

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, June 21, 2021

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

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 4:29 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:29 p.m. on Monday, June 21, 2021 at the Town of Sheboygan 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 and Treasurer Jerry Hoepfner (via speaker phone) 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 June 21, 2021 Monthly Bills

The monthly bills are delayed due to a software issue. As soon as the system is fixed, the monthly bills will be printed and a meeting will be posted just for bill approval and signatures.

3. Discussion/Action – Approval of the June 1, 2021 Meeting Minutes

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 1, 2021 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

4. Discussion/Action – Risk and Resilience Assessment

DDU Nevers states that he and Tom Holtan worked with Angel at AECOM on the Risk and Resilience Assessment, and it is complete. DDU Nevers states that we did very well on the assessment, and they came across only a few minor issues. DDU Nevers indicated this assessment will be helpful when creating the Emergency Response Plan, which is due in approximately 6 months.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Risk and Resilience Assessment per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

5. Discussion/Action – Bulk Water for 2021 Ryder Cup, Ben Reigert, PGA Championship Operations Manager

Ben Reigert, PGA Championship Operations Manager, requested access to bulk water from the Town for non-potable purposes for the PGA. DDU Nevers states that we supply the meter and the backflow preventer, but the PGA would be responsible for providing the hose to fill the holding tanks. Mr. Reigert indicated he will connect with DDU Nevers regarding the logistics and Attorney Bauer regarding a hold harmless agreement. Mr. Reigert also indicated he will provide the Town with a PO # for billing purposes and payment would be submitted upon invoicing after the event.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the sale of bulk water to the PGA subject to a hold harmless agreement per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

6. Discussion/Action – Moving/Upgrade Electrical Service for Tower 1

DDU Nevers states that he received a quote from Lake Park Electric indicating a cost of \$3,680 for moving/upgrading the electrical service for Tower 1. Commissioner Stewart states that based on this cost, he thinks it is a good idea to move the service.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Lake Park Electric quote to move/upgrade the electrical service at Tower 1 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

7. Discussion/Action – Dixon Engineering Specs, Paint & Antenna Proposal for Tower 2

DDU Nevers states that Dixon Engineering has put together bids for their engineering services. Commissioner Stewart asks if this is work for next year. DDU Nevers states yes. Engineer Holtan states that we have talked about getting two more quotes. DDU Nevers states that there is more work when antennas are involved; how this is handled is probably in the agreements with the cell companies; he hopes to finalize this by next month; companies are scheduling out for next year; we are trying to spread out big expenses. Commissioner Stewart asks if we clean Tower 2 in 2022 and paint it in 2023, will we have to have it cleaned again before painting. DDU Nevers states yes. Commissioner Stewart asks if we can use funds from The American Rescue Plan Act. Attorney Bauer states that the District will have to first see what the Town plans to use the funds for; the District shouldn't count on it right now; we are waiting for more specific guidelines on how the funds can be used. Commissioner Stewart asks if we are going to put the new Town logo on the Tower. DDU Nevers states yes; he has made Dixon Engineering aware of that. Commissioner Stewart states that this item should remain on the agenda.

8. Discussion/Action – Approval of the 2020 PSC Report

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

9. Discussion/Action – Sign for Future Tower 3 Site

DDU Nevers states that he doesn't have any updates at this time.

10. Communication & Correspondence Received After Posting of Agenda

Attorney Bauer states that he has a rough draft for the lateral/curb stop ordinance. He states that he will edit it to include both Districts and this should be placed on next month's joint agenda.

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

11. 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 4:29 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer) are also in attendance.

