

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, July 19, 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

Time: To Follow Sanitary District No. 2 (Sewer) Meeting – Closed Session

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 4:10 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:30 p.m., followed by Closed Session at 5:50 p.m. on Monday, July 19, 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 July 19, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 19, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Hold Harmless Agreement for Bulk Water for 2021 Ryder Cup

Attorney Bauer distributes the Hold Harmless and Indemnification Agreement and states that there are no PGA representatives in attendance but their team has vetted the agreement; he recommends that the District approve the document as presented.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Hold Harmless and Indemnification Agreement as presented per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

4. Discussion/Action – HydroCorp Proposal for Cross-Connection Control Services

DDU Nevers states that the District contracts with HydroCorp for commercial cross connection inspections; he and Engineer Holtan discussed keeping the inspections in-house in the future, but more training and certifications are required; businesses could hire a plumber themselves but then it is not a third party, it's their plumber; there are other municipalities that allow this; WRWA offers the training but he recommends approving the HydroCorp contract as presented for now.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the HydroCorp Cross-Connection Control Services proposal as presented per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

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 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 4:10 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer), is also in attendance.

7. Approval of the June 21, 2021 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 21, 2021 monthly meeting minutes 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 June 21, 2021 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

8. 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 Beal Bank-Plan Tx cd at 0.050% for 6 months, a \$250,000.00 Safra National Bank cd at 0.050% for 12 months and a \$250,000.00 Academy Bank NA cd at 0.150% for 18 months, or equivalent cd’s, 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.

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

Commissioner Griffin asks if there are any updates. Attorney Bauer states no; it would be helpful if the Districts gave the Town Board a list of projects that could be considered. DDU Nevers states that he will work with Engineer Holtan and they will put together a list for approval at next month’s meeting.

10. Discussion/Action – Lateral Location Ordinance

Engineer Holtan states that he has concerns if we have to relocate a service and punch a hole into a main, it could be just as bad as leaving the service as is. DDU Nevers states that they are seeing the leaks at the joints where the services have been moved; if a service is in the driveway and has a sleeve, there shouldn’t be an issue; it would be ideal to be on-site when a driveway is being poured, but that is hard to coordinate. Attorney Bauer asks if inspectors see this when they are inspecting the infrastructure as it goes in. DDU Nevers states yes, it’s on us when we are inspecting; we can provide training for the crew and make sure that there is a sleeve in the driveway if that is where the lateral is. No action taken by the Districts.

11. Discussion/Action – Training and Seminars for Utilities Staff

DDU Nevers states that he would like himself and Nathan Luedtke to attend the WRWA Smith & Loveless Pump School; John Witters attended this class and highly recommends it; there is no fee. DDU Nevers states that he would also like himself, Mr. Witters and Mr. Luedtke to attend the WRWA Well & Pump House Maintenance Options class; we would receive six municipal water credits; it is one day and there is no fee. He recommends that Mr. Luedtke attend the WRWA Water System Operations Basics classes; the classes cover ground water and cross connections; it is in Plover, WI so Mr. Luedtke will need a hotel room; the fee is \$100.00 per day and he would receive six credits per day. DDU Nevers states that he would like to attend the Wisconsin AWWA Conference in Madison; he would stay with family; he would get both DNR and PE credits and there will be subjects covered for both water and sewer.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DDU Nevers and Mr. Luedtke to attend the WRWA Smith & Loveless Pump School class 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 DDU Nevers and Mr. Luedtke to attend the WRWA Smith & Loveless Pump School class per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves DDU Nevers, Mr. Witters and Mr. Luedtke to attend the WRWA Well & Pump House Maintenance Options class per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves Mr. Luedtke to attend the WRWA Water System Operations Basics classes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves DDU Nevers to attend the Wisconsin Section AWWA’s 100th Annual Conference and Business Meeting on September 22 – 24 with costs 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 DDU Nevers to attend the Wisconsin Section AWWA's 100th Annual Conference and Business Meeting on September 22 - 24 with costs split equally between the Districts per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

12. Discussion/Action – Emergency Response Plan Update

Engineer Holtan states that he will have information for the Water District at their August monthly meeting. Commissioner Griffin states that, starting with page four, the marker for page break formatting needs to be corrected.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Emergency Response Plan with the page break formatting revisions per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

13. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that there was one sign permit for Kwik Trip and the Sheboygan Senior Community Center is proposing solar panels; there was nothing pertaining to the Districts.

14. Operator's Report

DDU Nevers introduces new utility crew employee Nathan Luedtke to the Commissions.

