

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

**Date: Monday, July 16, 2018**

**Place: Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, Wisconsin**

**Time: 4:00 p.m. – Sanitary District 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 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. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:44 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 5:40 p.m. on Monday, July 16, 2018 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 Jeff Klosterman; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

Attorney Bauer welcomes Alternate Commissioner Jeff Klosterman to the Districts and introductions are made; he states that each District is responsible for their own system, but they also meet together each month because they have projects together.

**2. Approval of the July 16, 2018 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 16, 2018 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Albright.” Motion carried.

**3. Discussion/Action – Mapledale Condominium Association Private Hydrant Flushing Service Agreement**

Attorney Bauer presents a rough draft of the agreement; they will review it, make any necessary changes/additions, then submit it to the Mapledale Condo Association/MCA; there is a 4” service and a flushing hydrant and individual laterals that the residents are responsible for; this agreement allows us to maintain the private main and hydrant; they will be replacing the hydrant with a flushing hydrant because it’s damaged. He asks if we want MCA to have the hydrant replaced before we take it over and do we want a deadline for this. DPW Blashka states yes, we’ll want it replaced before we agree to maintain it, but if they need it flushed before the hydrant’s replaced, we can do that. Attorney Bauer states that paragraph two includes the line and laterals being flushed two times per year or per the DPW’s discretion; MCA shall reimburse all costs; the hydrant, the 4” main and services are all included in the “private flushing hydrant” description; if they don’t pay, we will tax roll the costs; it’s a five-year agreement; that way, if it’s not working, we can get out of it; item six is reimbursement of legal fees; we have up to \$500.00 now and he’s hoping to stay under that; he’ll send a revised copy to the MCA president and bring it back for approval at the August meeting.

**4. Discussion – Private Well Contamination on N 45<sup>th</sup> & N 46<sup>th</sup>, North of Mueller Rd**

DPW Blashka states that a resident on N 45<sup>th</sup> St contacted him stating that she and her neighbors’ private wells

were contaminated and that some children had gotten sick, but no one else complained of this; he informed her that we have no jurisdiction over private wells; she told Cardinal Environmental that she would be calling the DNR and The Sheboygan Press; the DNR called and asked if we had sewer in that area and if we had a sewer back-up; he told them that we have sewer there, but we haven't had any back-ups; he also told them that this area had earwig problems in the past and he sent the DNR the information from 1999; the resident who made the complaint never tested her well in 1999; Engineer Johnson did a study for costs at that time and the residents didn't want to pay to extend water service; they chose to fix their wells. He states that the DNR was fine with this answer; the County Health Department also called and he told them the same thing and they were also fine with this information; he had Engineer Holtan do a new cost estimate to extend water; he also met with Cardinal Environmental; they couldn't provide names and addresses because it's a private matter but they did say that five people took samples and three tested positive for e-coli and two for coliform; some have retested and passed and some did not; he wanted to make the Commissioners aware of the situation. He asks the Commissioners if they'd like to send a letter to the residents in that area to make them aware of the situation, letting them know it's private and let them know the cost to bring water in. Commissioner Lutzke asks if they would all have to approve to extend water. DPW Blashka states that we would need half of the residents interested, or we wouldn't extend service. Commissioner Lutzke asks if we would get 51% wanting service, would the other 49% have to pay. DPW Blashka states yes; it could be deferred or tax rolled; we prefer to not do deferred assessments anymore. Commissioner Hoepfner asks if the residents were told their wells were contaminated. DPW Blashka states that Cardinal informed them, but the results are between the homeowner and the lab; they don't have to inform the DNR. Supervisor Schwinn asks how long it would take to extend water if the residents want it. DPW Blashka states that it would take about one year; they could lay the pipe in spring. Commissioner Hoepfner asks if the District has any legal liability at this time. Attorney Bauer states no. DPW Blashka states that some people never test their wells; it's recommended to do it every year. Supervisor Schwinn states that it would be a good gesture to send a letter; a lot of people don't know to test their wells; we could put information on our website as well. Commissioner Klosterman asks if a person would be required to test their private well if they're selling their home. Attorney Bauer states no, only if the buyer wants it done. DPW Blashka states that if they ever increase the pumping capacity of Well 2, we'd have to extend water to this area.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves sending an informational letter to the residents with private wells in the area north of Mueller Rd on N 45<sup>th</sup> and N 46<sup>th</sup> Streets and to also have information available on the Town website regarding private wells per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

#### **5. Discussion – Deferred Water Special Assessment, Parcel No. 59024349030**

Attorney Bauer states that there is a parcel on Cth Y that has a special assessment of \$23,235.12 from the Y Looping Project; this parcel has been split for the construction of a new home; it will have an 80' frontage, which is the minimum for an R-1 single family home; they will have to pay the \$27.76 per foot assessment before they can have a permit; there could be an issue if the existing home ever wants to connect to water; they could parcel off 80' of frontage and leave approximately 215 ft. that would never be built on and they would not have to pay this frontage; Ms. Free asked if we can change the terms of the assessment, but we can't; any future land splits will be condition upon all deferred specials being paid.

