

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

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: Monday, September 17, 2018

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

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 4:28 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 4:52 p.m. on Monday, September 17, 2018 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 Commissioner 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.

Sanitary District No. 3 (Water) President David Albright welcomes Administrative Assistant Chris Steeb to the Districts and introductions are made.

2. Approval of the September 17, 2018 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the September 17, 2018 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

3. Discussion/Action – 2019 Budget Workshop

DPW Blashka states that the Town Board wanted to start prepping their budget, so he also finished the Districts. He states that there was nothing out of the ordinary, only the work on Tower 1, which will cost about \$150,000.00; fire protection was increased because we added new hydrants; we will have about \$30,000.00 of extra funds, so the District could lower their mill rate if they want. He states that wages were increased for the new office staff and due to rising costs, he budgeted more for utilities. He states that they can choose to review the proposed budget or approve it. Attorney Bauer states that if the District approves the budget, then it needs to be posted and can be adopted at the October meeting. Commissioner Hoepfner states that nothing’s been budgeted for the new Tower 3 site land purchase. Commissioner Albright states that they can use reserves for that purchase.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2019 proposed budget as presented per a motion by Commissioner Albright and a second by Commissioner Hoepfner.” Motion carried.

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

DPW Blashka states that he talked to Dixon today; they changed the paint type so we won’t need the clear coat; they said it will last longer and it stays shiny. He states that we’ll want bids back this year, sometime in

December so we could have the award bidding; we don't want to do it in November because too many people will be deer hunting. Commissioner Albright asks if they'll have all the bids back for a December approval. DPW Blashka states yes. Commissioner Hoepfner asks DPW Blashka to clarify the clear coat issue. DPW Blashka states that they'll paint the tower, then they'd clear coat it; you can see a section that they missed last time; it dries and if they don't know where they left off, it doesn't show up until years later; they're now adding new materials to the paint to keep it shiny; we should get fifteen years out of the new paint job. Commissioner Hoepfner asks if we could get a credit for the area they missed last time. DPW Blashka states no, we would have had to catch it right away. Commissioner Katte asks how the insurance liability works. DPW Blashka states that it is part of the project and it is their responsibility. Commissioner Katte states that he's heard of situations where towers are being repainted and debris got into vehicles in the area. Commissioner Hoepfner asks if the contractor will be bonded. DPW Blashka states yes. Commissioner Albright asks if they'll have references. DPW Blashka states yes.

5. Discussion/Action – New Water Tower Site

Commissioner Albright asks if we've heard anything or received anything from Mr. Hapeman or Mr. Franzen. Ms. Free states that we haven't. Commissioner Albright states that he has Mr. Sonntag's appraisal and thinks we should make a formal offer; they said they were going to get another appraisal, but we never heard back from them. Commissioner Hoepfner asks Attorney Bauer how he thinks we should move forward. Attorney Bauer states that you can give them an offer; they can ignore it, but you are making it easier for them to approve. He asks how quickly would you want to close and also what kind of due diligence do you want; do you have environmental concerns and would AECOM do this. Engineer Holtan states yes, they could do this. Attorney Bauer states that we'd pick up all costs incurred, the only formal thing you can do is an offer. Commissioner Hoepfner states that he'd like to move this along. Attorney Bauer states that we could make an offer before the October meeting; if they accept it you could approve it then. Engineer Holtan states that you'd want to do it before the frost. Commissioner Katte asks if you'd have to send the offer certified mail. Attorney Bauer states no, it's not necessary; we'll send the offer to Mr. Hapeman; you can authorize a vacant land offer to purchase and we'll submit it to the seller with an acceptance date a couple of days before the October meeting.

"The Town of Sheboygan Sanitary District No. 3 (Water) hereby authorizes Attorney Bauer to submit a vacant land offer to purchase for a portion of parcel 59024342000 at the appraisal price of \$34,000.00 condition upon acceptance of price and passing an environmental study per a motion by Commissioner Albright and a second by Commissioner Lutzke." Motion carried.

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 the 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 4:28 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.