DDU Nevers states that his Operator's Report is in the packets and he will submit this report in this format moving forward. He states that for the Sewer District, the manhole project in Riverwoods Subd is complete; one manhole might have to be re-built; the back-up power sources is on the emergency list and some locations had never been exercised; they did some testing and some did fail; they have since fixed the problems and he feels confident that all lift stations will work with the back-up generator. He states that there was a wiring error at the Pigeon River lift station and Energenec was called in to fix the problem. He states that pump 4 at the Pigeon River lift station was running but no flows were going through; they took it apart and once it was open it was working fine; this would be the next pump to get re-built; maybe it could be done in fall when there is less rain. Commissioner Griffin asks if there is a maintenance schedule for the pumps. DDU Nevers states that they have fixed two pumps because of failure, but he doesn't think that the other two have been done.

DDU Nevers states that for the Water District, Mr. Schneider will finish flushing hydrants today or tomorrow; he inspects the hydrants and exercises the valves at the same time; then Mr. Schneider might work in the parks if they need help with mowing. He states that he and Engineer Holtan submitted a sign permit to the Plan Commission for the future Tower 3 site; he got an install quote of \$600.00 so he, Mr. Witters and Mr. Luedtke will install the sign when it comes. He states that Whispering Oaks was using unmetered water for construction; he reached out to the contractor; the contractor was sent a copy of the PSC regulations and a \$200.00 fine and the water meter has now been installed. He received one dirty water complaint near Baronwood Way; it was not due to flushing, Mr. Schneider was working near the Town Hall at the time; someone may have opened a hydrant; the water was very murky, so they flushed until the water was clean; there was no public risk. He states that there was another lateral leak near Wild Meadow Dr and it was under the driveway; the lateral was re-located to get it out of the driveway; he contracted the work with Essential Sewer and Water.

DDU Nevers state that for both Districts, all reports have been submitted; he was on-site at Lincoln Estates Subd; he will do inspections instead of contracting the work out; he is also working on the GIS with the staff and crew; in the future, he would like to have a TV and GIS access in the meeting room; Commissioner Klosterman mentioned that he would like to take a tour of the towers, wells and lift stations; it would take one to two hours, so we need to figure out a time and date. Engineer Holtan states that he reached out to the Sheboygan WWTP for a tour as well. Commissioner Griffin states that other municipalities who are part of our Mutual Aid Agreement might be interested as well.

15. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that Attorney Bauer provided maps of the easements for the old Town Hall. Attorney Bauer states that the property closing was last Thursday. DDU Nevers states that he is working with Lake Park Electric to move our service; they are working with Alliant Energy; if we need a new service, it will cost around \$2,000.00 but we're working this out because we shouldn't have to pay this.

16. 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.

Engineer Holtan states that item 45 – Cth Y Pump Station Improvements can be removed from the monthly agenda. DDU Nevers states that the roof patches are holding on at the Pigeon River lift station (item 51). Commissioner Griffin states that he would like the roof replaced in 2022. Engineer Holtan states that we don't have an employee who is certified in erosion control; certification would cost about \$600.00 for the class and it could be split three ways. Commissioner

Stewart asks who would get the training. Engineer Holtan states that it would probably be DDU Nevers. He states that he would like to get rain gauges for the SCADA system because it might help with I&I.

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

17. Approval of the July 19, 2021 Monthly Bills

Commissioner Katte asks why there is a payment to the Water District for pest control. Ms. Free states that the invoice was received after the Sewer District's checks were printed so the Water District paid for the Sewer District's portion of pest control for the Town Hall. Commissioner Katte asks why there is a Hawkins invoice but also a Hawkins charge on DDU Nevers credit card. DDU Nevers states that he will have to look at the statements. Commissioner Griffin states that he does not want the credit card used for Hawkins; let them invoice us.

18. Discussion/Action – Laterals Causing Damage to Sewer Main

DDU Nevers states that he has provided a picture of the sewer main on Main Ave; the lateral is at a 12 o'clock position; he looked up the records from six years ago and there have been no changes since. Engineer Holtan states that we could add a riser to support the pipe. Commissioner Stewart states that it is not dipping, so is it flattening. DDU Nevers states yes, it is flattening. Commissioner Griffin states that no action is necessary; we will flag it as a problem area for when it is re-inspected in six years; this item can be removed from the agenda.

19. Discussion/Action – Cth Y Lift Station Pump Upgrades

Engineer Holtan states that we received a quote from Energenecs to have the impellers changed; it will increase the pumpage from 450 gallons per minute to 600 gallons per minute with not a lot of work and without stressing out the motors. Commissioner Griffin asks if the heavy rains have caused issues. DDU Nevers states no, the pumps have been keeping up. Commissioner Albright asks if we got a quote from Sabol. DDU Nevers states no. Commissioner Griffin states that for future applicable purchases we will get quotes from Sabol as well and we can move this item from the agenda to the pending list.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Energenecs quote of \$3,660.70 for two new impellers for the Cth Y lift station per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

20. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

21. Closed Session

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

22. Open Session

No action is taken.

23. 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 6:30 p.m. until Monday, August 16, 2021 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 6:30 p.m. until Monday, August 16, 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 August 16, 2021