

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

Date: Monday, July 18, 2016

Place: Town Hall, 1512 N. 40th 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 4:12 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 5:11 p.m. on Monday, July 18, 2016 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 Mark Flasher at 4:00 p.m. The following were also present at the meeting: Commissioner Jerry Hoepfner, Treasurer; 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 18, 2016 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 18, 2016 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.” Motion carried.

3. Update – Verizon Wireless Upgrades to Tower 2

DPW Blashka states Verizon Wireless is ready to begin their upgrades to Tower 2 that were approved in January 2015; they finally applied for the permits; the Clerk informed them that permit fees increased and they owe an additional \$275.00. He states that he spoke with Dixon Engineering to make sure they had the most current plans because there were concerns that they were adding more antennas than what’s been approved; they’re allowed nine antennas, but there are thirteen cables. He states that he thought there was supposed to be one cable per antenna. Commissioner Flasher states that the DPW should find out if all of the cables are active. DPW Blashka states that if they aren’t, they’ll need to eliminate the cables that aren’t active. He states that they also need to have a pre-con before they can start.

4. Discussion/Action – Investment Options for District Funds

Commissioner Flasher states that the District had a lot of expensive repairs this month; they’ll hold off on making any investments right now and review options at next month’s meeting.

5. Communication & Correspondence Received After Posting of Agenda

Commissioner Flasher states that he reviewed the District’s Ordinance binder and asks Attorney Bauer if we should make references back to show what’s changed over the years; this would be for getting the ordinances on the website. Attorney Bauer states that a lot of municipalities will reference back by using footnotes; they’ll refer to the ordinance number and date it changed. Commissioner Flasher states that the ordinance book is up-to-date, but he wants the date that any ordinance was changed. Attorney Bauer states that the District has to make sure that they’re consistent with PSC rules; there were some ordinance changes regarding water laterals. DPW Blashka states that the cost allocation was changed. Commissioner Flasher states that in the 1990’s we tried to change who was responsible for leaks and who paid for them. Attorney Bauer states that policy was main to the home was the District’s responsibility, now the District is responsible for the main to the curb stop. Commissioner Flasher states that he also wants to visit what portion of Town land is also in the

District. DPW Blashka states that everything in the Town is in the District, other than what's south of the river, by Indiana Ave.; it was recorded this way on September 21, 1995; we did another addition for Windmor Subd., but it was already part of the District, brought in with the 6th addition to the District. Commissioner Flasher states that we checked into this a few years ago because the County had a question regarding a tax bill. DPW Blashka states that the County should have all of this information because we have the document showing that it was recorded in 1995. Commissioner Flasher states that he believes that the intent was to bring everything into the District at that time, other than what's south of the river by Indiana Ave. He states that the description he saw that was given to the County of what was supposed to be brought in the District didn't match the maps; this may have been the error, but he'll look into this more for next month's meeting.

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda – Immediately Following Completion of 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 4:12 p.m. by Commissioner Flasher and Commissioner Dave Griffin, President, Sanitary District No. 2 Sewer. Commissioner Ken Katte, Treasurer/Sanitary Sewer and Commissioner Dave Albright, Secretary/Sanitary Sewer are also in attendance.

7. Approval of the June 20, 2016 Monthly Meeting Minutes

Commissioner Albright states that he'd like to add to agenda item 12, the second last sentence "Commissioner Flasher states that the Water District usually gets the 'hole/leak size' from the pipe and that's how we can calculate the amount of water loss".

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 20, 2016 monthly meeting minutes with the addition to agenda item 12 per a motion by Commissioner Albright and a second by Commissioner Griffin." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 20, 2016 monthly meeting minutes with the addition to agenda item 12 per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

8. Discussion/Action – Deduct Meter Request for 4602 Ashley Ln; Larry and Janet Krueger

Mr. and Mrs. Krueger are in attendance for this agenda item. Commissioner Griffin reads Ordinance 7.01 C Deduct meters. He asks Mr. and Mrs. Krueger if they are on a private well. DPW Blashka answers that they are on Town water; they have a meter for water coming in; if they want a deduct meter they'd be isolating the sprinkler system from the home service; they'd be responsible for all expenses; the meter, a permit and for future calibrating and any maintenance of the meter. Mr. Krueger asks if the District provides the meter. DPW Blashka states that the meter can be purchased through us. Mr. Krueger asks who would install the meter. DPW Blashka states that the Krueger's would hire a plumber to get the line set up, then he or another Town employee would install the meter; all maintenance would be the Krueger's responsibility. Mr. Krueger asks if there would be any additional charges if he gets the meter from the District. Commissioner Griffin states no. Mr. Krueger asks who needs to order the meter. DPW Blashka states that it will be cheaper if it's ordered by the District; we don't pay tax, just shipping costs. He asks if the Krueger's have back flow preventers and asks how many zones they have. Mr. Krueger states that they have six zones, but he doesn't know if they have back flow preventers and asks if they would be in the basement. DPW Blashka states that they could be, or they could be outside. Mr. Krueger states that he knows other people in the Town who would like to get a deduct meter. DPW Blashka states that they'd need to come to the District and make the request. Commissioner Flasher states that they have these requirements because they need to keep the system safe. Mr. Krueger asks if he can hire any plumber. DPW Blashka states yes. Mr. Krueger asks why the City of Sheboygan bills for water by cubic feet and the Town bills by gallons. DPW Blashka states that it's just a different way of calculating; the totals come out the same.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby acknowledges Larry and Janet Krueger's letter and approves the Krueger's installing a deduct meter, with all expenses to be paid by the Krueger's, 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 acknowledges Larry and Janet

