

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: Monday, August 19, 2019

Place: Town Hall, 1512 N. 40th St., Sheboygan, Wisconsin

Time: 4:00 p.m.–Sanitary Dist. 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 Dist. 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 4:25 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 5:19 p.m. on Monday, August 19, 2019 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 Dave Albright, Sanitary District No. 3 (Water) at 4:00 p.m. The following were also present at the meeting: Treasurer Jerry Hoepfner, Sanitary District No. 3 (Water); Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Sanitary Districts No. 2 (Sewer) and No. 3 (Water) Alternate Commissioners Damian Nevers and Jeff Klosterman; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

2. Approval of the August 19, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the August 19, 2019 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

3. Discussion/Action – Costs Incurred to Repair Water Lateral Leak at 5129 Wild Meadow Dr.

DPW Blashka states that this water leak was on a service that was moved from the original location, 10' to the south of the original lateral and onto private property; it's now a poly service so we wouldn't be able to hear a leak on the copper service; the current owner isn't the original owner; how are we going to handle a leak that could occur between the original curb stop to where it's been moved to. Commissioner Hoepfner asks if they've added another curb stop. DPW Blashka states yes; LA Equipment bored a new line to avoid tearing up the driveway, then located the new curb stop in the right-of-way; it took all day to fix the leak and restore the area. He states that he thinks the property owner should be responsible for the entire service if they move it without permission, but the PSC regulations might not allow that. Commissioner Albright asks if they had plumbing approval. DPW Blashka states that the plumbing inspector at that time drew a diagram on the permit, inspected the work and signed the permit, but the change put the service out of the right-of-way. Commissioner Lutzke asks if we've had other leaks in this subdivision. DPW Blashka states yes, one in the road, one in an empty lot and another at a home; he thinks these laterals were at the time when there was bad copper being used; he'd like something in writing if owners want to move a service. Commissioner Albright asks if you want them to be fully responsible if it's not in the right-of-way or in an easement. DPW Blashka states yes. Attorney Bauer states that the plumber should have gotten DPW approval for the change. Commissioner Stewart asks if the District's ordinance prohibits moving a lateral. DPW Blashka states that he doesn't know; we are supposed to be liable to the curb stop; without tearing up the driveway, we don't know exactly what they did.

Commissioner Stewart asks if we're billing back the costs to the resident. DPW Blashka states no, because this leak is on our side of the curb stop; the leak's on our side, but if they wouldn't have moved it, it maybe wouldn't have leaked. Commissioner Albright states that if someone wants to move a service, they need permission and it has to be done the correct way. DPW Blashka states that it looks like they did a 90 degree angle and you can't tell where it goes into the house. Commissioner Albright states that this item should stay on the agenda but the address can be removed.

4. Discussion/Action – HydroCorp Cross Connection Control Program Contract

Attorney Bauer states that HydroCorp accepted all of the changes that we made at last month's meeting.

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

5. Discussion/Action – Approval for Two Utility Crew to Attend AWWA Annual Conference in Madison, WI

DPW Blashka states that this is a three-day event for John Witters and Joe Winscher; Mr. Winscher is a certified operator and Mr. Witters is still in training; they need to attend these conferences to get their credits; he booked two hotel rooms for two nights, \$199 per night; it's September 11-13.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves Mr. Witters and Mr. Winscher attending the AWWA Annual Conference in Madison for two nights per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

6. Discussion/Action – District Investments/CD Rates

"The Town of Sheboygan Sanitary District No. 3 (Water) District approves to purchase an 18-month 1.900% BMW Bank North America cd, amount of \$250,000.00 and a two-year 1.850% Capital One Bank USA cd, amount of \$250,000.00, using \$50,000.00 from the Wisconsin Bank & Trust money market, \$200,000.00 from the Wells Fargo Investment Holding account, \$250,000.00 from the matured Capital One Bank USA cd and to also deposit the \$250,000.00 balance from the State Bank of India/NY cd into the Wells Fargo Investment Holding account on October, 17, 2019 per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner." Motion carried.

7. Discussion/Action – New Water Tower Site

Nothing submitted; no updates.

