

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

Date: Monday, August 17, 2015

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 Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:15 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 5:46 p.m. on Monday, August 17, 2015 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; Commissioner Spencer Lutzke, Secretary; 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 August 17, 2015 Monthly Bills

Commissioner Lutzke asks if Dixon Engineering subcontracts with Corpro to inspect the water towers. DPW Blashka states no; they're separate companies; Corpro does maintenance; Dixon comes every year for inspections; they check for rust, etc. and then they report to us and the DNR; they check the cathodic protection, the towers would rust away without this; it's like the lift stations, Dixon comes once a year and does calibrating to protect the system.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the August 17, 2015 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Renewal of Hydro Corp Contract for Cross Connection Inspections

DPW Blashka states that our current contract is coming due; they've done the initial run through of the District at a cost of about \$19,000.00; for the next proposal they won't have to re-do all of the initial work; apartments are required to be inspected every eight years; IFS Waste Systems is every two years; this cuts down on the number of inspections; the cost this time will be \$5,000 per year. Attorney Bauer asks the DPW if he was happy with Hydro Corp's work and reports. DPW Blashka states yes, and they give everything to the DNR for us; we follow up on any place that wasn't compliant. He states that we don't have the manpower to do all of this, we need to contract out. Attorney Bauer states, that from a legal standpoint, this is a good agreement. He states that he has one suggestion for page 1; we should change "Town of Sheboygan" to "Town of Sheboygan Sanitary District No. 3 Water".

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Hydro Corp Professional Service Agreement for the 2-Year Cross Connection Control Program at a cost of \$10,080.00 per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

4. Discussion/Action - Tower 2 Upgrades, Verizon Wireless

DPW Blashka states that he hasn't heard anything. Attorney Bauer states that all approvals were given a long time ago. Commissioner Flasher asks if we should call or e-mail them to get an update. DPW Blashka states that they were told that they could proceed with the work. Commissioner Flasher states that this item should remain on the agenda; we'll watch for updates.

5. Update - Comprehensive Water System Master Plan

DPW Blashka states that he sent a lot of information to Dennis Saari of AECOM; he asked for a working copy of the ESRI and he asks Engineer Holtan if he's familiar with this. Engineer Holtan states yes and that he'll take a look at it; they also asked for some PSC information because they needed to get the fire flows.

6. 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

7. 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 4:15 p.m. by Commissioner Flasher and Commissioner Griffin. Commissioner Ken Katte, Treasurer and Commissioner Dave Albright, Secretary, are also in attendance.

8. Approval of the July 20, 2015 Monthly Meeting Minutes

Commissioner Griffin states that there is an error in agenda item 14; the chemical for surging Well 2 is not hydrochloride; it is sodium hypochloride.

Commissioner Katte asks if there was a budget number for a future airport sewer extension and if so, did it include the cost of a new lift station. Commissioner Griffin states that they, the developers, were going to have to put the lift station in to treat their waste. DPW Blashka states that we could run a new lift station, but there would be extra charges to the developers or customers to maintain it.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 20, 2015 monthly meeting minutes with the correction made to agenda item 14 per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 20, 2015 monthly meeting minutes with the correction made to agenda item 14 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

9. Discussion/Action – Parcel 352871, Premier Alliance/Tom Ducharme

DPW Blashka states that there aren't any updates.

