

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, September 20, 2021

Place: Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, Wisconsin

Time: 4:00 p.m. - Sanitary District No. 3 (Water) Monthly Meeting

Time: To Follow Sanitary District No. 3 (Water) Meeting – Districts Joint Monthly Meeting

Time: To Follow Joint Meeting - Sanitary District No. 2 (Sewer) Monthly Meeting

Time: To Follow Sanitary District No. 2 (Sewer) Monthly Meeting – Closed Session

The monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. A joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:16 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:50 p.m. and a Joint Closed Session meeting began at 6:15 p.m. on Monday, September 20, 2021 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

1. Call to Order

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Art Stewart at 4:00 p.m. The following were also present at the meeting: Secretary Spencer Lutzke and Treasurer Jerry Hoeppner (via speaker phone), Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Alternate Commissioners Dave Albright and Matt Dahlem (via speaker phone); Deputy Director of Public Utilities Damian Nevers; Deputy Director of Public Works Tod Holfeltz; Deputy Treasurer Michelle Richards; Office Manager Darla Free and those persons on the attached list.

2. Approval of the September 20, 2021 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the September 20, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

3. Discussion/Action – Emergency Response Plan Update

DDPU Nevers states that this is mandated by the EPA; it is based on the Risk and Resilience Assessment, AECOM did this with us; with the District’s approval, he would like to submit this to the EPA; he will meet with his staff and go over the Plan so they are prepared if something would happen and how it will be handled. Commissioner Stewart asks if we need to post a public notification. DDPU Nevers states that he is working with Petwara Tyingtrakoon of the DNR and she will advise him, step-by-step. Commissioner Stewart asks if they do exercises and drills. DDPW Nevers states that he plans to order lunch and go through everything with the staff so they will be prepared for any possible event. Commissioner Griffin asks if he will be working on sewer situations at the same time as well. DDPU Nevers states yes, along with the highway crew. Commissioner Klosterman asks if the Districts will have a shared Emergency Response Plan. Commissioner Griffin states that they will be separate. Commissioner Stewart states that there are some phone numbers that are wrong; he will get the correct information to DDPU Nevers. DDPU Nevers states that he will also make the Commissioner updates; the calls come into the Town Hall first, then to the crew’s cell phones, depending who is on-call; the report is for internal use, it is not public.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the Emergency Response Plan with all necessary contact information corrections per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

4. Discussion/Action – Well No. 2 Rehabilitation

DDPU Nevers states that Well 2 is still down; they are doing further testing and working with AECOM; CTW Corp has also come in and given some guidance and he has provided a step-by-step proposal; the well is 700’ deep, the pump is at 500’, so there is about 200’ of dead area; we might be disinfecting the well, depending on the lab results that Mr. Witters dropped off last Thursday; he should have the results in 10-15 days. Attorney Bauer asks if the next step is the pH balanced chlorination. DDPU Nevers states that chlorine changes the acidity of the water and they would have to use vinegar, and they need DNR authorization to do this; the DNR is working with us as well; the last thing we want to have to do is pull the entire pump; CTW Corp’s quote is \$18,000.00, which is an estimated rehabilitation cost. Attorney Bauer asks how long he thinks it will take to get the well back on-line. DDPU Nevers states that he is hoping by the end of the year, but they don’t expect it to be. Attorney Bauer asks how the system is handling Well 2 being down. DDPU Nevers states that the system is operating fine; there would maybe be an issue if we had drought conditions, but we are heading

into fall, so we should be good; he has confidence in Well 1 and Well 3; CTW Corp mentioned that, per the DNR, we have been directed to shut down Well 2, but it could be in operation in an emergency situation; we would just have to chlorinate the water.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the CTW Corporation rehabilitation cost estimate of \$18,000.00 for Well 2 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

5. Communication & Correspondence Received After Posting of Agenda

Commissioner Stewart asks if there have been any questions or complaints regarding the future Tower 3 sign. DDPU Nevers states that we have not received any comments or complaints.

