

**NOTICE OF PUBLIC MEETINGS**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

**Date: MONDAY, August 17, 2020**

**Place:** Town Firehouse, 3911 Cth Y, 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

The monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:45 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 5:34 p.m. on Monday, August 17, 2020 at the Town of Sheboygan Firehouse, 3911 Cth Y, Sheboygan, WI 53081, Sheboygan County.

**1. Call to Order**

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by Treasurer Jerry Hoepfner at 4:00 p.m. The following were also present at the meeting: Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Town Engineer Tom Holtan; Alternate Commissioner Jeff Klosterman; Director of Public Works William Blashka; Deputy Director of Public Utilities Damian Nevers; Office Manager Darla Free and those persons on the attached list.

**2. Approval of the August 17, 2020 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the August 17, 2020 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action –**

**A) Residents Tom and Teri Behrens Driveway Concern, 5311 Pine Ct**

Property owner Teri Behrens is in attendance for this agenda item. DPW Blashka states that they had an Eddy hydrant located by the Behrens home, but outside of their driveway; Eddy's are obsolete so they change them out when they're having issues with them; it was replaced with the hydrant they had in stock; he took photos of the area, including the Behrens driveway, before and after the work and they have been submitted to the Commissioners. Commissioner Hoepfner asks Ms. Behrens if she'd like to speak. Ms. Behrens states that she also has pictures and the driveway is definitely tilted; she won't say that there wasn't a bump before, but now it's even higher; she shows pictures that she took with her cell phone; she states that she also has a photo in her car, but it's a regular photo and it shows that the crack isn't as wide. DPW Blashka states that he told Mr. Behrens that we didn't go under his driveway and we didn't undermine it; the Behrens weren't happy with his response so he told them to attend this meeting. Commissioner Hoepfner asks Ms. Behrens what her suggestion would be. She states that she'd like it jacked up. Commissioner Hoepfner asks if this would satisfy her. She states yes. Mr. Nevers states that he has one estimate to have this done; it's about \$300.00 and there's a three year warranty. Commissioner Hoepfner asks if he got another estimate. Mr. Nevers states that he contacted another contractor but hasn't spoken to him yet. Commissioner Hoepfner states that we'll get the second estimate and recommends that the District make the repair.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to accept the lowest bid to have the driveway jacked up for 5311 Pine Ct at a cost not to exceed \$600.00 per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**B) Water Lateral Abandonment: 3692 Progress Dr, Due by June 18, 2020**

Ms. Free states that this was an item of the District's "Miscellaneous Projects and Items", this is owned by Custom Built. DPW Blashka states that they needed a 6" line for their fire protection. Attorney Bauer states that we'll have to look if this was a requirement on their conditional use permit. Ms. Free states that she believes it was just a District decision, but she'll check the permits and e-mail what she finds. DPW Blashka states that we'll want to keep the curb stop exposed so we can keep track of it, but for long term and with corrosion, if it's not being used it's best if we abandon it. Commissioner Stewart asks if there were changes to the sewer lateral. DPW Blashka states that he doesn't think so. Commissioner Hoepfner states that we'll keep this on the agenda for next month for further discussion.

**4. Discussion/Action – Review CD Renewal: Beal Bank USA August 26**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves having the \$250,000.00 balance from the Beal Bank USA cd deposited into the District’s Wells Fargo Investment Holding account per a motion by Commissioner Hoepfner 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 4:45 p.m. by Commissioner Hoepfner and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

**7. Approval of the July 20, 2020 Monthly Meeting Minutes**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 20, 2020 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Griffin.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the July 20, 2020 monthly meeting minutes per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

**8. Discussion/Action – Usage & Flows for 4811 Venture Dr, SM Landmark Properties**

Commissioner Griffin states that Miesfeld’s is expanding but we don’t know what they’re proposing or if they’ll have a significant flow increase which could increase their UCE rating; this should stay on the agenda.

**9. Discussion/Action – Kruschke Ave Encroachment Agreement, Peter Arthurs**

Attorney Bauer states that Mr. Arthurs wants to reconfigure his lot lines; this will allow him to put in private laterals so the vacant land to the south of his home can be served; if municipal services were ever installed, he’d be assessed; this is going to the Town Board tomorrow for approval; Mr. Arthurs needs a driveway and utility encroachment agreement with the Town. Commissioner Griffin states that this should remain on the agenda.

**10. Discussion/Action – Whistling Oak Apartments LLC, Parcel 59024341880, WI Lakefront Property Management**

DPW Blashka states that they had the pre-con, they have State approval for sewer; they were going to break ground this week but because they don’t have the State approval for the water, they can’t start yet; they did apply and get an early-start permit. Commissioner Griffin states that this should remain on the agenda.