10. Discussion/Action – Development of Parcel 344560/Windridge Ln, Hillcrest Homes

DPW Blashka states that he received plans and he submits them for review. He states that they want a manhole 15' behind the road right-of-way, a 20' easement to the south and there are no tie-offs until Alyssa Ln; they want to tie into the existing manhole, then install laterals as needed; the lateral locations aren't specified. He states that the water is already there, but no laterals; they would probably dig up a trench or directional bore and he states that he doesn't know at this time what they intend to do. Commissioner Flasher states that they'll have to re-do the road if they don't directional bore. Attorney Bauer states that they would cross cut, then patch up for the freeze/thaw, then grind and put down a top coat. DPW Blashka states that he doesn't see any problems for the water or sewer system with their proposal; they haven't made their choice how to make the connections and extensions yet. He states that the Districts could make a motion for their preferred choice for putting the utilities in. Commissioner Flasher states that he doesn't want to mandate this. Engineer Holtan states that he believes the plans show the water at the edge of the pavement, but it's hard to say; Warren Vandoske is the project engineer. Attorney Bauer states that they're saying they want to bore, not make the open cuts in the road. DPW Blashka states that if they bore, they'll have to dig down to the main, then bore, so there will be patches; they'll be patches at least half way into the east driving lane. Attorney Bauer states that whether they open cut or bore, there will be a patch for one year, they'll strip off the lane, then re-pave. DPW

Blashka states that that's correct; they can grind the road down 2", and then lay new asphalt. Commissioner Griffin asks if they should accept or approve anything now. Attorney Bauer asks Engineer Holtan if he's reviewed the proposed plans and if he has any questions or concerns. Engineer Holtan states that he's reviewed them and everything is good. Commissioner Flasher asks DPW Blashka if he has any concerns. DPW Blashka states that if they're bringing the services close to the property line and if there's one 4' trench, they cut down half of the trenches needed for all of the services; two services would then be in one trench. Attorney Bauer asks if there is an alternate choice on the plans. Commissioner Flasher states yes. Engineer Holtan states that it's not drawn on the plans the way it was described. Commissioner Flasher states that he thought they were going through at 90 degrees at the property lines. DPW Blashka states that we could go straight to the stop box, close together, or one in each direction, one on each side of the property line.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the alternate 2 plan as presented on the utility plan sheet, page 6 of 6, dated July 7, 2015 as the preferred plans for construction of water service for Mueller Fields West and approves the alternate 1 plan as presented as the second option provided that the laterals are perpendicular to the water main, ending at the curb boxes at the property line, per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the sewer utility plans for Mueller Fields West as presented per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

11. Discussion/Action – Springtime Ridge Condominium Development Update

DPW Blashka states that he received some e-mails from developer Greg Gottsacker to Greg Wagner; Mr. Wagner did not reply to them; Mr. Gottsacker called him and Engineer Holtan about having AECOM do the as-builts; the quote for AECOM to do the as-builts is \$5,000.00, provided they don't have to go on-site for measurements; they may end up not being true as-builts; there could have been work done when AECOM wasn't there. Commissioner Flasher asks DPW Blashka if he's comfortable with this option. DPW Blashka states that we did this once before, for the Cth Y force main and those as-builts ended up being wrong. Commissioner Flasher states that our inspectors aren't always on-site for a project and there could be something that was incomplete. DPW Blashka states that there's always an outside chance that the as-builts aren't right; the contractors are always making notes as they go along. Commissioner Flasher asks if we're getting the construction plans. DPW Blashka states no, that's the problem, Mr. Wagner has the plans and won't give them to Mr. Gottsacker; Mr. Gottsacker owes Mr. Wagner between \$8,000.00 and \$10,000.00; Mr. Gottsacker has asked AECOM to re-create the as-builts. Mr. Blashka states that he'd rather not accept this as an option, we could state to both parties that they must supply us with the as-builts. Attorney Bauer states that we've allowed occupancy, but we haven't provided occupancy permits. DPW Blashka states that he met with Mr. Gottsacker and Daun's Landscaping on-site; Daun's is going to begin the planting of the pond. Scotty's is doing the erosion; after this, Mr. Gottsacker was hoping he could get approvals; Mr. Gottsacker said that if he could get this done, he could take a loan to begin another condo and borrow enough to pay Mr. Wagner. Commissioner Griffin states that we shouldn't give any more building permits until the Districts and Town have everything we need. DPW Blashka states that he doesn't want third party as-builts; Mr. Wagner does have them. Commissioner Flasher asks if there's any action that needs to be taken; we have the agreement, we want the as-builts. DPW Blashka states that in the past we always bid a project out, AECOM did the as-builts, so we always had them; it happened this way with this project because they wanted to save money. Commissioner Griffin asks how many buildings are in the subdivision. DPW Blashka states two buildings, each building is a two-unit; the second building that was constructed does not have occupancy permits. Commissioner Griffin states that they can't build anymore until they comply. DPW Blashka states that he and Engineer Holtan are stuck in the middle of the developer and contractor. Commissioner Flasher states that they don't have the Districts approval to change course with the project. Attorney Bauer states that we don't have a development agreement with Mr. Gottsacker; we originally had one, then the project fell through; when it began again, Mr. Gottsacker did everything on his own.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to not allow issuing further building permits for Springtime Ridge Subdivision until the contractor provides the District with as-builts for the construction of the second condominium unit per a motion by Commissioner Flasher and a second by Commissioner Hoepfner." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to not allow issuing further building permits for Springtime Ridge Subdivision until the contractor provides the District with as-builts