Krueger's letter and approves the Krueger's installing a deduct meter, with all expenses to be paid by the Krueger's, per a motion by Commissioner Flasher and a second by Commissioner Hoeppner." Motion carried.

9. Discussion/Action – Mutual Aid Agreement

Commissioner Griffin states that the first correspondence to other municipalities was mailed out June 29th. DPW Blashka states that he shared copies of the agreement with the Village of Belgium and the Village of Fredonia; they showed interest. Commissioner Albright requests that letters and a copy of the agreement be sent to the Village of Elkhart Lake and the Village of Glenbeulah. DPW Blashka states that the more communities we have involved, the better. Attorney Bauer asks Sanitary District No. 3 if they formally agreed to the Mutual Aid Agreement. Commissioner Flasher asks if the Town's entering into the agreement. Supervisor Schwinn states yes.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to participate in the Mutual Aid Agreement as presented per a motion by Commissioner Flasher and a second by Commissioner Hoeppner." Motion carried.

10. Discussion/Action – Template Letters to Inform Residents of Lateral Leaks

Commissioner Griffin states that three versions have been submitted; we wanted a letter for the first contact to a property owner and a second letter if they didn't comply; we talked about how much time is appropriate to give people to have a repair made; we're giving people two weeks to make the repairs; we need to add that we want the work inspected and that they could be charged for the additional flows due to the leak. DPW Blashka states that the second letter should give one week to make the repair before the District imposes fines, etc. Commissioner Griffin asks Attorney Bauer if he sees any legal issues with the letters. Attorney Bauer states that we could remove the "jail and fines" information, but leave Section 12.15 for reference; we might also want to consider making contact with the property owner before sending the second letter.

11. Disconnection of Services – 5019 Flagstone Rd

Ms. Free states that the property owner has paid her current utility bill in full and has also made the August payment for her delinquent balance. Commissioner Flasher asks if she's signed the payment agreement. Ms. Free states that she hasn't. Attorney Bauer asks if we have a way of tracking her payments. Ms. Free states yes, there's a spreadsheet for the account in receivables.

12. Town of Sheboygan Plan Commission Update

Commissioner Hoeppner states that there wasn't a Plan Commission meeting in July.

13. Operator's Report

DPW Blashka states that they've replaced the manhole rings on Hwy 42 where the cement blew out; they took out the cement and replaced it with poly. He states that all of the lift stations are fine; Cth Y was pumped out one month ago and the debris was not as bad as usual. He states that Chairman Hein got a sewer gas odor complaint from Tom's Drive-Thru; he went on-site and found a floor trap by the entrance that was covered by a mat, but no one had added any water. He states that he added water and that he also noticed that their fresh air intake is right next to the sewer exhaust; they've since had someone move it and he also showed some of the employees where to add water in the floor traps.

DPW Blashka states that the water District had a couple of big leaks on Hwy 42 and Enterprise Dr; we were notified that water was bubbling out of the ground; Larry Gordon was called on-site; we worked from 5 p.m. until 11 a.m. the next day; the biggest problem was that we were in the area of an 8" high power gas main that feeds ¾ of the City; this main is 8'-9' deep and we couldn't work until it was located. DPW Blashka presents pictures from the job site. He states that they were pumping up to 500 gallons per minute to clear the pit; Albert's was on-site with their hydro vac; the water was pumped into the storm sewer on the other side of the road; we set up wrap to try to keep the water from flowing back into the pit; we dug down 10'-12'; we were in the south bound driving lane of Hwy 42; we contacted Brian Olsen from County Hwy right away and he was very accommodating; they provided lights, signs and barrels; we had Joe Winscher and Bruce Williams assisting. Commissioner Flasher asks if the leaks could have been attributed to the recent road repairs. DPW Blashka states that they used a hydraulic drill, so it could have created the problem, but it could have happened anyway; the bolts were rusted and had busted out of the concrete two days before the leak; when the gasket let go, that's when the leak broke; the County was doing work on the other side of the road; they hauled in asphalt for us, we only had to roll it; it would have been about 1' of concrete; the valve was from 1990 and our o-ring didn't fit on this valve. Commissioner Flasher states that there were a lot of issues with fake bolts from that time.