Sanitary District No. 2 (Sewer) Commissioners are introduced to Chris Steeb. Commissioner Griffin states that he previously worked with Ms. Steeb and welcomes her to the Town; he asks for an explanation of goals for the new hires. Supervisor Schwinn states that the Town Board decided to hire two people because they were both great candidates and that way they wouldn't have to take staff time to go through the process again; Clerk Conrad is retiring May 2019, Ms. Fischer will be replacing her, Ms. Kimberly Titel will move into Ms. Fischer's position; Ms. Steeb was hired to begin training with Ms. Free. DPW Blashka states that cross-training takes quite a while; understanding and learning the language of the systems takes time.

8. Approval of the August 20, 2018 Monthly Meeting Minutes

Commissioner Stewart states that agenda item one lists him as the Treasurer and Mr. Katte as the Secretary; that needs to be reversed. Commissioner Katte asks that agenda item ten reflect that each District will be

paying 50% for the purchase of the new truck box. Commissioner Griffin asks that agenda item eleven be corrected from "Sewer Used" to "Sewer Use". He states that agenda item twenty-one's last sentence should be part of agenda item twenty.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 20, 2018 monthly meeting minutes with the corrections to agenda items one, ten, eleven, twenty and twenty-one 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 the August 20, 2018 monthly meeting minutes with the corrections to agenda items one, ten, eleven, twenty and twenty-one per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

9. Town of Sheboygan Plan Commission Update

Commissioner Hoepfner states that the September meeting was cancelled.

10. Operator's Report

DPW Blashka states that he was late submitting reports because his computer got a virus and it had to be reprogrammed manually. He states that he submitted the pumpage reports for August and also a three-year running report; there were some issues at the Cth Y lift station; it kept plugging and they checked the valve after the pump and they had to turn it off at the force main to fix it; the next day the other pump went down and he had to have Albert's pump it out; he thinks it was due to the rain, which caused high flows. He states that last week the main lift station lost SCADA communication; two crew went on-site and found that the battery back-up was cracked and it cut the power; we called in Energenecs and it's now fixed; the rest of the system is running good; the BOD's are down and he closed one valve in the basement of the main lift station; we want to test it and make sure we're getting correct flows; we have one big pipe and one smaller pipe, so heavy flows go to the larger capacity pipe first; Mr. Witters thought we should try this; this will be a good learning experience for him. He states that he talked to Energenecs about moving the SCADA computer to Well 1; Well 1 does have an old computer there now; Anthony Summers from SummTech can set it up for us; this way the crew can have access and he also got a key for the crew so they can access the Town Hall where the SCADA is right now.

DPW Blashka states that everything's running good for the water system; they're painting the doors of the wells, inside and out; they've been neglected. There was a leak in Green Meadow Subd; a resident called the Fire Chief and said there was a lump in the road; it happened Thursday night and Joe Winscher responded; he met Mr. Winscher on-site; the leak was in the center of the street and was raised up 8-10"; he called in LA Equipment; it was a lateral leaking; it was getting dark outside so they made the repair the next day; we had to dig up the street; we made a bigger patch to make it look better because the top coat went on last year; we were able to get in touch with the residents who would be without service; service was back on in about one hour; we pulled a new poly line through. He states that he has the pipe but hasn't had time to calculate the estimated water loss; the leak was on our side of the service and was our responsibility; it was all installed in 2005; copper from China was being used between 2000 and 2007; lots of municipalities are having this problem with copper laterals leaking; we dug down a ways and it was dry. He states that LA Equipment is waiting for parts to make the Mapledale hydrant repair; they'll install it when the parts come. Commissioner Albright asks if, when the programmer came in to fix the back-up generator for the highway shed, were there bugs in the transformer when they took out the generator. DPW Blashka states that he doesn't know. Commissioner Hoepfner asks if it was under warranty. DPW Blashka states that it had a nine month warranty, which expired; it could have been lightning, but they couldn't tell, so he didn't turn it over to the insurance company; the electrician couldn't tell what caused the problem either.

11. Communication & Correspondence Received After Posting of Agenda

Commissioner Albright states that there were thank you notes submitted by Town Supervisor John Wagner and Officer Manager Darla Free; Ms. Free e-mailed an invitation to each District from Wisconsin Bank & Trust for a September 20th party.

12. 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.