#### **6. Discussion/Action – Updates to Tower 1, Dixon Engineering**

DPW Blashka states that Dixon Engineering provided a pre-specification questionnaire for review and asks if we want to go with the same color. Commissioner Hoepfner states yes, with the same lettering and logo. Supervisor Schwinn states that the Town Board also didn't want any changes. DPW Blashka states that the antennas will stay the same; Dixon has a list of things to do; there's an overflow that comes straight out; the DNR says it has to have a 90 degree bend; they asked if we wanted a pre-bid meeting, but we never did one before, so he told them that he didn't think we needed it; the public bid opening is at the Town Hall. Engineer Holtan states that the bids have to be posted two times in two weeks' time. Attorney Bauer states that it should be in the legal section of the Sheboygan Press; it has to be two weeks prior. DPW Blashka states that August is our highest usage month, so we want to work around this; this is for next year; we could advertise in April for the work to begin in May. Commissioner Albright asks what the work's expected to cost. DPW Blashka states around \$100,000.00; last time we had it painted it cost \$74,000.00. Commissioner Albright asks if Dixon looked at the tower. DPW Blashka states that they just drive around it; he asks what we do for item 9, liquid damages amount. Engineer Holtan states it should be \$100.00-\$200.00 per day. DPW Blashka asks about wage rates and external funding agencies. Attorney Bauer states that prevailing wage no longer applies and we are not using State funding and it will be our money, so it's not a concern. DPW Blashka states that he has the report

for everyone's review and says it will be budgeted for 2019. Attorney Bauer asks if the antennas have to be removed. DPW Blashka states no, they are the SCADA antennas and they'll paint around them; we clear-coated this tower last time; we painted Tower 2 five years ago and it's already fading; Tower 1 was last painted in 1999 and it's still shiny; he'd like to recommend that we clear-coat Tower 1. Commissioner Albright asks DPW Blashka to have clear-coating added to the estimate and they can decide later. DPW Blashka states that the DNR requires that towers be inspected every five years. Commissioner Stewart asks if they're painting inside and outside. DPW Blashka states that there will be partial painting inside.

#### **7. Discussion/Action – New Water Tower Site**

Commissioner Albright states that Commissioner Flasher forwarded him some information that he'll be reviewing. Ms. Free states that she called Jim Hapeman and told him about Commissioner Flasher's retirement from the District and asked him to e-mail any updates and she would forward his information to the Commissioners.

#### **8. 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**

#### **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 4:44 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.

#### **10. Approval of the June 18, 2018 Monthly Meeting Minutes**

Commissioner Stewart states that the last sentence of item four needs to state that City residents are responsible for their service from the main to their home. Commissioner Katte states that item eleven, Operator's Report, line two has a typo; "conducer" should be "transducer".

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 18, 2018 monthly meeting minutes with the corrections to agenda items four and eleven 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 June 18, 2018 monthly meeting minutes with the corrections to agenda items four and eleven per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

#### **11. Discussion/Action – Commissioner Appointment and Positions**

Commissioner Griffin states that in June Jeff Klosterman was hired and appointed as the new Alternate Commissioner for Sewer and Water; Art Stewart moved from Alternate Commissioner to Secretary of Sanitary District No. 2 Sewer and Dave Albright moved from that position to President of Sanitary District No. 3 Water; Damian Nevers was also hired as an Alternate Commissioner, but due to a conflict at work, he won't be attending meetings until September; all the Commissioners have different expertise and even though the Alternates are non-voting members, everybody's participation is encouraged; the Alternates attend both Districts' meetings to get familiar. Supervisor Schwinn states that the Town Board thought both were good candidates so they hired both. Commissioner Albright states that the Town Board worked with the Districts and it was a good experience among all.