for the construction of the second condominium unit per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

12. Discussion/Action – 3505 CTH Y, Sheboygan Senior Community Development

Joan Kleist and Jake Schurr are in attendance, representing Sheboygan Senior Community Development. DPW Blashka states that there’s a copy of the letter he sent to SSCD that he sent to Ms. Kleist on July 21; some things on the punch list have been completed; he did a final walk thru; there was a storm water issue and it has now been addressed and we have copies of the proposed easements. Attorney Bauer states that the mechanical easement documents came from John Devine; we have to get them to the Sheboygan County Register of Deeds; the best way would be to put together an agreement with the Town for storm sewer and Sanitary 2 for sewer, Sanitary 3 for water; we need a description, then get the easements on the map; it will be easier than getting a separate description for each; there was an extra 30’ of water and sewer missing on the map along Mueller Rd; it’s in the original agreement for future development. He states that he’ll call Mr. Devine and see if he agrees with this concept; it will look similar to what we did to parcel 2; we’ll copy it and make it applicable to parcel 1. He states that there’s a question about the placement of the generator. DPW Blashka states that the generator is on a slab over the water main and that we have a couple of options, we can make them move the generator or make them move the main; they don’t want to do either of these. He states that a third idea would be to have a legal document stating if there is a leak or any other problem, to include a 40’ buffer on each side of the generator, SSCD is 100% responsible for repair and all damages and costs incurred. Attorney Bauer states that he can add the language right into the agreement. DPW Blashka states that the generator vibrates; if there would be a slight deficiency, the main could collapse. He states that we could have a burst, it could create a sink hole and swallow the generator; we don’t want responsibility for this or their residents; we are protecting ourselves. Attorney Bauer states to Ms. Kleist and Mr. Schurr that if they leave the generator where it is and don’t move the main, they are accepting any liability associated with it. Commissioner Lutzke asks if the contractor put the slab and generator in this spot. DPW Blashka states that the plans had a pad, but it was not specified what it was for. Mr. Schurr states that having the generator in this spot was always the plan. He states that contractor Steve Schmitt had brought in a highlighted drawing for submittal, now they have a drawing with the storm water highlighted, too. Attorney Bauer states that it’s a separate agreement; it was e-mailed; it was the pond and the storm water. Ms. Kleist states that she received this and she’s working on it. DPW Blashka states that the sanitary sewer isn’t affected by the storm water, it’s far enough away. Commissioner Flasher states that he wants to be clear on the easements and asks if the water main is centered under the slab. Attorney Bauer states yes, that’s why we’re asking for a legal description. DPW Blashka asks if the generator is gas or diesel. Mr. Schurr states that it’s diesel. DPW Blashka states that it appears that the mains are in the center of the easement; the water easement is 20’, the sewer is 30’. Commissioner Flasher states that there’s 10’ on each side of the water main; 15’ on each side of the sewer main. DPW Blashka states that he’s got the as-builts; they’re fine now, only some small tweaking is needed. He asks if we’ve received the new well information. Ms. Free states no. Ms. Kleist states that the well’s not operational yet. Attorney Bauer asks if anyone has any questions. Ms. Kleist states that she doesn’t. Commissioner Griffin states that a summary of what we need would be the Mueller Rd extension easements, the generator easement, the information for the well when it’s done, the water sampling and the storm water management agreement. Mr. Schurr asks if the new well documents will hold up occupancy. DPW Blashka states no. Attorney Bauer asks if there’s a projected move-in date. Mr. Schurr states that they’re hoping by mid September. Attorney Bauer states that he will get the easement proposal to Mr. Devine this week; when everyone is okay with it, the Districts can finalize it at their next meeting; it shouldn’t hold up occupancy. Commissioner Flasher asks if the pad and generator are already installed. Mr. Schurr states that it is; technically only the northeast corner of the pad is on top of the water main; 8’ of generator is on the pad; 2’ of the pad doesn’t have any part of the generator on it; no part of the generator is not on the pad. Commissioner Griffin states that we don’t need any motions at this time. DPW Blashka states that having a buffer is the best situation for the generator issue. Mr. Schurr states that they’d like a water meter for watering the green space and for the pond. DPW Blashka states that the meter was installed today.

13. Discussion/Action – SCADA System Update

DPW Blashka states that the SCADA system is being worked on; we don’t have to have a tower at the main lift station, which was going to cost \$20,000.00. He states that another issue has come up; due to all of the trees near the Blackstock lift station, we have to add a tower; the cost estimate for this tower is approximately \$1,000.00; we’re saving the \$20,000.00 by not needing the tower at the main lift station and he doesn’t see a problem with this.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a tower for the SCADA system at the Blackstock lift station at a cost not to exceed \$1,200.00 per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

DPW Blashka states that the Charter Hills lift station is a Usemco model; it will be getting a new panel and he'd like to get new pumps to match the other lift stations. He states that he spoke with Smith & Loveless and they said we'd have to change the pump and volute to make it work; Charter Hills is supposed to be eliminated when we get more development and a new one would then be installed on Hawthorne Rd.; this is the future plan. He states that he told Smith & Loveless that he didn't want to spend any more money on the Charter Hills lift station because it isn't supposed to be permanent, but this means that this station won't have a sonic start to let the pumps know or a vacuum primer; we'll leave this station as is. He states that the Hidden Creek lift station has an old panel; they still use it in some of the settings for the floats; this panel will be different from all of the other lift station panels; it will have a computer screen but it will have some manual changes; it would be an additional \$8,000.00 to change the panel; we can continue with what we have, but to make it uniform, we'd have to change it. Commissioner Flasher asks if Energenecs reviewed this. DPW Blashka states yes, but for the crew he'd like to see them all be the same in the future. Commissioner Flasher asks if we've made changes since we received the quote. DPW Blashka states that he thinks so; he thought with the savings of the main lift station tower, we'd be around the same cost; the tower was never part of the quote, we were responsible to pay for that separately. He states that we can get by with what we have, but the Hidden Creek station is the only 480 volt station, everything else is a 280 volt system; Charter Hills will still be 480 volts; they have different relays in them. Commissioner Albright states that it would be nice when they are all running the same. Commissioner Griffin asks how old the Hidden Creek lift station is. DPW Blashka states that it's between 11-12 years old. Commissioner Albright states that if we don't make the upgrades now, it could cost more in five years from now. Commissioner Flasher asks if it's usually the DPW and Mr. Witters who deals with the lift stations. DPW Blashka states that it's them and sometimes Mr. Winscher and Mr. Holfeltz; Well 1 and Well 2 used to be different, now they're the same; it makes it so much easier to have them the same. He states that the lift station conversions should begin next month; there should be three done by the end of this year. Commissioner Katte asks if, after the conversion, we won't have any more overruns. DPW Blashka states that he can't say. Commissioner Griffin asks DPW Blashka if he's looking for changing out the panel at the Hidden Creek lift station but leaving Charter Hills as is. DPW Blashka states yes; if development starts, then we may have to build a new lift station.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase and installation of a new panel for the Hidden Creek lift station per a motion by Commissioner Griffin and a second by Commissioner Albright.” Motion carried.