Commissioner Griffin states that pending item 42/Abandonment of Laterals at the Main can be removed; it was resolved at last month's meeting. He states that we'll review cd rates at the October meeting; this is listed

under item number 41. DPW Blashka states that he'll be meeting with Engineer Holtan on October 12 regarding pending item 43/Preventative Maintenance Program. Commissioner Griffin states that he put together a draft for item 38/Annual Grease Trap Maintenance; Ms. Steeb made copies for everyone's review and it will also be in the October packets; it's already in our ordinance but we don't have an actual plan; the goal is to find a plan on the internet, then edit it to our needs and requirements. Commissioner Katte asks if there's anything in this information that goes to the residents. Commissioner Griffin states yes, that's a lot of the information; it's the annual maintenance requirements; we don't have a periodic annual inspection program. DPW Blashka states that HydroCorp does Sanitary District No. 3's Cross Connection Control Program and they're now starting to also do grease trap inspections and reporting. Commissioner Griffin states that he likes this idea because he doesn't want to burden the staff. Commissioner Albright asks if they want the first step to be sending a form or letter to the owners first. Commissioner Griffin states yes; right now we require restaurants to have grease traps; Brantmeier Ford should have grease traps. DPW Blashka states that we can look at their building plans. Commissioner Stewart states that they need to catch sediment and grease. Commissioner Griffin states that car washes are also required to have them; we can check with the City of Sheboygan and see what they do.

13. 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 4:52 p.m. until Monday, October 15, 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) Agenda - Immediately Following Completion of Joint Agenda

14. Approval of the September 17, 2018 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 17, 2018 monthly bills as submitted per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

15. Review/Approval – Capacity, Management, Operations & Maintenance Plan (CMOM)

Commissioner Katte submits changes to the CMOM. Commissioner Griffin states that these changes should be made and an updated copy should be handed out to everyone at the October meeting; he asks if there are any questions on the attachments DPW Blashka has submitted; there are no questions or comments. He states that Attachment B, contact information, will constantly be revised. DPW Blashka asks if they want the Alternate Commissioners listed. Commissioner Griffin states yes, and we also need to add the new office staff. He states that he'd also like to add a contact person at the Sheboygan WWTP; DPW Blashka knows what contractors we use or if there'd be a change. DPW Blashka states that for Attachment C he's only missing some model numbers; they couldn't find the numbers on the pumps, but he'll check the old paperwork. Commissioner Griffin states that he didn't see anything missing from Attachment D, Town Legal Authority and Industrial Users. DPW Blashka states that nothing's been added lately.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the CMOM and Attachments as submitted with the revisions made and also approves to revisit the CMOM and Attachments in eighteen months per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

16. Discussion/Action – Utility Upgrades by Mi-Tech Services Inc

Attorney Bauer states that this item has been resolved; Mi-Tech is re-doing the electrical by the main lift station; they will do the work under State Statute 893.28 Prescriptive rights by adverse user; we've gone back and forth with them over the easement language; we wanted the right to be able to have full access without needing their permission, but they didn't like that; their line has been there for over ten years; they're going to keep it there and not ask for anything; they aren't changing anything, it will be in the same place as it was; they'll let us know when they start and you don't need to take any action; no additional easements are required at this time; this item can be removed from the agenda.

17. Discussion/Action – Policy on Maintenance Obligation, The Preserve at Briarwood

The developer would like to get this done; we have no leverage over the homeowners; the last we've heard was that the papers are being circulated for the homeowners to sign; the next step would be for us, the homeowners and the developer to sign off that the homeowners own it. He states that the developer asked to have this low

pressure, private system be installed; it would have been expensive to have a gravity sewer installed; this item should stay on the agenda.

18. Discussion/Action – 2019 Budget Workshop

DPW Blashka states that he left the mill rate the same, added funds for office wages and added more for televising. He states that Great Lakes can do 3D video on manholes now; they can get the depth and width; we have over 1,000 manholes; it would cost \$140,000.00 and we could do it every six years; they'd supply us with pictures and then you can decide if you want to make the repairs; it would be a 4K resolution video that you'd be able to start and stop for review. He states that nothing has been budgeted for potential projects.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2019 proposed budget as presented per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

19. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

20. 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 5:30 p.m. until Monday, October 15, 2018, following the Sanitary District No. 3 (Water) monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Katte." 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 October 15, 2018