

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: Monday, June 17, 2019

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

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

Time: To Follow San 3 Meeting–Sanitary Dist. No. 2 Sewer & Sanitary Dist. No. 3 Water Joint Meeting

Time: To Follow Joint Meeting–Sanitary Dist. 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. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:16 p.m., following the Water District meeting. The Sanitary District No. 2 (Sewer) Commission continued on with their monthly meeting after the matters in Joint Session had been discussed at 5:01 p.m. on Monday, June 17, 2019 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 Dave Albright, Sanitary District No. 3 (Water) at 4:00 p.m. The following were also present at the meeting: Treasurer Jerry Hoepfner, Sanitary District No. 3 (Water); Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Sanitary Districts No. 2 (Sewer) and No. 3 (Water) Alternate Commissioners Jeff Klosterman and Damian Nevers; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

2. Approval of the June 17, 2019 Monthly Bills

Commissioner Albright asks what the check to 5 Alarm Inc for plastic decking tiles is for. DPW Blashka states that they were purchased for the new utility truck; we have these in all of the other trucks; it helps to protect it and to keep the bottom of the truck dry. Commissioner Albright asks if the check to Core & Main LP is something new. DPW Blashka states that it's sleeves for valve boxes on the mains; this is so we don't have to dig them up every time. Commissioner Albright asks what the check to Specht Electric is for. DPW Blashka states that it was to install the temperature and security switches at the well and tower sites; we'll require these switches for any future locations.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 17, 2019 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Albright." Motion carried.

3. Discussion/Action – Maturity of Wilmington DE CD 7-1-2019; New CD Purchase

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to deposit the total balance of the Wilmington DE cd into the District's Wells Fargo Investment Holding account and will review future investments when the new rates are available in July per a motion by Commissioner Hoepfner and a second by Commissioner Albright." Motion carried.

4. Discussion/Action – New Water Tower Site

Commissioner Albright states that there are no updates. Engineer Holtan states that the southern portion of the desired location is too close to the existing tower and the elevation is lower; the land across Hwy 42 N is also lower. DPW Blashka states that it's also too small. Supervisor Schwinn states that the land north of Bender Rd

is higher. DPW Blashka states that we looked at the Town Park on Cth Y, but the residents didn't want it there. Commissioner Albright states that he can contact Franzen again, and we can bring the AECOM modeling report back for review.

5. Communication & Correspondence Received After Posting of Agenda

DPW Blashka states that he got an e-mail about a water treatment and sampling class on July 11 in Jackson, WI; it will also cover disinfecting and well head protection; there is no charge for the class and he'd like to send some of the crew. Commissioner Albright asks how many employees are certified now. DPW Blashka states that he and Joe Winscher are the only ones; he'd like Steve Norton to start attending these classes and for him and John Witters to attend this class.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DPW Blashka to send the necessary DPW employees to the July 11 water treatment and sampling class in Jackson, WI per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda – Immediately Following Completion of the Sanitary District No. 3 (Water) Monthly Meeting

6. 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 4:16 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

7. Approval of the May 14, 2019 Joint Town and Districts Meeting

Commissioner Griffin states that he spoke with Chairman Hein at the joint meeting and it was clarified that the DPW and Supervisor can be gone at the same time for training, but they should not be taking vacation at the same time.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 14, 2019 Joint Town and Districts meeting minutes 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 May 14, 2019 Joint Town and Districts meeting minutes per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

8. Approval of the May 20, 2019 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 20, 2019 monthly meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 20, 2019 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

9. Discussion/Action – Conceptual Installation of Western Interceptor, Hawthorn Road River Crossing

Commissioner Griffin hands out a report of the history and background of the Hawthorn Rd area; he states that they've asked Engineer Holtan to review the costs. Engineer Holtan states that he's in the process and will let the Commission know if anything comes up before the July meeting. Attorney Bauer states that once you pick a location for a new lift station, they can determine where you'll need easements; there are different options to assess a project; per acre, per front footage and equal cost per parcel have all been used in the past; the connection fee could be used to defray the costs. DPW Blashka states that we had this study from Engineer Johnson and maybe Engineer Holtan could get this for us; Charter Hills has already been assessed and a lot of the land south of Windmor Subd is conservancy. Alternate Klosterman states that he paid a special assessment off over ten years through his property tax bill. Attorney Bauer states that the Districts can give the option to property owners to pay the assessment in full or over ten years with interest at 1% higher than what

they could borrow the money. DPW Blashka states that we can't force a connection to the water system unless it's new construction; then the special assessment can be deferred until connected. Commissioner Griffin states that interest in development of this area continues to grow; the twelve acre parcel on Meadowbrook is in the Water District, but not in the Sewer District. Attorney Bauer states that there are two ways for land to be annexed into a District; the residents can petition the Town Board or the District can petition the Town Board; you have to hold a public hearing for this.

10. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that there was nothing that affected either District; Acuity rezoned some parcels on Union Ave for open space and landscape storage bins; Franzen Graphics got a sign permit and a conditional use permit to construct a metal storage building east of their current building; David Halle got a conditional use permit to construct a storage shed at 3326 Cth Y for Christmas tree storage during the holidays; there was discussion about the fence that's been constructed on the east side of Mueller Field Subd and this item was tabled until a later date; there was discussion only regarding a condominium development on N 51st St by developer Mike Werner.

11. Operator's Report

DPW Blashka states that everything's running fine with the water system; they're still flushing and there have been a few areas that needed re-flushing due to brown water. He states that there was a water leak last month on N 52nd St and he's having trouble finding concrete contractors to repair the driveway; only Wigg Brothers gave him an estimate so he told them to make the repair as soon as possible; their estimate was for \$3,000.00. He states that he asked LA Equipment to also directional bore 4020 N 52th St, this way the service will be perpendicular. He states that he has Mr. Witters working on equipment in all of the trucks; they'll do an inventory after he's finished; the SCADA system's been updated now with the new switches; this is for the alarms at the towers, wells and lift stations; there was a lot of computer set up and programming. Commissioner Lutzke asks if we're getting any reimbursement for the N 52nd St or N 31st St water leaks. DPW Blashka states no, both leaks were our responsibility; we also replaced a line across the street on N 31st St since the road was already torn up; these services were the same age and in the same condition, they looked corroded and were installed in 1990-1991.

DPW Blashka states that everything's running fine with the sewer system; he submitted the flows; they pumped the Cth Y lift station again and there was the usual grease build-up; we were on a three month rotation but this time it had been four to five months, so he'll go back to three months between pumping. DPW Blashka states that the Town Board approved the purchase of a new back hoe; the Water District doesn't use the back hoe because it works better to use shovels around hydrants and if it's something bigger, we contract; the Sewer District uses the back hoe for manhole work and we paid a portion of the last back hoe; the Sewer District's use of the back hoe is about 10-15%; the cost for the new one is \$108,700.00; we didn't budget for this because the Sewer District budget was done before the Town's budget; he asks if the District could use their replacement fund to pay a portion of the back hoe. Attorney Bauer states yes. Commissioner Lutzke asks what was wrong with the old back hoe. DPW Blashka states that it's a 1996 and the bushings are bad. Commissioner Griffin asks if he thinks the District's share is \$15,000.00. DPW Blashka states that it will probably be \$10,000.00-\$15,000.00; the Town will pay 90%, they use the back hoe for ditching. Alternate Nevers asks if they're going to trade in the old back hoe. DPW Blashka states yes, probably on Wisconsin Surplus; if they sell it, we can ask the Town if the District could get reimbursed for the percentage amount that they pay; there were three quotes, Cat, Miller Bradford and John Deere; Miller Bradford's Case back hoe was \$5,000.00 more but it had better visibility. Commissioner Griffin states that DPW Blashka should bring all of the information to the July meeting and they can review it then; this should be placed in the July agenda. Supervisor Schwinn states that the Town Board budgeted for this item and it did come in under budget.

DPW Blashka states that he'd like to budget for more summer help next year.

12. Communication & Correspondence Received After Posting of Agenda

DPW Blashka states that he received an e-mail from Utility Service Partners, requesting a meeting about insurance for laterals; homeowners can get this through their own insurance, but he wanted to make the Commissioners aware.

13. 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.

14. 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 5:01 p.m. until Monday, July 15, 2019 at 4:00 p.m. per a motion by Commissioner Hoeppe and a second by Commissioner Lutzke.” Motion carried.

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

15. Approval of the June 17, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 17, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte.” Motion carried.

16. Approval of the May 23, 2019 O & M: Collection System, Lift Stations & Grease Trap Policy Review Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 23, 2019 O & M Collection System meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

17. Discussion/Action – Kohler Credit Union Update

Commissioner Griffin states that we received the special assessments that were due; Ms. Free will e-mail us when the \$7,000.00 sewer connection fee is paid.

18. Review/Approval – Resolution 1-2019 Compliance Maintenance Annual Report (CMAR)

DPW Blashka states that the DNR requires the CMAR to make sure we are financially fit to operate; they look at our replacement fund and the numbers come from our audit report; we have to report if we have any basement back-ups due to our system, which we didn't have and we didn't have any emergency overflows; we had a big increase in revenue because of the loan payment from the Town and there was increased interest revenue; they also review how much energy is used at the lift stations; our grade is 100%, an A. Commissioner Katte asks, under item 5.2, if we have to report that the Cth Y lift station was pumped, then taken to another manhole. DPW Blashka states yes, but it will be on next year's report.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Resolution 1-2019 Compliance Maintenance Annual Report as presented per a motion by Commissioner Katte and a second by Commissioner Stewart.” Motion carried.

19. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

20. 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 5:17 p.m. until Monday, July 15, 2019 after the Water District monthly meeting 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
Arthur Stewart, Secretary

Town of Sheboygan Sanitary District No. 3 Water

David Albright, President
Jerome Hoeppe, Treasurer
Spencer Lutzke, Secretary