

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

**Date: Monday, July 17, 2017**

**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**

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 the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:08 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 4:27 p.m. on Monday, July 17, 2017 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 Mark Flasher, Sanitary District No. 3 (Water) at 4:00 p.m. The following were also present at the meeting: Commissioner Jerry Hoepfner, Treasurer, Sanitary District No. 3 (Water); Spencer Lutzke, Secretary, Sanitary District No. 3 (Water); Art Stewart, Sanitary Districts Alternate Commissioner; 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 July 17, 2017 Monthly Bills**

Commissioner Flasher states that the payment to HydroCorp puts us over our contract amount by \$70.00 and asks if we're renewing our contract with them. DPW Blashka states that we will need to renew our contract with them. Ms. Free states that she'll contact HydroCorp and e-mail the Commissioners an update and we'll hold the payment until we clear up the issue.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 17, 2017 monthly bills as submitted and also approves holding the HydroCorp check until we have an explanation of our contract renewal per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

**3. Discussion/Action – Site for New Water Tower**

Commissioner Flasher states that Jim Hapeman of Franzen Litho called and said they're working with AT&T to find out whose antennas are on their existing tower; Mr. Hapeman didn't work for Franzen when these antennas were installed; he wants to make sure they don't create any issues. DPW Blashka states that the new tower shouldn't cause any problems; there's enough separation. Commissioner Flasher states that we can give them a contact to answer any questions, so they have peace of mind; they have a two year contract and we don't want them to lose that. Attorney Bauer asks if we're acquiring their tower, or just the site. Commissioner Flasher states that it's just the site; it's about 300' away from their tower; they want to make sure they won't have any issues, like a contract issue, etc.; maybe we can assist with information. Engineer Holtan offers to send an e-mail to Mr. Hapeman to help them understand. Supervisor Schwinn asks if they're still using their tower for fire protection. DPW Blashka states no, that's why they extended a 12" water main. Attorney Bauer asks if anyone knows the cost to take down a tower, or would there be a benefit if we offered to buy it. DPW Blashka states no, but the City is taking down some water towers and also building new ones. Commissioner Albright asks if their tower is 100,000 gallons. Supervisor Schwinn states that it's a 75,000 gallon tower. Commissioner Flasher states that they seem interested and want to work with the District, as long

as the antennas aren't an issue. He states that the District has Verizon and US Cellular antennas on Tower 2.

#### **4. 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 Sanitary District No. 3 (Water) Monthly Meeting**

#### **5. 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 4:08 p.m. by Commissioner Flasher and Commissioner Dave Griffin, President, Sanitary District No. 2 (Sewer). Commissioner Ken Katte, Treasurer, Sanitary District No. 2 (Sewer) and Commissioner Dave Albright, Secretary, Sanitary District No. 2 (Sewer) are also in attendance.

#### **6. Approval of the June 19, 2017 Monthly Meeting Minutes**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 19, 2017 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Katte." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 19, 2017 monthly meeting minutes per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

#### **7. Discussion/Action – Sewer and Water Extension Update, 3994 Sheridan Ave**

Commissioner Griffin states that no information is in the packet. Attorney Bauer states that there are no updates; the csm was approved at the last Town Board meeting; the easement and csm have been recorded; the Xiong's are organizing their financing for the project; it's going to be a private extension. Commissioner Griffin states that, when they're ready, they have to come in and get their permits and pay the connection fee; this item can be removed from the agenda.

#### **8. Discussion/Action – Parcels in the Town that are not in the Districts**

Commissioner Flasher states that there are no updates; he needs to schedule a time to work with Ms. Free to organize the information.

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

##### **a. Review of June 29 Special Town Board Plan Commission Session**

Commissioner Griffin states that he requested 9a be placed on the agenda; it was a meeting regarding The Blind Horse; there were no issues that would affect either District; they're adding restrooms and there may be a little more water usage. Attorney Bauer states that they did not get final approval at the meeting. Supervisor Schwinn states that this item is on the agenda for tomorrow night's Town Board meeting. Commissioner Griffin states that they also discussed Windmor Subd. drainage at the meeting, but nothing was discussed that would affect the Districts.

#### **10. Operator's Report**

DPW Blashka states that he submitted the flow and lab data reports for April and May; they were delayed because the person who used to supply these reports retired; he sends his report to the City and then they add the sampling results. Commissioner Griffin states that the numbers look like they are getting better. DPW Blashka states that it's due to all of the rain; it's diluting the flows. He states that the flow meter was off at the main lift station; it gets recalibrated every year; Energenecs came in and now it's fixed and running good; we're constantly adjusting the meter; we also had problems with the reads not going to the SCADA system; Energenecs has fixed this problem too. He states that last month Ms. Free reported an issue regarding a resident who paved over a manhole on W Parke Ridge Ct; we didn't need to raise this manhole because it was high enough, but we broke away the asphalt to expose the manhole; we haven't received any calls regarding this matter. Commissioner Griffin states that he looked at the Alliant Energy bill for the main lift station; it was over \$1,500.00 and he asks if this is consistent. DPW Blashka states that it correlates with the pumpage and flows; this May and June were much higher than one year ago.