DPW Blashka states that he and Mr. Witters can review and control all of the wet wells from their cell phones; they have an app on their phones for this; there are secure passwords; this allows us to know right where to go; we can also make adjustments from our phones.

14. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that there was nothing pertaining to the Sanitary Districts other than Mueller Fields, which was already discussed.

15. Operators Report

DPW Blashka states that there was a problem at the Cth Y lift station; there was debris and the floats were sitting on top of the debris; the feed line for the chemicals got plugged. He states that he got a call from a resident because of the smell; they checked the lift station and fixed the problem. He states that the flows report is in the packet; there was a spike in flows because of the 2" of rain on July 13th; otherwise, sampling's been low.

He states that he has concerns regarding private systems, like Bain's and the Preserve at Briarwood; we don't require them to televise; the system is checked before and after they hook up for leaks, but then we never go back. He asks if we should send letters telling them they should televise; they could piggy back with the District's televising and we could bill them for their portion; or they could televise on their own and provide us with their report. He states that he got a lot of locates called in for leaks and he realized this could be an issue. Commissioner Griffin asks when a locate comes in, do we see their connection points for high flows? DPW Blashka states that we don't know if it's just the flow or a leak. Attorney Bauer asks how we put Bain's on the system initially. DPW Blashka states that he doesn't know; we'd have to look back at the minutes to see if any

maintenance was required. Commissioner Griffin asks about how many miles of sewer are private. DPW Blashka states that he doesn't know. Commissioner Griffin states that this issue should be placed on the September agenda.

DPW Blashka states that the owner of the Blind Horse Restaurant came into the Town Hall today because they want to put a floor drain in the winery. He states that he contacted Town plumbing inspector Scott Winter, but Mr. Winter states that because he's not the Town's commercial plumbing inspector, we should call the State; Mr. Winter said that State plumbing code says that they can connect a floor drain if they have a 4" service but they would have 90 days to register the work at the Clerk of Courts. He states that the Blind Horse's plans show the lateral going into the building wall, but that's not where our gis mapping shows the lateral coming in; we show that it comes out 10' at 45 degrees, then 60' to the right-of-way. Attorney Bauer asks if this is their new building. DPW Blashka states yes. He states that they don't want to tear up their concrete floor; they would tear up outside. He states that he'd like to see where they're trying to tie in and make sure the connection is tight, but he doesn't think that there's anything we have to approve. He states that Mr. Winter is a certified commercial plumbing inspector but he's not hired by us for commercial inspections; we use the State inspectors; the State comes when they want; the State went to the Sheboygan Senior Center for the footings, the rough; a lot could go wrong in between visits. He states that there is a cleanout in the building. Commissioner Griffin states that we don't have as-builts because it's private. DPW Blashka states that we try to get drawings to give us some idea when they're connecting; they should have tracer wire on all of this. Commissioner Griffin asks if we can hire Mr. Winter to inspect the work. DPW Blashka states that he's not allowed. Attorney Bauer states that we could authorize him to do the work for the Districts. Commissioner Flasher asks if they have to submit the work to the State. DPW Blashka states that he doesn't know. Commissioner Griffin asks if we can have our crew do the inspection. DPW Blashka states that he would be fine with that. Attorney Bauer states that then the owner would know that someone is looking at it. Commissioner Griffin states that we should take pictures to make sure there are no catch basins, no gutters running into the drain.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the floor drain extension for the Blind Horse Winery subject to an outside inspection by Town personnel per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

DPW Blashka states that there were problems with Well 2. He states that the Well has been chlorinated and we pumped out the waste; it was chlorinated again and pumped again until we got a zero read on the chlorine; we used 1,000,000 gallons of water until we got the zero parts per million read; we got a site sample done by Cardinal Environmental, then we took another sample and that came back safe. He states that next month we'll take another raw sample, per the DNR; the wet weather seems to cause this. Commissioner Flasher asks when the last time was that we had this problem. DPW Blashka states that it happened in 2011; it's happened three times since he's worked for the Town. Attorney Bauer asks where the water was pumped to. DPW Blashka states that it was pumped into the sanitary sewer.

DPW Blashka states that he received one water complaint from a Woodland Rd. resident; we flushed but the water was clear for the whole 20 minutes. He states that he's not sure what the problem was, but they flushed right by the resident's home. He states that they're exercising the valves right now; Mr. Winscher is raising curb stops; he's purchasing the parts from Menard's because they're cheaper than Honold & LaPage, but Menard's doesn't have a big stock. He states that a lot of people bury their curb stops on purpose because they don't like them sticking up in their yards and they complain when we paint them blue; we tell the residents that we need to mark them for locating and that they need to be at the surface.

DPW Blashka states that the SCADA system is making things a lot easier than always having to go into the Well houses; this is all on the app on their phones; this will be the same for the lift stations when the upgrades are complete.

16. Communication & Correspondence Received After Posting of Agenda

DPW Blashka states that he's been contacted by GFM Co. out of Neenah regarding commercial development on Heather Valley Rd and Enterprise Dr. Attorney Bauer states that Premier Real Estate Management wants to come to the Plan Commission with a 64 unit apartment complex proposal for outlot 3 in Green Meadow Subd. Commissioner Griffin asks if this is going to be a low income housing development. Attorney Bauer states that it's not been described as that. Commissioner Griffin states that these two proposed developments should be placed on the Districts September agenda. Attorney Bauer states that the Green Meadow developers want to

begin construction by the end of the year. DPW Blashka states that he was contacted by a developer, asking how sewer could be extended for service by Stone Dr.; it looks like it could be brought from Stone Dr. west, to get enough depth; if the properties would be on slabs instead of having basements, depth won't be an issue. He states that he sent the developer as-builts. Attorney Bauer asks if they made a formal submittal. DPW Blashka states no. Commissioner Katte states that he noticed flags in that area. DPW Blashka states that they are for wetland delineation.

17. Pending Item List Review

The pending item list is reviewed and updated accordingly. The list is part of the minute book for review and record retention purposes.

Commissioner Flasher states that he doesn't have his packet information placed in a binder, it takes less time to have it assembled this way; contact Ms. Free if you would prefer to get your information this way.

18. Adjourn – Sanitary District #3 (Water)

“There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:46 p.m. until Monday, September 21, 2015 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Hoeppner”. Motion carried.

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

19. Approval of the August 17, 2015 Monthly Bills

Commissioner Griffin asks how the reimbursement to the Town works. DPW Blashka states that utilities are split in thirds and so are other small bills, the credit card bills, the website; payroll is all paid by the Town; Ms. Free prints reports every month showing what the Town covered for the Districts from the previous month; it's always a month behind.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 17, 2015 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

20. Discussion/Action – Proposed Sanitary Sewer Extension/Easement for Windmor Subd North

Attorney Bauer states that a contractor had come to the Town Hall to take out a new home building permit for the Windmor north outlot. DPW Blashka states that he told the contractor that they couldn't build on this lot until there was a sewer easement, a pre-con and accepted plans, then they need to build it and have it inspected, then it gets accepted, then they can build. DPW Blashka states that he's not sure what utilities are all out there; we could call Digger's Hotline to see if the current 25' easement is sufficient. Attorney Bauer states that if the Commissioners determine that the existing 25' wide sanitary sewer easement is adequate, then the District should adopt a resolution approving and accepting the 25' wide easement; if the District determines that the 25' easement is not adequate then it should reject it and not approve the installation of the proposed sanitary sewer. DPW Blashka states that there's gas, phone and cable there, but he doesn't know where; there might be power, too; we originally wanted a 12' and a 25' easement. He states that if they can guarantee that there is at least 13' of clear area for sanitary sewer construction and maintenance, he might be okay with this, but he doesn't think that is the case. Engineer Holtan asks how deep it will be. DPW Blashka states that he's not sure, between 8' and 9'. He states that they want to start this new house this month, but the contractor can't start the sewer yet. Commissioner Griffin states that if they do a locate for the other utilities, and depending on where they are located within the existing 25' wide easement, another 5' to 6' could be added to the easement to accommodate the District's sanitary sewer needs. He asks how wide the Windmor South easement was. Attorney Bauer states that the south sewer extension went along the back of the properties, so the easement ended up being 25' wide. Commissioner Griffin asks if we need 25' outside of the other utilities. Engineer Holtan states that's DPW Blashka's preference. Commissioner Albright asks if 20' would be adequate, if we know where the other utilities are. Commissioner Griffin states that we could give them the option of 25' outside the 12' utility easement or we could mark the utilities in the 12' easement to show we have at least 20' to work with. Commissioner Albright asks how it would work if they bore, staying away from another utility if it's in the easement and then also work with the Town to see how much additional they'd have to give to make it work. Commissioner Griffin asks who's going to make contact with the contractor. Attorney Bauer states that it's probably best if DPW Blashka does. DPW Blashka states that the sewer depth is 12'. Engineer Holtan states that the OSHA requirement will be quite a bit. Commissioner Albright states that we're recommending a 25' easement outside of the existing 12'. DPW Blashka states that one manhole is 18' deep; the next one is almost 13' deep. Engineer Holtan states that the electrical looks like it's in the center of the 12' easement. Commissioner Griffin states that they'll have

to give us at least an additional 5' to 6'. Engineer Holtan states that they'll also have to have a construction easement. DPW Blashka states that they should be able to do the work in this easement. Engineer Holtan states that they can't use the ditch to construct it. Attorney Bauer asks DPW Blashka if he's comfortable going back to who came to us to discuss this. DPW Blashka states yes, it was Mike Werner. He states that he'll call him tomorrow; he's the contractor for the new home. He states that he'll let him know that it's not a wide enough easement; if the main cracks, how do we get to it. Commissioner Griffin states that he'll also have to inform Mr. Werner that the District never approved it. Attorney Bauer states that they don't have authorization to construct the sanitary sewer extension without the District's approval of the sewer easement; Mr. Werner can come to next month's meeting to talk about it if there are issues.

Attorney Bauer summarized the status of the easement as follows:

1. That the CSM that created the 2 Windmor North lots contains a 12' wide utility easement.
2. That the owner created a 25' wide sanitary sewer easement over the top of the 12' wide utility easement by recording a document on May 14, 2015 as Document No. 2002928. The District has not approved or accepted this sanitary sewer easement.
3. The District has not previously approved this sanitary sewer easement request because of a concern that the easement was not wide enough to install and maintain a sanitary sewer main. The clear area for the sanitary sewer was only 13' wide (25' sanitary sewer easement less 12' for all other utilities).
4. The owner/builder should work with the District to determine if 13' was adequate for the installation and maintenance of sanitary sewer and if not additional easement area (both permanent and temporary construction) may need to be granted to the District.

21. Discussion/Action – CMOM: Capacity, Management, Operations & Maintenance Plan

Commissioner Griffin asks if everyone's reviewed the proposed CMOM and asks if there are any comments. Commissioner Katte states that we need to add under "Create Information Materials", a future handout to address the problem with flushable wipes and that we have to get grease trap policies to Town restaurants and businesses or schools with kitchens. He states that page 6 has a typo: pipe, not piper; page 7 has a typo: though, not thought; page 14 has a typo: aid, not air.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the CMOM: Capacity, Management, Operations & Maintenance Plan with the modified corrections as stated, per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

22. Review/Adopt - Revised Town of Sheboygan Sanitary District No. 2 Sewer Ordinances

Attorney Bauer states that he's gotten through Section 7. Commissioner Griffin states that we completed Section 3 and 4 at last month's meeting; there were some minor modifications to Section 3; Section 4 is referenced to the City. Attorney Bauer asks if we want the City involved in the managing and inspecting. Commissioner Griffin states that he'd like all of the information included, then we can strip out what we don't want or need.

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 6:26 p.m. until Monday, September 21, 2015.

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 September 21, 2015