system; we've been flushing and there haven't been any problems. Commissioner Katte asks where the drainage water on Najacht Rd is coming from. DPW Blashka states that it's coming from the pond in Green Meadow Subd. Commissioner Flasher asks if Well 1 is pumping more water. DPW Blashka states that Well 1 stays on all of the time and Well 2 and Well 3 are rotated; this helps to reduce brown water; if Well 2 and Well 3 are pumping all of the time, it causes Tower 2 to overflow.

DPW Blashka states that there are no updates for sewer, everything's running fine. He states that there's a group trying to fight the companies that are advertising flushable wipes. Commissioner Katte states that flushable means it goes through the pipe, but then it sits in the lift station. DPW Blashka states that he'll check the Cth Y life station for debris build-up at the end of the month. He states that there was a big influx due to the heavy rain, but it wasn't as high as it was in the past. Commissioner Katte asks if they're finding violations during the cross connection inspections. DPW Blashka states no, they aren't finding anything. He states that they're in the process of raising the manholes in Hunter's Glen Subdivision; the caulk gun is working well; the concrete is fine but the mortar is bad; the project is half done; we'll finish up by next week, then the County will be in for paving. He states that Mr. Witters saw one leak in a manhole; we contacted Great Lakes and they'll be in to make the repair. Commissioner Griffin states that inspections, televising, etc., will be on-going. DPW Blashka states yes, and moving the flow meter has helped a lot. He states that they've been spraying epoxy, but it's expensive. Commissioner Katte states that if we have to re-build the manholes, that's expensive, too. DPW Blashka states that we're only re-building manholes with road projects or if they're bad.

19. Communication & Correspondence Received After Posting of Agenda

Attorney Bauer states that the Hayssen Family Foundation land is now back in the Town; it's 99 acres. Commissioner Lutzke asks what the Foundation's plans are for the land. Attorney Bauer states that the Town expressed purchasing the land and selling it to a developer; a deed restriction might be removed and this opens it up for development; it's on the Town Board agenda for tomorrow; any buyer has to come to the Plan Commission, Sanitary Districts and the Town Board. He states that the Court also found that the City violated the gift; the Foundation said that they're just interested in liquidating; this would be better for the Foundation. DPW Blashka states that a Town Business Park was talked about in the past. Attorney Bauer states that with Riverwoods Subdivision to the south, residential development makes more sense.

20. Pending Item List Review

Commissioner Flasher asks if there are any changes or updates. DPW Blashka states no.

21. Adjourn – Sanitary District #3 (Water)

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:10 p.m. until Monday, July 20, 2015 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Lutzke" Motion carried.

Sanitary District No. 2 (Sewer) Agenda - Immediately Following Completion of Joint Agenda

22. Approval of the June 15, 2015 Monthly Bills

Commissioner Griffin asks what the payment to the Suds Family Foundation for top and bottom of maps cabinets is for. DPW Blashka states that we told them what we needed, we agreed on a price, then they said we had to pay additional for the tops and bottoms for the map cabinets; without the tops, there are no covers; they wanted another \$200 and we offered \$100; it's still cheaper than buying new at \$4,000.00.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 15, 2015 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

23. Review/Approval – Resolution 1-2015 Town of Sheboygan Sanitary District No. 2 Sewer Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance Resolution 2014

DPW Blashka states that we need to do this every year; we televised 16% of the system, we had no back-ups; the information gets put into the form; we received an "A" grade; now we need a motion to approve it. Commissioner Griffin asks if anyone has any questions. Commissioner Katte asks if we have an organizational chart. DPW Blashka states no, we will have that when we finish CMOM and we're working on that now. Commissioner Katte states that "areas of excessive inflow" is checked. DPW Blashka states that when we identify a problem, we make the repairs; it's usually caught during televising; we haven't identified the areas where it may be coming in from sump pumps. Commissioner Katte asks if we can handle the capacity. DPW Blashka states yes, it's in the original design of the system to handle it. Commissioner Katte asks if televising 16% is normal. DPW Blashka states yes, that's what we did last year, too. Commissioner Katte asks if we receive any kind of general televising report. DPW Blashka states that we get the full

televising on cd's; we get an actual book that starts from the first manhole to the next; it tells us the size of the pipe, which way it flows, it marks how many feet are between the manholes and then there are notes if they see any leaks. He states that if there's a leak on a home's lateral, they'll go to the home and see if they're using water; there's certain criteria required to comply with the State; not all companies are certified to do the work; they need certain illumination, speed. He states that all copies of all televising video tapes and paper reports are in the Town Hall; they can be picked up and reviewed at any time. He states that he reviews the report and puts stickers where he has questions to make sure any and all issues are addressed. He states that he's waiting for this year's report. Commissioner Griffin states that this is why he wanted to increase the amount of televising each year; this is our best tool for infiltration. DPW Blashka states that we used to be on a seven year televising rotation; we're at six now and we'll be going to five; it takes about one month to televise 70,000'; they clean it first, then they televise. Commissioner Griffin states that spring is the best time to have the televising done, that's when it's wet.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Resolution 1-2015 Town of Sheboygan Sanitary District No. 2 Sewer Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance Resolution 2014 per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

24. Discussion/Action – Resolution for Borrowing for Town of Sheboygan Landfill Project

Attorney Bauer states that the original borrowing proposal was for \$350,000.00; since last month, there have been two more engineering items for the landfill, at a cost of \$66,000.00; we rounded the amount to \$425,000.00; this will cover any possible overages; the loan is the same terms as the last loan the District made to the Town, other than the first two years are interest-only payments; the District approved this concept at the amount of \$350,000.00. Attorney Bauer asks the Commissioners if they are comfortable going up to \$425,000.00. Commissioner Griffin states that he doesn't see any difference. Supervisor Schwinn states that the same things apply as with the old resolution. Attorney Bauer states that he couldn't put all of the documents together until he knew the amount, but this loan will have the same escape clause.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves a Resolution to borrow \$425,000.00 to the Town of Sheboygan for the purpose of the Town landfill project, a pick-up truck for the Town Fire Department and the purchase of a County-wide radio system per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

Commissioner Katte asks what the anticipated date for the loan to start is. Attorney Bauer states that it's all in the resolution; the last loan has a payment month of March, this loan will have the same.

25. Scheduling of Meeting – Revised Town of Sheboygan Sanitary District No. 2 Sewer Ordinances

Commissioner Griffin states that this item should be on the July agenda to be adopted.

26. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that the District will meet on Wednesday, July 8th at 4:30 p.m. at the Town Hall to work on CMOM. He states that IFS Waste Disposal is proposing what looks to be a garage addition. Attorney Bauer states that we'll have to find out if the addition is going to be used to store waste.

27. 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 5:37 p.m. until Wednesday, July 8, 2015 at 4:30 p.m. per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

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

**David Griffin, President
Ken Katte, Treasurer
David Albright, Secretary**

Minutes approved on July 20, 2015

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

**Mark Flasher, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary**