

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

**TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)**

**Date: Monday, September 19, 2016**

**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 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**

A 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 4:10 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 4:55 p.m. on Monday, September 19, 2016 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 Mark Flasher at 4:00 p.m. The following were also present at the meeting: Commissioner Spencer Lutzke, Secretary; Alternate Commissioner Damian Nevers; Attorney Michael Bauer; Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

**2. Approval of the September 19, 2016 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the September 19, 2016 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – Schedule 2017 Budget Workshop**

Commissioner Flasher states that they will have their 2017 Budget Workshop prior to the District’s Monday, October 19 monthly meeting; they’ll start the Workshop at 2:30 p.m.

**4. 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**

**5. 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 4:10 p.m. by Commissioner Flasher and Commissioner Ken Katte, Treasurer, Sanitary District No. 2 Sewer. Commissioner Dave Albright, Secretary/Sanitary District No. 2 Sewer is also in attendance.

**6. Approval of the August 15, 2016 Monthly Meeting Minutes**

Alternate Commissioner Nevers states that his first name is spelled Damian, not Damien. Ms. Free states that she’ll correct the spelling.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 15, 2016 monthly meeting minutes with the spelling correction made to Mr. Nevers name per a motion by Commissioner

Katte and a second by Commissioner Albright.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the August 15, 2016 monthly meeting minutes with the spelling correction made to Mr. Nevers name per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

#### **7. Discussion/Action – Parcels in the Town that are not in the Districts**

Commissioner Flasher states that we got a spreadsheet from the County that shows all of the Town parcels and which parcels are in and out of the Districts; there are a lot of fields with different data; Ms. Free created different tabs; the first tab has all of the data, the second tab are parcels in the sewer district, but not in the water, the third tab is vice versa and the last tab are parcels not in either District; some of these parcels are served by utilities, some are not; some never will be; there’s every possible scenario. He states that he sorted the information to show which parcels are land-only and which parcels have improvements; it’s also sorted by commercial and then by section. He states that the highest priority will be to review the parcels that are receiving service but are not in the District, which means they’re not paying the mill tax; we can identify the parcels, locate them and see what the situation is; as a District we used to defer assessments, now we actively access; if sewer’s available to a parcel, now you have to connect; we now have a property that wasn’t in the sewer District, but they just connected to the Preserve at Briarwood’s sewer; they’ll need to be brought into the District with a public hearing. He states that we’ll review each situation, one at a time, then come to the Town Board with a recommendation. He states that he’d like a procedure to avoid issues in the future. He states that there are Town properties on Washington Ave. that aren’t in the District and we’d never be able to service them with water or sewer; the City has water there, but they didn’t connect. Attorney Bauer states that if they would have connected to City services, they would have had to annex; that’s why they weren’t forced to connect. Supervisor Schwinn states that the Washington Ave. area was originally Sanitary District No. 1, but he’s not sure how things were handled when this District was changed to Sanitary District No. 2. DPW Blashka asks if the spreadsheet has parcel numbers. Commissioner Flasher states yes, it was set up that way by the County; the bottom of the spreadsheet is memorandums; none of them belong in either District. DPW Blashka states that it would be nice to bring every parcel into both Districts, but then we’d have to have service and some don’t; all parcels have water for fire protection, which is paid to the Water District by the Town, using general tax dollars; there is farm land in the Town that gets charged the mill tax. Attorney Bauer states that he agrees with the priority, if a property is using the service, they should be in the District and paying their portion of the mill tax. DPW Blashka states that not all of the manufacturing is in the Districts, per the County. Commissioner Flasher states that we can discuss each situation and make decisions; hopefully for the next meeting we can have a handout for everyone that is more refined.

#### **8. Discussion/Action – Mutual Aid Agreement Update**

Attorney Bauer states that he received a call from Town of Sheboygan Falls Chairman Steven Bauer, stating that they weren’t interested in entering into the Mutual Aid Agreement because they had no services to offer. He states that he reminded Chairman Bauer that they do have six sanitary districts and he should forward the information to them; we might still hear from them. Commissioner Flasher states that we’ll revisit this next month.

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

Attorney Bauer states that the Plan Commission made a recommendation to the Town Board to approve a sign for Quasius Construction on Hwy 42 and a sign for Rawlz Dawgz on Vanguard Dr. He states that two parties came to discuss possible subdivisions; one on N 61<sup>st</sup> St and another on Meadowbrook Ln.

#### **10. Operator’s Report**

DPW Blashka states that Verizon is working on Tower 2; Dixon’s been spot checking their work; we’ll see how the cables are once everything’s done and if there are any problems getting in to the tower, we’ll have to make them remove some; there are only nine antennas, but they have twelve cables; Dixon is aware of the situation. He states that the painting of the hydrants is done; twenty of the hydrants weren’t painted; they were newer so they didn’t have to be done or they were in easements and difficult to get to; maybe the crew can try to paint them by hand, when we get some time; thirty hydrants were painted last year and they did 441 this year. He states that all of the flushing is done and the Kennedy distributor gave us some bonnets and castings at no charge. He states that they didn’t do any valve exercising this year because they didn’t have time. Commissioner Flasher asks what the required maintenance is. DPW Blashka states that everything was done last year; usually we exercise every other year. He states that all water samples were submitted to the DNR and everything came back fine and the CCR report is also done for the year; copies of the report are available

at the Town Hall and it's also posted on the website. Commissioner Flasher asks if there have been any brown water issues. DPW Blashka states that there was one complaint; they re-flushed the area and everything was fine.

