

**MINUTES OF PUBLIC MEETINGS**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

**Date: MONDAY, February 20, 2023**

**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

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. 3 (Water) and Sanitary District No. 2 (Sewer) Commissions began at 4:11 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 4:56 p.m. on Monday, February 20, 2023 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

**Sanitary District No. 3 (Water) Monthly Agenda – 4:00 p.m.**

**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: Treasurer Dave Albright and Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Director of Public Works/Engineer Tom Holtan; Alternate Commissioner Randy Blindauer; Deputy Director of Public Utilities Damian Nevers; Utility Clerk Jamie Hilbelink; Administrative Assistant Keri Grimmer and those persons on the attached list.

**2. Approval of the February 20, 2023 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the February 20, 2023 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

**3. Discussion/Action – 5G Verizon/Tower 2**

DPW/Eng Holtan states the structural report has not been submitted from Verizon. More information at next meeting. No action required.

**4. Discussion/Action – Ashford Estates**

We are waiting on DNR approval and easement documents from developer. No action required.

**5. Discussion/Action – New Water Tower Project**

Water tower design is out to bid with bids due March 15<sup>th</sup> at 2pm. No action required.

**6. Discussion/Action – Water Rate Study Proposal**

Due to cost of water tower, PSC is requesting the town to host a public notice indicating rates will go up. Basic PSC equation suggests the rates will roughly double. Staff reached out to Ehlers to submit a proposal to determine a more exact rate increase. Ehlers proposal has two phases, one to calculate rate impact of the tower and second to produce a full PSC rate case. Staff recommends accepting only phase 1 of the document at this time.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves phase 1 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

**7. Discussion/Action – WRWA Annual conference April 4-7**

DDPU Nevers presented documents to send Joseph Winscher to the WRWA Annual Conference in La Cross, WI from April 4-7<sup>th</sup>. This conference will satisfy his necessary continuing education credits for DNR Water Operators renewal due this June. Currently Joe Winscher, John Witters and Damian Nevers are licensed operators, and we are still waiting for Nathan Luedtke to pass the Operators exams. A licensed operator is required by DNR to be on stand-by 24 hours a day, 7 days a week.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves WRWA Conference per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

## **8. 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**

### **9. 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 by Treasurer Katte at 4:11 p.m. The following were also present at the meeting: Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer).

### **10. Approval of the January 16, 2023 Monthly Meeting Minutes**

No action taken for the approval of the November 21, 2022 monthly meeting minutes. Add to the March 20, 2023 agenda.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the January 16, 2023 monthly meeting minutes per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the January 16, 2023 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

### **11. Discussion/Action – Districts’ Investments, CD Rates and CD Maturities**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of Charles Schwab Bank SSB 4.850% 12 Month \$250,000.00 cd or equivalent cd using funds from the Bank of Baroda NY cd and the purchase of Synovus Bank GA 4.850% 15 Month \$250,000.00 cd or equivalent cd using funds from the New York Cmnty BK cd per a motion by Commissioner Klosterman and a second by Commissioner Katte.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of Independent Bank 4.750% 6 Month \$250,000.00 cd or equivalent cd using funds from the High Yielding Account, Charles Schwab Bank SSB 4.850% 12 Month \$250,000.00 cd or equivalent cd using funds from the High Yielding Account, Customers Bank 4.800% 18 Month \$250,000.00 cd or equivalent cd using funds from the High Yielding Account and moving Beal Bank USA 0.800% 12 Month \$250,000.00 cd with a maturity date of March 08, 2023, Israel Discount BK 0.350% 18 Month \$250,000.00 cd with a maturity date of March 03, 2023, JP Morgan Chase BK 0.850% 12 Month \$250,000.00 cd with a maturity date of February 28, 2023, and Barclays Bank 1.550% 9 Month \$250,000.00 cd with a maturity date of February 27, 2023 into the High Yielding Account per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

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

February 2023 Plan Commission as follows:

A Sign Permit for RLO Sign for Sue Becker, Golden Glitters Dog Grooming for the approval to install a 3’x8’ wall sign to the west elevation of the building. The Sign Permit was recommended for approval to the Town Board.

### **13. TID1 Update**

DPW/Eng Holtan states the Olive Garden, Olive Garden Way, Club Carwash and Van Horn Hotel projects may start construction earlier than anticipated, mid-March or beginning of April 2023. Menards inquiring to add mini storage. Maywood Estates bid for utility work in Spring. Utilities to be completed at North Town when area dries up. North Town end of July early August. Grote Rd ready to go – 5 lots.

### **14. Operator’s Report**

DDPU Nevers discussed the repairs performed on pump 3 at the Pigeon River Lift Station. He also mentioned pump 4 requires bearings and seals to be replaced but will hold off until next winter during low flows. DDPU indicated all the requested information for the District Rate Study has been submitted to Ehlers and we can expect a submittal in May. DDPU will be meeting with the electrical engineer from SEH to provide necessary information for backup generator design at the Hidden Creek Lift Station. The pumps at Charter Hills Lift Station are scheduled to be installed late February.

DDPU Nevers discussed concerns of Sanitary District No. 3’s (Water) method of chlorination. Currently we use a tablet form of calcium chloride to disinfect. This method has been used since 2010 and is operator friendly but produces very inconsistent chlorine residuals in the distribution system. DDPU Nevers and Director/Engineer Holtan are exploring alternative disinfection methods including chlorine gas and liquid chlorine.

DDPU Nevers discussed investigating upgrading the lights at the Town Municipal Shed to LED and installing ceiling fans to dry equipment and properly heat the building. DDPU Nevers also mentioned Upkeep is still being implemented but is now being used by field staff to track our assets and preventative maintenance. DDPU Nevers finally mentioned an android tablet was purchased via US Cellular to replace the failed laptop previously used by field staff.

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

Nothing submitted; no updates.

**16. Pending Item List Review**

Dave Griffin drafted grease trap ordinance document. More to follow.

**17. 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, March 20, 2023 per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

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

**18. Approval of the February 20, 2023 Monthly Bills**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the February 20, 2023 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

**19. Discussion/Action - Approve proposed 50<sup>th</sup> Addition to Sanitary District No. 2 and request Town Board initiate action to add territory to Town Sanitary District No. 2**

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby requests the Town Board to add the 50<sup>th</sup> addition to be annexed into the Sanitary District No. 2 (Sewer) boundaries per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

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

Nothing submitted; no updates.

**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 5:00 p.m. until Monday, March 20, 2023 per a motion by Commissioner Katte and a second by Commissioner Klosterman.” Motion carried.

**Town of Sheboygan Sanitary District No. 2 (Sewer) Town of Sheboygan Sanitary District No. 3 (Water)**

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**Matt Dahlem**, President

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**Art Stewart**, President

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**Ken Katte**, Treasurer

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**Dave Albright**, Treasurer

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**Jeff Klosterman**, Secretary

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**Spencer Lutzke**, Secretary

Minutes approved on March 20, 2023