

**MEETING MINUTES OF**  
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)  
AND  
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)  
**Date: Monday, August 20, 2018**  
**Place: Town Hall, 1512 N. 40<sup>th</sup> St., Sheboygan, Wisconsin**  
**Time: 4:00 p.m. - Sanitary District No. 3 (Water) Monthly Meeting**  
**Time: To Follow Sanitary District No. 3 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 4:00 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 4:14 p.m. on Monday, August 20, 2018 in open session at the Town of Sheboygan Town Hall, 1512 N. 40<sup>th</sup> 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 Commissioner Jeff Klosterman; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Assistant Peggy Fischer and those persons on the attached list.

**2. Approval of the August 20, 2018 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the August 20, 2018 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

**3. Discussion/Action – Mapledale Condominium Association Private Hydrant Flushing Service Agreement**

Attorney Bauer asked if anyone was present to represent Mapledale Condominium Association. Russell Wiverstad, 4227 Kirkwood Ct. said he was. Attorney Bauer stated that he never received anything back from him regarding the agreement. Russell read the part of the agreement that he had an issue with regarding billing. DPW Blashka explained that it is not much work to flush a hydrant and they would not need to bill unless there was a problem. Attorney Bauer asked if Mr. Wiverstad was good with the explanation. Mr. Wiverstad agreed and signed the agreement. Motion to approve the Flushing Service Agreement was made by Commissioner Albright, second by Commissioner Lutzke. Motion carried.

**4. Discussion – Private Well Contamination on N 45<sup>th</sup> & N 46<sup>th</sup>, North of Mueller Rd.**

DPW Blashka gave a copy to Commissioner Albright and said that the information is posted on the Town of Sheboygan website. DPW Blashka asked if there was anything else that needed to be done. DPW Blashka said that testing was done on our well and it tested good. DPW Blashka also said that there has not been any other calls from residents regarding their wells and he has not heard anything from Cardinal Environmental regarding this. This item will be carried over to next month's agenda.

**5. Discussion/Action – Updates to Tower 1, Dixon Engineering**

DPW Blashka received the bidding documents on Tower #1, which is very lengthy and he has not had time to read through all of it. DPW Blashka said that contractors are against the clear coating and are using a new product that keeps the shine. DPW Blashka said the brown on tower #2 looks faded and wants a product that will hold the shape and integrity of the color. He said it could be a possibility to use a clear coat on the brown as an option on the quote. The topic of a penalty was discussed. DPW Blashka asked the Commissioners if they wanted the penalty for the work not being done on time removed and or the price of the penalty if they chose to have one. The current penalty is \$200.

DPW Blashka asked if they would like it increased to \$500 as requested by Dixon, or if they would like the penalty charge removed. Alternate Commissioner Jeff Klosterman said that the penalty could increase the cost of the job. Commissioner Katte suggested using working days instead. Tom Holtan, Engineer, AECOM, and Commissioner Albright agreed that stating the day you want it completed by would be better. Attorney Bauer asked how long will the project take. DPW Blashka thought the tower would be out of commission for 30 days. Attorney Bauer was asked for clarification regarding the penalty clause. Attorney Bauer said that with a per day penalty, the company doing the work would be charged back for the days that the job is not completed on time. This amount would be deducted from the total job cost. DPW Blashka was asked when would the work be bid out and his reply was possibly October with the work being done in the summer of 2019. DPW Blashka offered to send the file regarding the quote to all the Commissioners. President Dave Albright will review the bidding documents.

#### **6. Discussion/Action – New Water Tower Site**

Commissioner Albright said that he and Darla had emailed Jim Hapeman regarding the land and no one has received any replies. Commissioner Albright said he will work on contacting him. Additional discussions regarding the water tower site is presented in item number 15, Pending Item List Review.

#### **7. 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**

#### **8. 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 4:14 p.m. by President Dave Albright, Sanitary District No. 3 (Water) and President Dave Griffin Sanitary District No. 2 (Sewer). The following were also present at the meeting: Treasurer Ken Katte, Sanitary District No. 2 (Sewer); Secretary Art Stewart; Sanitary District No. 2 (Water).

#### **9. Approval of the July 16, 2018 Monthly Meeting Minutes**

“The Town of Sheboygan Sanitary District No.2 (Sewer) Commission hereby approves the July 16, 2018 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 16, 2018 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

#### **10. Discussion/Action – Purchase of Truck Box**

DPW Blashka gave an update on the bids regarding the truck and body; Casper truck is \$53,104 and Olson Truck is \$50,123. DPW Blashka spoke about the bids and the generator verses the inverter, what they are used for, the size of the truck and his concern with Casper sending the work out. Commissioner Katte asked about the warranties and DPW Blashka said that the warranties are the same. DPW Blashka said it would be in this year's budget, but will probably not be available until January.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of a truck box from Olson Truck at a cost not to exceed \$52,000.00 with each District paying 50% of the total cost 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 purchase of a truck box from Olson Truck at a cost not to exceed \$52,000.00 with each District paying 50% of the total cost per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

#### **11. Discussion/Action – Policy on Unused Lateral Abandonment**

The current ordinance regarding abandonment of unused laterals was reviewed. Commissioner Stewart asked for clarification regarding the ordinance and why it would be necessary for homeowners to incur the cost to abandon at the main. DPW Blashka said if it does not make sense for the homeowner to do, they can come to the Sanitary Districts meeting. Commissioner Griffin said he would prefer to handle this case by case. Attorney Bauer asked if they would prefer case by case as the general rule and all agreed. Motion to amend Section 10.14 Sewer Use and Sewer Service Charge Ordinance as presented, was made by Commissioner Griffin, second Commissioner Katte. Motion carried.

Roger Hoitink and his wife were at the meeting to speak about where they can disconnect the sewer and water laterals for 3622 Neumair Ct. since they would like to raze the house that is on that parcel. DPW Blashka would like an exception to the ordinance since it was just paved so they would like to disconnect at the right-of-way instead of the main. Commissioner Griffin asked about the sewer lateral disconnect and DPW Blashka said that the sewer lateral

would be disconnected as well at the right-of-way and they would keep the water lateral curb stop. Commissioner Griffin asked what the process was and DPW Blashka said they would dig down and cap the sewer lateral at the property line and the water lateral at the curb stop. Commissioner Lutzke asked about the possibility of capping at the main if the road would be repaved and DPW Blashka said that the overlay will be good for the next 20-25 years. Motion to approve abandonment of sanitary laterals at the property line at 3622 Neumair Ct. made by Commissioner Griffin, second by Commissioner Stewart. Motion carried. A motion is not required for the water supply as this is required by State code.

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

Nothing submitted; no updates. Jerry Hoepfner confirmed that nothing was presented at the August Planning Commission meeting that would affect the Sanitary Districts.

#### **13. Operator's Report**

DPW Blashka said that there was a leak found on 49<sup>th</sup> Street. The resident called to say that his meter was making noise. DPW Blashka said that they closed off the water and the noise disappeared. The leak ended up being the homeowners cost to repair. DPW Blashka will contact the homeowner this week to follow up on the repair status. Commissioner Lutzke asked if the lines were copper and DPW Blashka said yes. DPW Blashka said that the rest of the system is running well and sanitary is normal. The Y station was pumped recently and precipitation has been down for the month and flows are average. Commissioner Griffin said that the solids looked high in June and asked if we should look at this. DPW Blashka said he will look at the sample points.

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

Nothing submitted; no updates.

#### **15. Pending Item List Review**

Tom Holtan, AECOM said he has a preventative maintenance budget done and will have it ready for review in September or October.

Commissioner Griffin said that it is urgent that we have an answer from Jim Hapeman regarding the land for a new tower. DPW Blashka said we need a yes or no answer as soon as possible. Commissioner Lutzke said there are other properties and DPW Blashka said that they have looked at other properties and the land by Franzen is at the highest point and this would keep the cost down when building. Commissioner Albright would like a drawing with the vacant land and legal description.

#### **16. 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 4:56 p.m. until Monday, September 17, 2018 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 Agenda**

#### **17. Approval of the August 20, 2018 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 20, 2018 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Stewart." Motion carried.

#### **18. Review/Approval – Capacity, Management, Operations & Maintenance Plan (CMOM) Addendums**

The attachment for the CMOM plan is to be emailed to all for review. This will be discussed next month.

#### **19. Discussion/Action - Policy on Maintenance Obligation, The Preserve at Briarwood**

Attorney Bauer said that the Policy on Management Obligation is slowly moving forward. Jason Diener is working on collecting signatures. Commissioner Griffin said signatures are needed to have an agreement between the Sanitary Districts and the Association. The agreement would transfer the responsibility to maintain the low pressure sewer system from Developer John Rhode to the Association. The agreement will also allow the District to invoice for any costs we incur to maintain.

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

DPW Blashka presented a correspondence regarding pump school that will be held August 30, 2018. There is no cost. DPW Blashka offered to give a copy of the correspondence to anyone interest so they could register. Commissioner Griffin asked if the whole crew was going and DPW Blashka said he would send as many employees of the District that are available; Commissioners are invited to attend. Motion to send DPW Blashka to pump school August 30, 2018 by Commissioner Griffin and a second by Commissioner Stewart. Motion carried.

**21. 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 5:05 p.m. until Monday, September 17, 2018 per a motion by Commissioner Katte and a second by Commissioner Stewart.” Motion carried.

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

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**David Griffin**, President

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**Ken Katte**, Treasurer

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**Arthur Stewart**, Secretary

**Approved September 17, 2018**

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

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**David Albright**, President

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**Jerome Hoepfner**, Treasurer

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**Spencer Lutzke**, Secretary