#### **12. Discussion/Action – Attendance to Excavation Competent Person Safety Training for John Witters & DPW Blashka October 2 at Town of Sheboygan Fire House**

DPW Blashka states that he wants the four full-time crew to attend; it's \$100.00 per person but we get one free because it's our facility; he's asking the District's to split \$100.00 and asking the Town Board to pay for two people. Commissioner Griffin states that he doesn't see a lot of need for the Sewer District, but it is very important training.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves paying \$50.00 for Excavation Competent Person Safety Training on October 2 at the Town Fire House 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 paying \$50.00 for Excavation Competent Person Safety Training on October 2 at the Town Fire House per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

### **13. Discussion/Action – Purchase of Truck Chassis**

DPW Blashka states that we budgeted to purchase a new truck chassis this year and we need to get it ordered; he asked for two bids and only got one back from Ewald; the cost is about \$59,000.00 but we get a State deduction, so it should be around \$48,049.00. Commissioner Griffin states that the registration fees are extra. DPW Blashka states that the costs should be split between the Districts; then when we order the box, we’ll also split that. Commissioner Griffin asks if anyone has any questions; there are no questions. He states that we budgeted for this. DPW Blashka states that because we get State pricing, we only need one bid. Commissioner Griffin asks Supervisor Schwinn if this is his understanding of estimate requirements when it involves State pricing. Supervisor Schwinn states yes. DPW Blashka states that he’d like to stay with a Ford, like the rest of the trucks.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DPW Blashka to order a 2019 Ford Super Duty F-550 DRW at a cost estimate of \$48,049.00 to be split equally between the Districts 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 DPW Blashka to order a 2019 Ford Super Duty F-550 DRW at a cost estimate of \$48,049.00 to be split equally between the Districts per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

DPW Blashka states that we always used Casper but our contact quit; he’ll meet with their new employee and see who gives him the best price between them and Ewald. Commissioner Griffin asks if we’ll have it by the end of the year. DPW Blashka states that he hopes so, but they’re saying it’s four months out; he’s hoping to have more information on the body by next month. Commissioner Albright asks what the plans are for the old truck. DPW Blashka states that the new truck is replacing a 1997; he’ll sell it; the body is shot but the engine is solid and the box is pretty good, but there’s rust on the cab. Commissioner Lutzke asks if he can use the box on the new one. DPW Blashka states that it’s smaller than what they’ll need; there will be minor changes in the new one.

### **14. Discussion/Action – Policy on Unused Lateral Abandonment**

Commissioner Griffin states that they have the City’s policy from Ms. Free; the Districts each have their own ordinances. Attorney Bauer states that it’s whatever is in your code and you can either change it or remove it and start over; this issue came up because of the 3692 Progress Dr situation; you want to avoid future leaks. DPW Blashka states that our mains are plastic and they don’t deteriorate, but the ductile and copper does; we took copper out of our specs for services; the main to the curb stop is ours and about 95% of leaks happen here; there’s no sense in keeping these services if a person is abandoning it; then the curb stop is gone and there’s no way of finding a leak. Commissioner Griffin states that we should add this language to our policy, each District separately. DPW Blashka states that if we find a sewer leak during televising we make the owner fix it and they have to pay for it. Commissioner Katte asks where the services are. DPW Blashka states that they can be under the road, under the driveway. Commissioner Albright states that they were put in where they thought someone would build or connect. DPW Blashka states that then we have situations where owners merge lots and only use one service; we have this on Palmer Dr. Commissioner Griffin asks that if someone merges a lot to make it bigger, we should be requiring that they abandon one of the services. DPW Blashka states yes. Commissioner Katte asks what happens if the service is under the road. DPW Blashka states that they can dig on the other side of the road to terminate the service. Commissioner Griffin asks if someone’s going to merge two lots, are they required to come to the Plan Commission. Attorney Bauer states no, they go to County Planning. Commissioner Griffin states that this would be hard to catch and we’d have issues with the ones that are already done. Commissioner Albright states that the sewer is an easier issue because it’s all the property owner’s responsibility. DPW Blashka states that we can also have Great Lakes put a liner into a service to stop infiltration. Commissioner Albright states that when road work is being done, we pay to get a lot of repairs made. Commissioner Griffin states that Attorney Bauer should start working on drafts for the Districts and asks if this work would require a licensed plumber. DPW Blashka states yes; we recently had somebody

raze a home and the contractor didn't contact us for an inspection; we need to see the work. Commissioner Griffin states that we don't have any lead services, so that doesn't pertain to us. Commissioner Stewart states that we'll want to specify whether we want the service discontinued at the lot line or at the main; we also have to put something in, in case the resident has plans to rebuild. Commissioner Griffin states yes, and we can give a certain amount of time for rebuilding; this item should remain on the agenda.