**11. Discussion/Action – Development Agreement for Lincoln Estates Subdivision**

Attorney Bauer states that they filed their preliminary plat for approval; they are coming to the Plan Commission on September 1, then to the Town Board on September 15.

**12. Discussion/Action – Virtual Meetings**

Commissioner Hoepfner states that he’s tried to log on for the virtual meetings but has had trouble and asks if anyone else is having trouble. DPW Blashka states no, but it works best if everyone stays home because there’s too much noise and feedback when you’re in the same room and this also defeats the purpose of a virtual meeting and social distancing. Commissioner Griffin states that this came up because Commissioner Stewart spoke with someone he’d like to recommend for an Alternate Commissioner position but this person has concerns about social distancing and would prefer virtual meetings. Commissioner Griffin states that the majority opinion is that we won’t have virtual meetings at this point in time.

**13. Discussion/Action – Project Tracking Sheets**

Ms. Free states that this was discussed at the last two meetings; Commissioner Stewart sent a sample of the format he’d like to have; they’ll work on this in early September.

**14. Discussion/Action – Addition of Alternate Commissioners**

Commissioner Griffin states that they’re in agreement that they’d like to have a second Alternate Commissioner; Commissioner Stewart may have someone who’s interested; we can post it on the Town website, on the Home and DPW page.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to start the hiring process for an Alternate Commissioner per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves to start the hiring process for an Alternate Commissioner per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

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

Attorney Bauer states that a Miesfeld's expansion and re-zoning was reviewed; csm for 4119 Kruschke Ave; temporary sign permit for the Sheboygan Senior Community and setbacks for a new home on Heatherfield Ct.

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

DDU Nevers states that the sewer flow reports have been submitted; because of the rain events, I & I is present; it was significant at the Cth Y station and they are investigating. He states that a week ago Mr. Winscher saw sewage on the floor of the Pigeon River lift station; Sabol Mechanical pulled the pump today and took it to Fond du Lac to repair; the gaskets had dried up; he asked them to give a quote to look at the check valves and it came back at \$6,300.00; this would be to service the pumps. Commissioner Griffin asks how old these pumps are. DPW Blashka states one is 10-12 years old, one is about 15 years old and the other two are from the 1970's. Commissioner Katte asks if this maintenance is in the O & M manual. DPW Blashka states that it will be. Commissioner Griffin asks if this shouldn't be routinely inspected every five years. DPW Blashka states that there are routine checks and if something's wrong they should be seeing liquid coming out. Commissioner Griffin states that this brings up recent discussions about adding staff due to growth, retirements. DDU Nevers states that he and Mr. Witters completed the chimney seals in Charter Hills Subd and Cth J; this will help prevent I & I.

DDU Nevers states that Mr. Schneider has finished hydrant flushing; he came across numerous hydrants that needed to be pulled apart and repaired; they were black-bagged but all are back in service now.

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

Commissioner Griffin states that the Annual Town Meeting is scheduled for Tuesday, September 15<sup>th</sup>, 6:00 p.m. at the Firehouse and there is a property viewing at 4020 Technology Pkwy at 9:00 a.m. tomorrow; this is the proposed new location of the Town Hall.

#### **18. Pending Item List Review**

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

#### **19. Adjourn – Sanitary District No. 3 (Water)**

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:34 p.m. until Monday, September 21, 2020 at 4:00 p.m. per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke." Motion carried.

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

#### **20. Approval of the August 17, 2020 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 17, 2020 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Stewart." Motion carried.

#### **21. Review/Approval – Resolution 1-2020 Compliance Maintenance Annual Report (CMAR)**

DPW Blashka states that the CMAR is an annual requirement; it was late this year due to Covid; there were no changes from last year other than the starting and ending balance of the District's funds; we received an "A" grade in operations and financial position.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Resolution 1-2020 Compliance Maintenance Annual Report as presented per a motion by Commissioner Stewart and a second by Commissioner Griffin." Motion carried.

#### **22. Discussion/Action – North South Interceptor, Village of Kohler I-43 Crossing**

Commissioner Griffin asks Engineer Holtan to review the information and see if, or how much more, the Village of Kohler would owe the District because they've moved their connection location; this item should remain on the agenda.

**23. Discussion/Action – CD Rates and Unsecured Funds**

Commissioner Griffin states that they'll put any cd purchase on hold because they'll be meeting with the Town Board about possible borrowing.

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

Nothing submitted; no updates.

**25. 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 6:06 p.m. until Monday, September 21, 2020 after the Water District monthly meeting per motion by Commissioner Katte and a second by Commissioner Stewart." Motion carried.

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

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

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

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

**Minutes approved on September 21, 2020**