12. Approval of the May 17, 2021 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 17, 2021 monthly meeting minutes per a motion by Commissioner Katte and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 17, 2021 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

13. Discussion/Action – Manhole Adjustments

DDU Nevers states that they work on manholes where road work is being done; the County was ready to start work in Riverwoods Subdivision, so he had to order the manhole rings, valve box parts, caulk and hydrant repair kits; most of the items are for the Sewer District. Commissioner Katte asks how many rings he had to order. DDU Nevers states that he ordered 86 rings, 12 box extensions and three repair kits. Commissioner Katte asks if we normally keep rings in stock. DDU Nevers states yes, usually 10-12 rings; by ordering what he did, it will keep the inventory at the current level; the lowest bid came from Ferguson.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Ferguson quote in the amount of \$6,961.00 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 Ferguson quote in the amount of \$6,961.00 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

14. Discussion/Action – Districts' Investments, CD Rates and CD Maturities

No action taken by Sanitary District No. 2 (Sewer).

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a \$250,000.00 Enerbank USA cd due 6/24/2022 at 0.080%, or an equivalent cd, using funds from the District's Wells Fargo Investment Holding account, per a motion by Commissioner Lutzke and a second by Commissioner Stewart." Motion carried.

15. Discussion/Action – The American Rescue Plan Act (ARPA)

Attorney Bauer states that we will wait for guidance from the State to see how these funds can be used, then the Town Board will decide. Commissioner Griffin states that as things progress, he would like the Town and Districts to have a special session to discuss this; this item should remain on the agenda.

16. Discussion/Action – Emergency Response Plan Update

Commissioner Griffin states that he met with DDU Nevers and Engineer Holtan and a draft has been distributed for everyone's review; the Water District needs basically the same information for their Risk and Resilience Assessment so he would like everyone to consider the Districts merging an Emergency Response Plan because it's a lot of duplication; this item should remain on the agenda. Commissioner Stewart asks if the Water District has three months before the Risk and Resilience Assessment is due and what the deadline is for the Sewer's Emergency Response Plan. DDU Nevers states yes, the Water District has three months; there is no deadline for the Sewer's Emergency Response Plan, it is just updating. Commissioner Griffin states that they can review it at the July monthly joint meeting.

17. Discussion/Action – Sale and Review of Easements – 1512 N 40th St Property

Attorney Bauer states that the Districts each have a 30' wide easement for their service mains; we also have a stormwater, tower and electric meter easement; if either District has to do main work, you would be required to do all restoration work; the surveyor was given a map today; the next step is to send everything to the buyers. Commissioner Stewart asks how much land we have for Tower 1. Attorney Bauer states not quite half of the north area; the buyers asked that we do not create an easement for the posting board, drop box or water testing site because they do not want to complicate the declaration of easement; we will have first right of refusal and a covenant that the property cannot be annexed; there are two separate documents to come.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby makes a recommendation to the Town Board to approve the Declaration of Easements for 1512 N 40th St 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 makes a recommendation to the Town Board to approve the Declaration of Easements for 1512 N 40th St per a motion by Commissioner Stewart and a second by Commissioner Hoepfner." Motion carried.

18. Discussion/Action – Revised Beacon Invoice

DDU Nevers states that Civics utility billing was just updated; Midwest Meter reached out right before our training to ask if we had an updated quote for the Beacon software; because of delays, our last quote was two years old; we will no longer read with a handheld, it's done by laptop and their interfacing changed in that time; the quote is \$14,000.00 and each District budgeted \$10,000.00; he did express his disappointment to Midwest Meter. Commissioner Klosterman asks if we do other business with them. DDU Nevers states that we buy all of our meters from them. Commissioner Griffin asks if he has received any other feedback from other municipalities who use them. DDU Nevers states yes, the Village of Kohler uses them and they also have to upgrade. Commissioner Klosterman asks if it's generational. DDU Nevers states yes, our handheld is outdated and we needed to go a tablet to interface; they are no longer going to support the current program, but the new system should reduce the meter reading time. Commissioner Klosterman asks who was all trained. DDU Nevers states himself, DDPW Holfeltz, Engineer Holtan, John Witters, Michelle Richards and Darla Free.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying 50%/\$7,175.00 of the Midwest Meter invoice per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves paying 50%/\$7,175.00 of the Midwest Meter invoice per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