DPW Blashka states that they are flushing the hydrants; it's part of the summer maintenance of the system;

there haven't been any complaints of brown water due to the flushing. He states that Tower 1 was inspected this year and he's just received the report. He states that he hasn't had time to read the report; there might be some repairs that need to be made and we might have to bid them out. DPW Blashka states that he spoke with Northeast Asphalt regarding them taking water illegally; they've apologized and said it won't happen again. He states that all but one lead and copper sample is back; there are 60 bottles for upcoming testing of the wells; this year we'll be testing organic and synthetic; we used to use the home south of Genuine Mechanics for testing; they're still connected to water but they don't use it; the house is vacant. He states that he found a new test site and worked with the DNR; they approved the new site. He states that the EPA regulates the testing process; in regards to testing, any home that has a lead service is considered a tier one; tier one are services from 1983-1984; we only had five homes at this tier, but they've changed their plumbing since; the solder was 50% lead, 50% tin, so they automatically get categorized as tier one.

Commissioner Flasher asks if the sinkhole that the crew was working on was due to a water or sewer main. DPW Blashka states that it was a storm sewer pipe that had totally deteriorated; it was so bad they couldn't fix the pipe; the repair is almost done; everything under the road was gone; some of the end areas were okay and didn't need repair.

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

Supervisor Schwinn states that he spoke with the property owners of the vacant land west of Cth Y and south of Hawthorn Rd; they said they had a family meeting about one year ago and they don't want to subdivide this vacant land while family members are alive. He told them that if the land in the area starts a development, they could join in and share costs; they said no to this.

#### **12. 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. Nothing submitted; no updates.

#### **13. 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 4:27 p.m. until Monday, August 21, 2017 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

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

#### **14. Approval of the July 17, 2017 Monthly Bills**

Commissioner Griffin asks why revenues are down. Ms. Free states that the second quarter utility bills were mailed out June 28<sup>th</sup> so the revenue is collected during July; the revenue won't show up until next month's financial reports.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 17, 2017 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

#### **15. Discussion/Action – Policy on Maintenance Obligation, The Preserve at Briarwood**

Attorney Bauer states that we haven't heard anything; we're waiting to hear from the neighbors. DPW Blashka states that Jason Diener e-mailed him with some questions about how the cleaning, billing, etc. will work; he told Mr. Diener that they have approximately 1,681 feet of sewer and an estimate for the cleaning and televising would be about \$1,261.75; this would be the cost if there aren't any problems, or any repairs that have to be made. He states that Great Lakes should be starting televising this month; we'll have to know how we'll get paid; will we bill the homeowners or bill through taxes; without an agreement, the bill will go to developer John Rohde. Attorney Bauer states that it sounds like they, the homeowners, understand and it will be easiest to send a bill to the homeowners association. Commissioner Griffin states that we'll get billed by Great Lakes. DPW Blashka states that if the association isn't in place in time for billing, we'll send the bill to Mr. Rohde. Attorney Bauer states that if the bill doesn't get paid, it will be placed on tax roll; once the association is set up, Great Lakes could bill the association directly; we were the ones who wanted the work done and wanted the televising report. Attorney Bauer asks for copies of Mr. Diener's e-mails and states that he'll follow up; he'll tell them they need to get the organization together. He asks how often the District will require televising. DPW Blashka states that it used to be a seven year rotation, now we're doing every six years. Attorney Bauer asks if

we should let them go directly to Great Lakes, or is it better for us to have the contact with Great Lakes and then deal with the billing; this way we'd know when the work is done, etc. Commissioner Griffin states that we could offer them the option, but at least this time we should handle it. Attorney Bauer states that, looking at a control standpoint, will they forget, or get a contractor you aren't familiar with. DPW Blashka states that we don't have the authority to just go in. Supervisor Schwinn states that his suggestion would be to let the District contract the work and add Briarwood to the District's rotation. DPW Blashka states that if we put in a new main, the Briarwood Subd. will come up every 5-6 years in our rotation. Attorney Bauer states, to summarize, we are saying it's already part of our inspection program, we can leave things as they are and send them the bill; if a homeowner is disgruntled, we could put the costs on the tax roll; each individual home would get their equal share. Commissioner Katte asks if we would be paying their bill up front. DPW Blashka states yes, we pay the Great Lakes invoice. Commissioner Griffin states that, if in the future, their association wants to find a contractor who is cheaper, we can discuss it at that time. Attorney Bauer states that the County charges 18% interest for any late tax payments; it will be our contractor, our rotation and we'll send the bill to the president of the association; if they don't pay, it goes on the served properties tax roll. Commissioner Katte asks what we do if there's a problem with the sewer, if they'd need repairs. DPW Blashka states that we'd send a letter and they'd have to follow the District's ordinance; if there's a leak, it will be in the televising report. Attorney Bauer asks who's responsible if the lateral has a leak. DPW Blashka states that the homeowner of that service would be responsible. Attorney Bauer asks who pays if it's a main leak. DPW Blashka states that all of the homeowners would have to pay. Commissioner Albright asks if it's all private. DPW Blashka states yes; each property has a stub and when the home is built, they connect to that stub. Commissioner Griffin states that he'd like a motion explaining the policy the District wants to enforce.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves that the Preserve at Briarwood homeowners policy on maintenance obligation state that the Association become part of the District's cleaning, televising and repair rotation schedule, done by the contractor of the District's choosing, that the Association is responsible for all fees incurred, payable to the District, with any outstanding payments being placed on said year's tax roll, divided equally amongst each user, and that any outstanding payments for a lateral repair be placed on that parcel's tax roll per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