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

Commissioner Griffin states that Kohler Credit Union came in for concept review and Quasius came in for a new façade on the Suds building; there was nothing pertaining to the Districts.

#### **16. Operator's Report**

DPW Blashka states that everything's running fine with the Water system; we're still flushing; we've had a few brown water complaints and then we re-flush right away; all samples are done and came back safe and he'll be taking raw samples this month. He states that he thinks the leaks are handled, but it's hard to tell during flushing; we're pumping between 700,000 and 800,000 gallons per day.

DPW Blashka states that he's submitted the pumpage report; we had one rain storm and the report reflects the high flows; the flow meters have been calibrated and everything was good; we had glitches at the N 47<sup>th</sup> St lift station; it went into a high alarm and both pumps were pumping, but we don't know why; we're keeping a close watch on it. Commissioner Griffin asks if he thinks it's backing up. DPW Blashka states maybe a little, but he doesn't have any basement back-up concerns. He states that the Cth Y lift station was cleaned again and there were improvements from last month. He states that Mill Rd is being repaired so we've been pulling all the old rings; some are like sand, so the infiltration was high; the manholes have been raised and the City did the milling and this took care of a lot of potholes. He states that the Pigeon River lift station had a call out at midnight on Saturday; Joe Winscher went in but couldn't find the problem, so he went to assist; there was an issue with the SCADA pack; we went to the third back-up and weren't getting SCADA reads and we had to call in Energenecs at 2:00 a.m.; they found that two small one-amp fuses in the pack were the problem, one had popped; he kept the old SCADA packs, so he had extras that they could use. He states that on Sunday the internet went down and the SCADA system uses this line to send out pages; it went to the back-up dialer; he called Spectrum and told them that it was an emergency; they finally called four hours later; they disconnected their lines and dusted them off, then it worked; they came today and replaced the modem. Commissioner Griffin asks what our alternatives are. DPW Blashka states that it's the back-up dialer; it's a separate phone line. Commissioner Griffin asks if there are any comments; there are no comments.

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

Commissioner Griffin states that Ms. Free forwarded an invitation to the Commissioners to attend Lake Michigan Day on August 10; it's an annual event at the Maritime Museum and he asks if anyone is interested in attending; there is no interest. Commissioner Griffin states that Ms. Free e-mailed the quarterly usage for the gelato manufacturer; there was discussion that we would review additional connection fees if their usage went up; their highest usage has been 3,000 gallons and that's low and not concerning. DPW Blashka states that last month he got permission for the crew to attend an August 9<sup>th</sup> Distribution Operation class; there is no cost and all of the crew are going; they'll get credits for attending and it's during regular working hours. Commissioner Griffin states that Commissioner Katte had an audit question from the May monthly minutes; Ms. Free contacted Mr. Grunewald and e-mailed his response; Ms. Free made the correction in the minutes. Supervisor Schwinn states that Accountant John Smith notified him that he's retiring, but he'll be back one more time in September and he'd like to get him a small gift and card to show our appreciation. Ms. Free states that she'll work with Clerk Conrad to have something for Mr. Smith.

#### **18. 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.

#### **19. 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 5:40 p.m. until Monday, August 20, 2018 at 4:00 p.m. per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

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

**20. Approval of the July 16, 2018 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 16, 2018 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Albright.” Motion carried.

**21. Review/Approval – Capacity, Management, Operations & Maintenance Plan (CMOM)**

Commissioner Griffin asks Ms. Free to have all of the CMOM documents reprinted for the September meeting; he asks Engineer Holtan to generate a new preventive maintenance program and they’ll budget for it next year.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the text portion of the Capacity, Management, Operations & Maintenance Plan with the corrections made per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

**22. Discussion/Action – Utility Upgrades by Mi-Tech Services Inc**

Attorney Bauer states that we still haven’t heard anything from Mi-Tech; this item should remain on the agenda.

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

Nothing submitted; no updates.

**24. 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 6:05 p.m. until Monday, August 20, 2018, following the Sanitary District No. 3 (Water) monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

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

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

**David Griffin, President**  
**Ken Katte, Treasurer**  
**Arthur Stewart, Secretary**

**David Albright, President**  
**Jerome Hoepfner, Treasurer**  
**Spencer Lutzke, Secretary**

**Minutes approved on August 20, 2018**