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda – Immediately Following Completion of Sanitary District No. 3 (Water) Monthly Meeting

6. 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 4:16 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer), is also in attendance.

7. Approval of the August 16, 2021 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the August 16, 2021 monthly meeting minutes per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the August 16, 2021 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

8. Discussion/Action – Eileen Robarge, Multi-Family Development Potential of 21.43 Acre Parcel 59024-341960

Eileen Robarge is in attendance and introductions are made. She states that she is proposing two styles of buildings: 60 units, mostly two-bedrooms and attached garages with just 24 one-bedrooms with detached garages; they will have upgraded amenities; the existing home to the west would be subdivided off with five acres; she wants the impact to the natural vegetation to be minimal; this parcel does not have water or sewer and she thinks it will cost around \$500,000.00 to get these services to this parcel. DDPU Nevers states that he and Engineer Holtan have talked about this and it would be difficult to get gravity sewer to this parcel. Ms. Free states that this parcel is in the Water District, but not the Sewer District. Commissioner Griffin states that Ms. Robarge should work with Engineer Holtan to get costs and then decide if it is more than she wants to invest. Attorney Bauer asks if she has the property under contract. Ms. Robarge states yes. Commissioner Klosterman asks if she has a budget number. Ms. Robarge states that she can figure out the construction costs; she will need financial help to get the water and sewer in. Commissioner Stewart asks if the sewer would run down Playbird Rd. DDPU Nevers states yes; water could get trenched through Windward Cove. Ms. Robarge states that she would do this if they could stay in the area where there are scrub trees. Commissioner Griffin states that they will have to look into what other area properties would benefit from water and sewer service; the Districts do not normally pay for extensions, it is done by the developers. Ms. Robarge states that if the utilities have to go through an easement, she has an easement written into the agreement; Windward Ct has a grinder pump and she would prefer not to have one with this development because they have issues with it; it is hard to get parts and it is expensive. Commissioner Stewart asks if she could put in her own lift station. Ms. Robarge states that is why she came to this meeting, the cost is too high for her to do it on her own.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby authorizes Engineer Holtan and DDPU Nevers to get a Request for Proposal for a lift station and sewer extension for Ms. Robarge's proposed development per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby authorizes Engineer Holtan and DDPU Nevers to get a Request for Proposal for a water extension for Ms. Robarge's proposed development per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

9. Discussion/Action – Districts' Investments, CD Rates and CD Maturities

No action taken by Sanitary District No. 2 (Sewer).

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a two-year Synchrony Bank TX cd for \$250,000.00 at 0.400%, a two-year Sallie Mae Bank Salt Lake cd for \$250,000.00 at 0.350%, and

a twelve-month Bank Hapoalim BM NY cd for \$250,000.00 at 0.150%, or equivalent cd's, using the funds from the two matured cd's and also \$250,000.00 from the Wells Fargo holding account per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

10. Discussion/Action – Reorganization and Planning Committee Representative

Commissioner Griffin states that this agenda item will be discussed under agenda items 11 and 12.

11. Recommendation to Town Board – Acceptance of Resignation, Treasurer Jerry Hoepfner, Sanitary District No. 3 (Water)

Commissioner Griffin states that Treasurer Jerry Hoepfner e-mailed him his resignation; he resigned from the Plan Commission last month; this will be on the Town Board's agenda tomorrow. Commissioner Griffin thanks Jerry Hoepfner for his many years of service.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby accepts the resignation of Treasurer Jerry Hoepfner per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

12. Recommendation to Town Board – Appointment of Alternate Commissioner Dave Albright to Treasurer, Sanitary District No. 3 (Water)

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby appoints Alternate Commissioner Dave Albright as Treasurer of Sanitary District No. 3 (Water) per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby recommends to the Town Board to appoint Commissioner Dave Albright to the Plan Commission per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby recommends to the Town Board to appoint Commissioner Dave Albright to the Plan Commission per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

13. Discussion/Action – AECOM Engineering Agreement for the Design/Bidding Work: Sewer and Water Extensions to the Town/Van Horn (Former Beuchel Property) Development

Attorney Bauer states that the agenda was done before last Wednesday's meeting with the developer; he thought that the developer was further along; they don't have the road concept and master site grading plan done but plan to by November 15th, then it will go to the Town Engineer for the infrastructure; the land is being divided into eight lots, seven large lots and one for the house and out buildings that are currently on the land; the plan is conceptual now. Commissioner Griffin asks if there will be a meeting for public comment. Attorney Bauer states that they want the developer to do this.