#### **16. Discussion/Action – CMOM Update/Capacity, Management, Operations & Maintenance Plan**

DPW Blashka states that Ms. Free did some work on the CMOM, but he hasn't had time to work on it yet.

#### **17. Discussion/Action – Update of Connection for Kohler to North/South Interceptor**

Attorney Bauer states that there are no updates and he thinks it will take a while. Commissioner Griffin states that this item can be removed from the agenda until we hear more. Attorney Bauer states that he heard the target date is June 2019 to design, bid, finance and build; Kohler will have to build an interceptor to connect to the North/South Interceptor; we have an agreement for contribution rates for pipes and pumps, but most of it is the City's. Commissioner Griffin states that they'll be pumping more into the North/South Interceptor. DPW Blashka states that we'll get refunded for the pipes; they'll have their own flow meter located south of ours; the stub is already there; there are two manholes south of our metering pit. Commissioner Katte asks if it's only us going in there now. DPW Blashka states yes, and when Kohler connects, the City meter reads will equal ours and Kohler's. Commissioner Katte asks if there will be accuracy concerns. DPW Blashka states that we are only billed for what goes into our meter. Commissioner Griffin states that if there's a corrosion problem, we'd share costs.

#### **18. Update – 2017 Televising Schedule**

DPW Blashka states that Great Lakes should be starting this month. Commissioner Griffin states that there's still a lot of rain, so it will help find problem areas.

#### **19. Discussion/Action – Revisions and Updates to Emergency Response Plan**

DPW Blashka states that the DNR changed their overflow report, then he noticed that some of our other information wasn't updated; our logo has changed, there were some contact changes, the emergency pager was wrong. Commissioner Griffin states that he reviewed it and also noticed some things that need to be changed. DPW Blashka states that he'll make the changes and it can be reviewed again and approved at next month's meeting. Commissioner Griffin states that we should be reviewing the plan every year. DPW Blashka states that the last time it was reviewed was 2012; we can tie it in with the yearly CMAR. Commissioner Griffin asks that this item be placed on the pending list for review every June.

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

Commissioner Griffin states that the City of Sheboygan Wastewater Treatment Plant is looking for a new superintendent.

Commissioner Griffin states that Ms. Free e-mailed the Commissioners regarding a phone call to the office about someone attending today's meeting; the call came in from Rockline Inc. He asks the person in attendance if they were the caller. She states yes, her name is Suzanne Walter; she works for Rockline and is interested in hearing about the District's system and what kind of problems they're having with wipes being flushed into the system. DPW Blashka states that the wipes do not dissolve like toilet paper; they get pulled into the pumps and they stick in the propellers. She asks if it's the baby wipes or the facial wipes. DPW Blashka states that he doesn't know; he can't tell. She states that the wipes can be pulled apart, but the vast majority shouldn't go down the sewer; they want to solve the problem. DPW Blashka asks if they are made with crossing fibers. She states no, they are very short fibers; they've got to dispense quickly; there have been a lot of studies; we don't want the toilet to be used as a trash can; we believe baby wipes to be the biggest culprit; we're trying to add information to our packaging to stop the problem. DPW Blashka states that he attends many public works meetings and conferences and there's been talk that they'd like to put bright print on the front that says "do not flush"; they flush, but they don't deteriorate. She states that they'd like to test two wipes and find what's wrong; to test with municipal pumps and see where it clogs. DPW Blashka states that there's a lot of hair, dental floss; when it mixes together, the majority of what they pull out of the pumps is wipes; we can tell that it's been in there for days; it shows no deterioration. She states that she'd like to help solve the problem; not just here, but all over the country; soon all wipes will start saying "do not flush" on the package when you open the lid; Rockline wants to be proactive. DPW Blashka states that when all of these products were new to the market, they all said "flushable"; if they could break down in wastewater, it would be fine to flush them. She states that she lives in the Town; she'd like to do what she can to help. Attorney Bauer asks if she has a business card. She states that she'll bring one to the District's next meeting. DPW Blashka states that he'll see if any of the District's associations have more information. She states that they have a strong desire to let consumers know not to flush face wipes, anti-bacterial wipes, diaper wipes, etc. DPW Blashka states that the District, other municipalities and associations have been working on this for years; some associations have gone to other companies, but they didn't get any results.

## **21. 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 5:14 p.m. until Monday, August 21, 2017, 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**

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

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

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

**Minutes approved on August 21, 2017**