

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

**TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)**

**Date: Monday, July 15, 2019**

**Place: Town Hall, 1512 N. 40<sup>th</sup> 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 5:12 p.m. on Monday, July 15, 2019 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 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 Commissioner 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 July 15, 2019 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 15, 2019 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – HydroCorp Cross Connection Control Program Contract**

Attorney Bauer submits changes to the agreement; Ms. Free will e-mail the revisions to HydroCorp; this item will remain on the agenda.

**4. Discussion/Action – New Water Tower Site**

Commissioner Albright states he reached out to Nick Franzen to let him know that the District is very interested in this location. Commissioner Lutzke asks if there’s land being purchased in the northern part of the Town by Hardee’s Restaurant that would work. Attorney Bauer states that this item is on the Town Board’s agenda for tomorrow night. DPW Blashka states that this area wouldn’t work because it’s too close to Tower 2. Engineer Holtan states that he’ll have the modeling study in one or two months.

**5. Communication & Correspondence Received After Posting of Agenda**

Nothing submitted; no updates.

**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 June 17, 2019 Monthly Meeting Minutes**

Commissioner Albright states that under item 11 Operator's Report, the word truck is used in two places; they should be changed to back hoe; Cass should be changed to Miller Bradford Case.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 17, 2019 monthly meeting minutes with the corrections made to agenda item 11 per a motion by Commissioner Katte and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 17, 2019 monthly meeting minutes with the corrections made to agenda item 11 per a motion by Commissioner Hoeppner and a second by Commissioner Lutzke." Motion carried.

## **8. Discussion/Action – Conceptual Installation of Western Interceptor, Hawthorn Road River Crossing**

Engineer Holtan submits a Facts and Background Report and an estimate for the project. Commissioner Griffin states that the Districts will probably put together a presentation for the Town Board and send surveys to the residents. Supervisor Schwinn states that he can mention this to the Town Board tomorrow evening under Communication & Correspondence.

## **9. Discussion/Action – Review District Investments**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a Silvergate Bank cd, 2.250% for four years in the amount of \$200,000.00 or an equivalent cd purchase, 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 purchase of a Comenity Capital Bank cd, 1.950% for twelve months in the amount of \$250,000.00, using \$100,000.00 from the Wells Fargo investment holding account and \$150,000.00 from the Wisconsin Bank & Trust money market, or an equivalent cd purchase, per a motion by Commissioner Lutzke and a second by Commissioner Albright." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of an Ally Bank cd, 2.100% for two years in the amount of \$250,000.00 or an equivalent cd purchase, per a motion by Commissioner Lutzke and a second by Commissioner Albright." Motion carried.

## **10. Town of Sheboygan Plan Commission Update**

Commissioner Hoeppner states that a rezoning on N 51<sup>st</sup> St to build seven two-unit condos was denied; there was a conditional use permit for Point Creek RV Rentals to store up to eight campers between the months of March through November, at 4912 Vanguard Dr; approval was given on the condition that the property gets cleaned up; the Plan Commission recommended to adopt a zoning amendment for sidewalks, driveways and retaining walls not to be closer than 5' from a lot line and they also granted exception from this for Concept Motors; there was nothing pertaining to the Sanitary Districts.

## **11. Operator's Report**

DPW Blashka states that everything's running fine with the sewer system; there had been some communication problems with Charter Hills; Energenecs came in and we had to replace a radio and we may purchase another one so we have a back-up; this is part of the SCADA system; we also had an issue last Sunday with the Erie station, so they might come back and do some tests and see what's causing the problem. He states that Great Lakes has been back for manhole scans in Windmor Subd because there was cement holding up debris; they've taken care of the problem. Commissioner Griffin asks if this part of the system was cleaned and televised before we accepted it. DPW Blashka states that it was, but debris can be put into the system after that.

DPW Blashka states that they're still doing summer flushing of the water system; the work to get water service to the splash pad at Firehouse Park is done; LA Equipment did the work and this is a Town expense; they

connected a 4" line and there is a valve at the start and end; this is to help with flushing after each season and so it doesn't freeze in the off season; we'll pump the hydrant meter and backflow in winter and all of the water will drain to the wetland; the Town will get billed for the water usage; the water usage is expected to cost around \$12,000.00 annually and the splash pad will be open from Memorial Day until Labor Day; there is a timer that will be set from 10:00 a.m. until 9:00 p.m. and if it's not being used after four minutes it shuts off; you would have to hit a button to turn it back on, similar to a hot tub; the company that's installing the splash pad will be bringing in the electricity; it will be trenched or bored from the park shelter to a control panel. Commissioner Albright asks when the painting of Tower 1 is supposed to start. DPW Blashka states that they asked for a delay because they're behind due to weather and he gave them approval to start at a later date because that way Tower 1 doesn't have to be down in the summer because that's when we have our highest usage; Dixon has a deadline in the contract.

#### **12. Communication & Correspondence Received After Posting of Agenda**

Commissioner Griffin states that Ms. Free e-mailed out District maps showing which Town parcels are in each District.

#### **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 5:12 p.m. until Monday, August 19, 2019 at 4:00 p.m. per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

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

#### **15. Approval of the July 15, 2019 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 15, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

#### **16. Discussion/Action – O & M: Collection System, Lift Stations & Grease Trap Policy**

Engineer Holtan states that he has Jeffery Montpas' information and it has to be put together; he's working with DPW Blashka on maps and grease traps; we're doing a checklist for grease traps; there's a lot to add for the Pigeon River lift station; it's all electronic and on cd's, so it will be easy to update in the future. Commissioner Griffin states that we might need an ordinance change or update when everything's done.

#### **17. Review/Approval – Contribution for Purchase of Back Hoe**

DPW Blashka states that the Town Board approved the purchase of a new back hoe in the amount of \$108,700.00; 10% of the current back hoe usage is for the Sewer District, which would be a contribution of \$10,870.00 for the new one; we talked about contributing up to 15% at last month's meeting, which would be \$16,305.00.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to contribute \$16,305.00 for the purchase of a new back hoe and to also receive 15% reimbursement of the total sale of the current back hoe per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

#### **18. Communication & Correspondence Received After Posting of Agenda**

Commissioner Griffin states that Ms. Free e-mailed the gelato manufacturer's second quarter usage; they're only using 48 gallons per day; one UCE is 210 gallons per day; we'll continue to check their usage quarterly.

#### **19. 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 5:21 p.m. until Monday, August 19, 2019 after the Water District monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Stewart." 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 Hoepfner**, Treasurer  
**Spencer Lutzke**, Secretary

**Minutes approved on August 19, 2019**