

## **NOTICE OF PUBLIC MEETINGS**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

**Date: MONDAY, September 16, 2019**

**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) Commission began at 4:14 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 5:15 p.m. on Monday, September 16, 2019 in open session at the Town of Sheboygan Town Hall, 1512 N. 40<sup>th</sup> St., 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 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; Administrative Assistant Chris Steeb and those persons on the attached list.

### **2. Approval of the September 16, 2019 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the September 16, 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 a Relocated Water Lateral Leak**

DPW Blashka not sure if anything can be done that will not tear up driveways. Inspectors need to let the DPW know if curb stop is in wrong place. The Commissioners are electing to do nothing at this time.

### **4. Discussion/Action – Purchase of New Leak Detector**

DPW Blashka to get more quotes for next month's meeting. Alternate Commissioner Nevers says price seems to be on par with what he has seen. Put on October agenda.

### **5. Discussion/Action – District Investments/CD Rates**

The Commissioners discussed which CD's they would like to purchase. Two CD's at 12-month and one CD at 18-month was chosen.

"Motion to authorize President approve/make adjustments concerning the purchasing of CD's. Motion by Commissioner Lutzke and a second by Commissioner Hoepfner." Motion carried.

"Motion to purchase two 12-month CD's and one 18-month made by Commissioner Albright and a second by Commissioner Lutzke was made." Motion carried.

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

Owners of property are not willing to sell at this time per Commissioner Albright.

### **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 4:12 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.

### **9. Approval of the August 19, 2019 Monthly Meeting Minutes**

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

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

### **10. Discussion/Action – Water Service for Fire Protection to 4828 Professional Dr, Binkowsky Inc**

Currently the business has its own well. "Motion to deny application for Fire Protection unless business would connect to Town water system. Motion made by Commissioner Albright (Water) seconded by Commissioner Lutzke (Water)." Motion carried.

### **11. Discussion/Action – Water and Sewer Laterals for 4108-4110 Spring Ct, Greg Gottsacker**

Mr. Gottsacker stated that development stopped because of the economic conditions at the time. He would like to continue now following the original design. Per Tom Holtan he will need to get new approval. AECOM would be consulted regarding the Sewer & Water mains with check valves on each end. DNR approvals may have to be received again per Tom.

"Motion was made to give Tom Holtan authorization to get budget numbers to Mr. Gottsacker. Motion was made by Commissioner Griffin (Sewer) with a second from Commissioner Katte (Sewer). A motion was also made by Commissioner Albright (Water) and seconded by Commissioner Lutzke (Water)." Motion carried.

### **12. Discussion/Action – Water and Sewer Extension to Vacant Land North of Menard's, Parcel 59024341880**

Owners of parcel are attempting to get variance through Menards outlots to connect to manhole #9. Owners of parcel will be meeting with Tom Holtan and DPW Blashka. District would be pleased to approve if gravity feed and easements are possible.

### **13. Discussion/Action – Computer, Server and Program Upgrades**

Joint meeting between Sanitary 2 & 3 with Town Board will be held before or after Town Budget meeting on September 30, 2019. (Originally October 8<sup>th</sup> was discussed as an option).

### **14. Discussion/Action – Conceptual installation of Western Interceptor, Hawthorn Road River Crossing**

Send out letter to residents in October including estimated cost, connection fees. Have them return letters within two weeks from date mailed out. Commissioner Griffin and Commissioner Albright to sign letter.

Motion to approve mailing of letter after revisions by Commissioner Griffin (Sewer) seconded by Commissioner Stewart (Sewer); Motion by Commissioner Albright (Water) seconded by Commissioner Lutzke (Water). Motion carried.

### **15. Discussion/Action – Description of Districts' History for Website**

Commissioner Griffin has revisions for the Sewer District. The Sewer District had previously approved their history. "A motion was made by Commissioner Albright to approve the Water District History; seconded by Commissioner Hoepfner." Motion carried.

A request for a computer to be brought into next month's District meeting so the Commissioners can look at Town of Sheboygan website as a group for placement of the District's History.

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

Per Commissioner Hoepfner there was nothing discussed that concerned the Water & Sewer Districts. A storage building used for office space was discussed along with the addition of a 1,092 sq ft storage facility located at the Blind Horse. Both items were approved.

### **17. Operator's Report**

Sewer

- Annual clean up of lift stations to start soon. Will be getting rid of all grease and debris.
- Replaced transformer at main lift station – no issues.

Water

- Work will begin on Tower 1 starting on September 25, 2019. The tower is currently out of service.
- Water leak on Woodland Rd has been repaired.
- Semi Truck took out hydrant, broke 2 foot extension underground & bent shaft.

"Motion to accept report was made by Commissioner Griffin (Sewer) and seconded by Commissioner Katte (Sewer). Motion was also made by Commissioner Albright (Water) and seconded by Commissioner Lutzke (Water)." Motion carried.

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

Email regarding insurance rates – 10%–12% increase.

Dates to put on our calendar – Sept 24 Comprehensive Planning meeting at 5:15, Sept 20 Finance Committee and Town Board meeting.

The Town of Mosel at 6:30 pm on Sept 18<sup>th</sup> meeting regarding Playbird Rd.

A copy of a letter to Dan Hein regarding drainage issues.

Scheduling Budget Workshop – San 2 Oct. 21<sup>st</sup> and San 3 will be 3:30 on Oct 21<sup>st</sup>.

**19. 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.

**Sanitary District No. 2 (Sewer) Monthly Agenda – Immediately Following Completion of Joint Meeting  
Sanitary District No. 3 (Water) stayed to discuss closed session item**

**20. Approval of the September 16, 2019 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 16, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte.” Motion carried.

**21. Discussion/Action – Steve Steinhart, Changing of Wastewater Rates/Sheboygan Wastewater Treatment Plant**

Steve Jossart, Mark Woodstock, Amber M. (Donahue) and Dave Biebel were present to discuss the new rates. Updates were made to air dryer equipment which is one of the reasons for the new rates. They also discussed future plans at the Sheboygan Wastewater Treatment Plant.

Steve indicated they are interested in having a yearly meeting with the Sanitary members to give them updates on what is happening.

**22. Discussion/Action - O & M: Collection System, Lift Stations & Grease Trap Policy**

DPW Blashka has not had time to review yet. Include on October agenda.

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

Nothing submitted; no updates.

**24. Discussion/Action – Staffing for Emergency Situations & Field Crew Staffing**

During closed session a plan for the succession/structure of the DPW was discussed. “Motion to bring structure concept to Town Board was made by Commissioner Griffin, Sanitary No. 2 (Sewer) seconded by Commissioner Katte (Sewer); Motion made by Commissioner Albright Sanitary No. 3 (Water) seconded by Commission Lutzke (Water).” Motion carried.

**25. Adjourn – Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water)**

“There being no further business, the Town of Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 6:15 p.m. until Monday, October 21, 2019 after the Water District Monthly meeting per motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

“There being no further business, the Town of Sanitary District No. 3 (Water) Commission adjourns the meeting at 6:15 p.m. until Monday, October 21, 2019 at 3:30 p.m. per motion by Commissioner Albright and a second by Commissioner Lutzke.” 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 October 21, 2019**