14. Discussion/Action – The American Rescue Plan Act (ARPA)

Commissioner Griffin states that Commissioner Dahlem submitted information on how the ARPA funds can be used and now we need Town Board input. DDPU Nevers states that the Town Board received the Districts' lists last month, so they are aware of the Districts' projects of interest.

15. Discussion/Action – Date for Tour of Districts Infrastructure

DDPU Nevers states that they sent out two proposed dates last week, but one was a conflict with the 2022 Budget Workshops, so there is one date, October 6th, 2-5 p.m.; eight people would be ideal, but if more are interested, they will schedule another tour date. Commissioner Griffin asks when they plan to schedule a meeting for the municipalities who are part of our Mutual Aid Agreement. DDPU Nevers states that he would like to schedule that after the new Town Hall is complete and include an open house.

16. Discussion/Action – 2022 Budget Workshop & Attendance for Thursday, September 30, 2021

Commissioner Griffin states that he wanted to remind everyone of the date and times of their 2022 Budget Workshops. DDPU Nevers states that Engineer Holtan asked him to inform the Commissioners that Town Supervisor Schwinn has asked him to put together a five-year projection of projects and expenses; they intend on doing this for the Districts as well; the Water District has meter change-outs starting in 2024.

17. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that there was a conditional use permit for N7164 Riverwoods Dr and a re-zoning of the Town of Sheboygan land/former Beuchel land, from A-1 to PUD/Planned Unit Development. Attorney Bauer states that this zoning allows flexibility; you can have multi-uses on one parcel.

18. Operator's Report

DDPU Nevers states that he has submitted the August flows; the 12" meter that failed at the Pigeon River lift station is in and he's waiting for it to be installed; the peak flows were due to rain and the flushing of Well 2; the City regulates the meter calibration at the Pigeon River lift station and this was done, along with the Cth Y lift station meter; the Erie station also needed some minor adjustments.

DDPU Nevers states that the water system is running good and the lab results have been submitted; a letter was sent to the owner of 4404 N 40th St because they have a private well and municipal water but are not part of the well abandonment program; the owner called the office and has hired a plumber to abandon the well; he noticed the well when he was testing the Beacon meter reading equipment and couldn't get the read to download; HydroCorp had done three cross connection inspections and missed this, that is why he would like to start doing commercial cross connection inspections in-house. He states that the PSC requires that 3" meters get tested every other year, four years if you give them proof of clean water; he contacted Ferguson and they quoted \$85.00 per hour plus .85 per mile; it will cost \$1,500.00 for all of the meters. He states that the crew noticed some water spraying at Tower 1; they believe a sample point froze over winter and cracked, causing a leak to progress. Internal staff made the repair and upgraded for DNR distribution bacteria sampling site; the DNR approved that this can be a testing site and we could remove the old Town Hall; operators recommend a wood structure/closet to be built to protect and insulate the sample point and electronics; it would cost around \$750.00 for the lumber, Styrofoam and space heater. He states that if there was a Town-wide power outage, SCADA will notify us, but it can't tell us what the tower levels would be; he is considering a back-up generator; Menard's has one for about \$600.00, with install about \$800.00, but it hasn't been budgeted for. Commissioner Stewart asks if we could have a battery back-up. DDPU Nevers states that we have one, but it is only good for 45 minutes. He states that Tower 2 should be scheduled to be painted or cleaned in 2022; it would cost about \$5,000.00 to clean, probably in March; painting and engineering would be about \$150,000.00; if Tower 3 is coming, it might be cheaper to paint both; Chairman Hein has asked that the new Town logo be painted on the towers. Commissioner Stewart states that painting is a big expense and with the Beuchel development, it could accelerate a need for Tower 3. DDPU Nevers states that he is working on the 2022 budget, so he would like some direction. Commissioner Stewart asks if Tower 2 needs painting. DDPU Nevers states that it is very dirty and there are some rust spots. Commissioner Stewart states that we will clean it now, then decide when we know more about Tower 3. DDPU Nevers states that their current harnesses are no longer acceptable, so he ordered three new one's at a cost of about \$85.00 each; he purchased three; these are for confined space entry; the Town is buying a lift, so we will have that as well. He states that on tomorrow's Town Board meeting, they are changing the winter operation hours to four/nine hour days and a half day on Friday; this will be for October through April.

19. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

20. Pending Item List Review

Engineer Holtan states that item 45/Cth Y propeller might be adjusted based off of Sanitary District 2's agenda; item 51 the roof for the Pigeon River lift station, we got an estimate from Thiel/Oshkosh for a metal roof, materials only, for \$37,150.00 and this will be in the 2022 budget. Commissioner Stewart asks if they are going to tear off the old roof. DDPU Nevers states that they got two proposals, one to tear off and one to put a rubber material between the old and new.

Sanitary District No. 2 (Sewer) Monthly Agenda – Immediately Following Completion of Joint Meeting

21. Approval of the September 20, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the September 20, 2021 monthly bills as submitted per a motion by Commissioner Klosterman and a second by Commissioner Griffin." Motion carried.

22. Discussion/Action – Cth Y Lift Station Miscellaneous Maintenance

DDPU Nevers states that the District spends about \$1,500.00 for chemicals each month; we would like to try to reduce the chemicals and try flushing with water to reduce the odor; it would be cheaper and easier on the system; if the Charter Hills lift station is ever abandoned, that could benefit the system. DDPW Holfeltz states that the Cth J lift station had corrosion problems and improvements were done to correct the problem. Commissioner Griffin states that he would like to know about how much more in flows we would need to improve the situation. DDPU Nevers states that we can slowly back off of the chemicals and see if there are any odor complaints. He states that he got two quotes to replace the volute because it deteriorated; neither company would give a quote on the labor, they said it would be too hard to estimate; Energenec was the cheaper quote.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Energenecs quote for the volute and fronthed for the Cth Y lift station and the additional costs for installation per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

23. Discussion/Action – Pigeon River Lift Station Replacement Meter Installation

DDPU Nevers states that the 12" pump failed last month; the cost came in higher than the \$5,000.00 approved last month; it is going to cost \$6,148.00; Energenecs won't install it, we will be hiring Sabel Mechanical to do the work, they were the lower quote.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the additional cost for the installation of the meter and the work to be done by Sabel Mechanical per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

24. Discussion/Action – Emergency Response Plan Update

DDPU Nevers states that all of the information is the same as Sanitary District No. 2's, but he will have to update the Commissioners' names.

25. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

26. Closed Session

A roll call vote is taken to enter into Closed Session: Commissioner Griffin "aye", Commissioner Klosterman "aye". Sanitary District No. 2 (Sewer) is in Closed Session.

A roll call vote is taken to enter into Closed Session: Commissioner Stewart "aye", Commissioner Lutzke "aye". Sanitary District No. 3 (Water) is in Closed Session.

27. Open Session

A roll call vote is taken to resume in Open Session: Commissioner Griffin "aye", Commissioner Klosterman "aye". Sanitary District No. 2 (Sewer) is in Open Session.

A roll call vote is taken to resume in Open Session: Commissioner Stewart "aye", Commissioner Lutzke "aye". Sanitary District No. 3 (Water) is in Open Session.

28. 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 6:45 p.m. until Monday, October 18, 2021 per a motion by Commissioner Griffin and a second by Commissioner Klosterman." Motion carried.

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 6:45 p.m. until Monday, October 18, 2021 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

David Griffin, President
Ken Katte, Treasurer
Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President
Dave Albright, Treasurer
Spencer Lutzke, Secretary

Minutes approved on October 18, 2021