DPW Blashka states that there was a pump failure at the main lift station and Specht Electric came in to fix the problem; some wires had corroded off in the dry well area; we had the wires to other pumps replaced right away; there was a vibration problem with one pump and that will be checked next week. Commissioner Katte asks if this should be added to our pending list. DPW Blashka states no; the wires weren't in the ground, they are in a room. Commissioner Albright asks if this happened in a dry room. DPW Blashka states yes, but now they put on correctors with gel that would be acceptable in wet areas and they are wrapped; originally they only had wire nuts. He states that they had one pump that would ramp up and then kick off; they found a relay that had to be changed out and now it's running fine. Commissioner Albright asks if the flows are checked year to year. DPW Blashka states that his report was from the last two years and asks if they would want a report for every month or every quarter. Commissioner Albright states that it would be good to have the flows by month at budget time to see if the system's tightening up. DPW Blashka states that they're working on manholes and rings on Enterprise Dr. because the road's being repaired; infiltration has been cut back drastically; everything's dry where the pro-rings have gone in; next year we plan to add rings to other manholes; hopefully this will continue to take care of infiltration. He states that Verizon's work on Tower 2 was causing communication problems with the SCADA system; we're working with Energenecs to solve the problem; the work is covered under our warranty. He states that he was contacted by the maintenance person for Bain's Trailer Park and they agreed to have their system televised and cleaned along with the District's in 2017; they do want us to send them the costs before the work starts. He states that he called Albert's to schedule the yearly cleaning of the lift stations; they'll be here the second week in October.

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

DPW Blashka states that they installed a big screen that they can use for the Budget Workshop. Commissioner Flasher states that he'd also like to use the screen to work on the issue with what parcels are in and out of the Districts. DPW Blashka states that he'd like to have a wireless system and a projector; it would cost about \$300.00 per District. Mr. Nevers states that a lot of places are starting to use smart tv's that connect right to your computer.

#### **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 Flasher states that he'd like to add footnotes to the Water District's Ordinance binder. Commissioner Katte asks DPW Blashka if there are any manpower concerns. DPW Blashka states that the new employee just started; we should still budget for another person, but depending how things work out with the new employee, we may not need another person; we should know by spring if we need another person. DPW Blashka states that he'll work with Mr. Nevers on item 37, gps coordinates locator. Commissioner Katte asks if all of the grease traps are inside, item 38. DPW Blashka states no, some are outside. Commissioner Katte asks if they can be inspected in the winter. DPW Blashka states yes.

#### **13. Adjourn – Sanitary District #3 (Water)**

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 4:55 p.m. until Monday, October 17, 2016 at 2:30 p.m. per a motion by Commissioner Flasher 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 19, 2016 Monthly Bills**

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 19, 2016 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Albright." Motion carried.

#### **15. Policy on Maintenance Obligation, The Preserve at Briarwood and Bain's Trailer Park**

DPW Blashka states that we already talked about Bain's; they've agreed to participate in 2017; it will be tough to televise because the system goes from 4" to 6"; they have 4" cleanouts and no manholes; we won't be able

to televise all of it, but we will be able to see if there are a lot of flows. Engineer Holtan states that they can put a camera down the cleanouts. DPW Blashka states that Great Lakes will have an idea of costs and when they'll be here by the end of October, and then we'll let Bain's know. Commissioner Katte asks if we've heard from the Preserve at Briarwood. DPW Blashka states no. Ms. Free states that she'll contact Mr. Rohde tomorrow for an update. DPW Blashka states that if there is a lot of infiltration coming in from the Preserve, it might be best to add a meter. Commissioner Katte states that there's a lot of water in that area. Attorney Bauer states that the responsibility may have shifted to the property owners; then we'll have to contact them.

**16. Discussion/Action – Schedule 2017 Budget Workshop**

Commissioner Katte and Commissioner Albright agree to have the 2017 Budget Workshop scheduled after their Monday, October 17 monthly meeting.

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

Nothing submitted; no updates.

**18. 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 5:07 p.m. until Monday, October 17, 2016, following the Sanitary District No. 3 Water monthly meeting per a motion by Commissioner Katte and a second by Commissioner Albright.” Motion carried.

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

**David Griffin**, President  
**Ken Katte**, Treasurer  
**David Albright**, Secretary

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

**Mark Flasher**, President  
**Jerome Hoepfner**, Treasurer  
**Spencer Lutzke**, Secretary

**Minutes approved on October 17, 2016**