19. Discussion/Action – Attendance to Municipal Clerks and Treasurers Institute for Michelle Richards

Ms. Free states that Chairman Hein, President Griffin and President Stewart gave pre-approval for Ms. Richards to attend the classes so she could be signed up on time; the Town will pay 50%, the Districts 25% each.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying 25% of costs incurred for Michelle Richards to attend the July 12-16, 2021 Virtual Municipal Clerks and Treasurers Institute classes per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves paying 25% of costs incurred for Michelle Richards to attend the July 12-16, 2021 Virtual Municipal Clerks and Treasurers Institute classes per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

20. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that there was one sign permit for Transpo Mini Storage, 3838 Enterprise Dr and a rezoning from R-2 to B-2 and a conditional use permit for the old Town Hall; the buyer wants to use the space for retail sales and office use; there was also discussion about pre-approval and inspections for having new laterals placed in the middle of lots and approval for relocation of laterals; Attorney Bauer is working on an ordinance for the Districts to address this.

21. Operator's Report

DDU Nevers states that he didn't get the City's flow reports; he will send a follow-up e-mail; he and Mr. Witters have been raising manholes by the cul-de-sacs in Riverwoods Subdivision, they have one more left to do; Vanguard Drive is next and all of Riverwoods Subdivision will be done next year. He states that there was a resident on N 38th St who was having sewer back-up, three Fridays in a row; she was already working with a plumber but we checked manholes and flushed to make sure and there were no issues with our system; the problem was private.

DDU Nevers states that Energenecs has the SCADA system moved to the municipal shed; we are having issues with callouts and Energenecs is looking into it; we did not get reads from the wells or lift stations but Mr. Winscher gets manual reads every day; because it has been dry and flows are steady, the City said it will be fine to use averages for billing purposes. Commissioner Katte states that last month we talked about different SCADA options for reporting, etc. DDU Nevers states that he is still working on a list.

DDU Nevers states that water usage has doubled due to the dry weather; we are three-quarters finished with summer flushing; we had a hydrant struck about two weeks ago by the Kohler Credit Union on Cth Y; it was repaired last week and a police report has been filed; we will invoice the charges back to the person who hit the hydrant.

22. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin asks Ms. Free to e-mail accountant Steve Corbeille and ask if he will attend the Districts' budget workshops.

23. 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.

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

24. Approval of the June 21, 2021 Monthly Bills

The monthly bills are delayed due to a software issue. As soon as the system is fixed, the monthly bills will be printed and a meeting will be posted just for bill approval and signatures.

25. Discussion/Action – Clearwater Compliance Inspection Postcards

Commissioner Griffin states that the District had planned to schedule clearwater inspections so they printed informational/notification postcards to mail to residents; they decided that if there was a violation, it would be corrected before our crew had access to inspect a home; the postcards can be destroyed. DDU Nevers states that they will do clearwater inspections when they change out water meters.

26. Discussion/Action – Cth Y Lift Station Pump

Commissioner Griffin states that they plan to schedule a separate, general informational meeting. Engineer Holtan states that this item can remain on the agenda.

27. Discussion/Approval – 2020 CMAR (Compliance Maintenance Resolution)

Commissioner Griffin states he would like better documentation on what makes up the financial totals for the CMAR; we will ask the auditors for guidance.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2020 CMAR (Compliance Maintenance Resolution) as submitted per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

28. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

29. Closed Session

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) do not enter into Closed Session.

30. Open Session

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Release in Full document as presented to compensate Joe Winscher for time and benefits earned per a motion by Commissioner Griffin and a second by Commissioner Klosterman.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Release in Full document as presented to compensate Joe Winscher for time and benefits earned per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

31. 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 5:59 p.m. until Monday, July 19, 2021 per a motion by Commissioner Griffin and a second by Commissioner Klosterman.” Motion carried.

“There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:59 p.m. until Monday, July 19, 2021 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” 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 July 19, 2021