DPW Blashka states that this could happen with other valves from 1990 and there's always ground water that can cause rusting and cause bolts to deteriorate. He states that they left the site around 11 a.m. and then Ms. Free called them back around 2 p.m. that there was another leak next to the one they just repaired; it was 20' away and not in Hwy 42, it was in Enterprise Dr.; John Witters and Larry Gordon also came back to the site; we took off the black top and gravel came out from the leak; there was one valve under a driveway, about 2'-3' underground; we located it and dug it up; the top was busted off and it was filled in with gravel; we've since cleaned it up and repaired it and it's now operational. He states that they finished the second leak around 10-11 p.m.; we worked through a rain storm; we put gravel back in because of the rain; it was too soft to black top, so we waited until the following Monday. He states that they had one incident with the property owner of 3891 Enterprise Dr.; Mr. Gordon had some trucks parked in this area to help keep the road open; the owner called Chairman Hein and Officer Heronymus to complain that the trucks were in the way of his building, so then we had to move the trucks, shut down the road and then no one had access in. He states that when they finished, they took down the barricades and contacted the County and State right away and we cleaned up on Monday. Commissioner Flasher asks DPW Blashka to get him a list of everyone who assisted in helping with the leak; he'd like to send them a letter to thank them. DPW Blashka states that he went to Hardee's for food and drinks the night of the first leak; Ms. Free brought food and drinks to the site during the second leak. Commissioner Flasher states that the District appreciates the efforts of everyone. Commissioner Katte asks what would have happened if the pumps wouldn't have worked. DPW Blashka states that we had two more pumps at the shop available and Mr. Gordon had hydraulic pumps that pull a lot of the water. Attorney Bauer asks if this all happened by the entrance into the Business Park. DPW Blashka states yes, and now we have all stainless steel bolts in these valves.

DPW Blashka states that we received numerous calls from the Maple Forest Subdivision that sump pumps were running excessively; we went out with the leak detector and found a leak on Rangeline Rd.; it was in a spot that had a prior leak in 2009; that leak was fixed by Rangeline Plumbing, but they only fixed the bad part; they didn't pull a poly line all the way through; we had a drawing showing how they made that repair; we dug up at the main where the leak was and we had to shut off the main; the residents were notified; the leak was in the middle of a resident's driveway; we had to deal with a gas main that was in the area; we moved the curb stop out of the driveway and the lateral is now poly from the curb stop to the home; there's copper from the main to the curb stop; we also added tracer wire; we paid the residents back for the first leak and we've called concrete contractors, but we haven't found anyone to take the job yet.

14. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

15. 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.

16. Adjourn – Sanitary District #3 (Water)

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:11 p.m. until Monday, August 15, 2016 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

17. Approval of the July 18, 2016 Monthly Bills

Commissioner Albright asks why the Earthlink bill for a SCADA system phone line is needed; the line is to the Town Hall and the cost is split between the Districts; alarms have to call us and all transmissions are by radio; but to alert us, it calls by phone, is this correct. DPW Blashka states yes; if Charter goes down, we needed a separate line; we have a back-up dialer that goes through Charter; the first contact uses Earthlink; Charter is the back-up; if a call isn't acknowledged through Earthlink, it tries calling through Charter; we used to have a phone line at each lift station and each well. Commissioner Katte asks DPW Blashka if he's happy with how the system and the phone lines work. DPW Blashka states yes.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 18, 2016 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Katte." Motion carried.

18. Policy on Maintenance Obligation, The Preserve at Briarwood and Bain’s Trailer Park

Commissioner Griffin states that we have the information on both systems last reports; Bain’s last report was from 1999 and The Preserve at Briarwood’s report is from 2006. He states that he worked on a letter to send to Bain’s and The Preserve to let them know that the District is requiring cleaning and televising; the 1999 report on Bain’s shows that there were issues because they couldn’t televise parts of the system. Attorney Bauer asks if we know where Bain’s collects and dumps. DPW Blashka states that televising it again will tell us; unless you watch for an extended period of time, you can’t tell; we could put in a metering pit; we’d need a manhole; we might have to replace the Erie meter and it would cost about \$1,000. Commissioner Katte asks if there are septic systems by The Preserve. DPW Blashka states yes, there are septics for the homes that existed before the sewer was installed for The Preserve; one of those homes is planning to connect to The Preserve’s system. DPW Blashka states that televising Bain’s would probably cost between \$1,500-\$1,600; we work well with Great Lakes TV & Seal; we let them store their trucks in our garage during the winter; we have a great working relationship with them; Ms. Free spoke with Great Lakes and they agreed to televise these areas at the same cost that they charge to televise the District’s sewer system.

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 5:27 p.m. until Monday, August 15, 2016, 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 15, 2016