8. 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 the Sanitary District No. 3 (Water) Monthly Meeting

9. 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 4:25 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

10. Approval of the July 15, 2019 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the July 15, 2019 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 July 15, 2019 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

11. Discussion/Action – Water and Sewer Extension to Vacant Land North of Menard’s, Parcel 59024341880

Ken Gumm, Char Gumm, Larry Gumm, Rich Miesfeld and Carolyn Miesfeld are in attendance for this agenda item; they are co-owners and would like to sell this parcel for the development of six sixteen-unit apartment buildings, one and two bedrooms each. Ms. Gumm states that they have an easement through Menard’s property that can be used to run water and sewer into their property. DPW Blashka states that he reviewed the master site plan and it shows this area being served by gravity sewer along I-43 North, almost to Playbird Rd. Ms. Gumm asks who would pay for this. Commissioner Griffin states that Menard’s can’t because they’re already served; it should be whoever is requesting the services. DPW Blashka states that everyone on Vanguard is also already served; the sewer is shallow in this area; we should have Engineer Holtan see if it would work to put in a low pressure system, then they can go into the Vanguard system. Commissioner Griffin states that we’ll also have to see if the sewer on Vanguard can handle the capacity. Ms. Gumm asks that this item remain on the agenda.

12. Discussion/Action – Conceptual Installation of Western Interceptor, Hawthorn Road River Crossing

Resident Jeff Saak is in attendance for this agenda item. Engineer Holtan distributes informational literature and a cost estimate of the potential project; he states that the cost is based on acreage because most of the area is not developed; the cost doesn’t include sewer connection fees. DPW Blashka states that both water and sewer were installed during the river crossing project, but the sewer isn’t operational; due to costs, permitting, disturbing land and the river, it made sense to put both services in at that time; the plan was that there would eventually be a lift station in that area due to projected growth of the Town; the Charter Hills lift station would be abandoned when/if this happens. Mr. Saak asks how far south it is expected to serve if this happens, to the Rupp property. Engineer Holtan states yes, about that far. Commissioner Griffin states that before the project would ever move forward, there would be letters and surveys mailed to all of the residents in the area and they would hold a public meeting for the residents. Commissioner Albright states that Ms. Free provided a list and map of the area residents; all of the residents are in the Water District but they are not in the Sewer District; this item should remain on the agenda.

13. Discussion/Action – Description of Districts’ History for Website

Commissioner Albright states that the Water District still has to edit their District description and this item should stay on the agenda.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the “Learn About Your Sewer District” document with the recommended changes per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

Commissioner Griffin states that they’ll discuss where on the website the information should go at next month’s meeting.

14. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that a csm was approved for the split of a parcel on N 47th St; an Eagle Scout will be constructing a shelter at Rudy Mahler Park; a sign permit was approved for the Mobil gas station on Vanguard Dr and there was an amended csm for Acuity because a portion of property was missing from the County’s parcel map; there was nothing pertaining to the Districts.

15. Operator’s Report

DPW Blashka states that he had problems with the radio at the Erie, Hidden Creek and Charter Hills lift stations; he’s having Energenecs rebuild them because it’s half the cost of purchasing new; he’ll also have a spare radio; the old utility truck rusted out but we’re keeping it; we had parts replaced and modified; everything else is going good with the Sewer District.

DPW Blashka states that they had the Green Meadow lateral leak; residents were complaining that their sump pumps were running; we were losing around 300,000 gallons of water per day; that area of the Town has high water pressure, so we lose more water; he also found a leak on Woodland Meadows Dr and LA Equipment will be repairing it next week. He states that all of the summer flushing is done; there were some hydrants that weren’t painted when we contracted that work out a few years back so the crew will be working on painting them; all of the water sampling is done and we have no violations; we crossed another threshold of how many customers we serve, so we’ll have more testing to do. Commissioner Albright asks when the painting of Tower 1 is starting. DPW Blashka states that he’ll contact Dixon Engineering, he hasn’t heard from them yet. He

states that their SCADA login service is no longer available for free; we'll have to purchase service but we do get a government discount; we'll get three logins, it costs \$499 annually and it will be split between the Districts.

16. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that he'd like to have a closed session after the September 16th monthly meeting; he'd like to discuss emergency plan issues and field staffing.

17. 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.

18. 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 5:19 p.m. until Monday, September 16, 2019 at 4:00 p.m. per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

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

19. Approval of the August 19, 2019 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 19, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

20. Discussion/Action – O & M: Collection System, Lift Stations & Grease Trap Policy

Nothing submitted; no updates.

21. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that Ms. Free e-mailed to let us know that Safebuilt doesn't do grease trap inspections; HydroCorp doesn't do them either; last month's Silvergate Bank cd purchase went through.

22. 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 5:25 p.m. until Monday, September 16, 2019 after the Water District monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

Town of Sheboygan Sanitary District No. 3 Water

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

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

Minutes approved on September 16, 2019