

MINUTES OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, April 17, 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 5:34 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 6:11 p.m. on Monday, April 17, 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. Discussion/Action – 2022 Audit Report and PSC Report

PSC report approved by commission prior to filing and will approve after filing in May 2023. The PSC Report will be added to the May 15, 2023 agenda.

The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves 2022 Audit Report per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

3. Approval of the April 17, 2023 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 17, 2023 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

4. Discussion/Action – Bulk Water Application and Agreement

No individual or business may connect to and take water from a public fire hydrant without Sanitary District authorization in the form of a signed Fire Hydrant Use Agreement, and without an approved hydrant meter-cross connection control assembly in-place at all times during hydrant use.

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

5. Discussion/Action – 2022 Consumer Confidence Report (CCR Report)

The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves 2022 Consumer Confidence Report per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

6. Discussion/Action – 5G Verizon/Tower 2 Update.

Dixon reviewed and approved with minor comments to the Verizon plans. Building permits are issued for Verizon Tower. No action required.

7. Discussion/Action – Ashford Place Update

Water Main Easement Agreement documentation presented.

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

8. Discussion/Action – New Water Tower Project Update

3 Bids received on 4/13/23. Caldwell Tanks Inc. apparent low bidder, not awarding until project receives PSC and DNR approval.

9. Discussion/Action – Water Rate Study Update

Ehlers presented the District's financial analysis. Based on those numbers a simplified rate case is recommended. Ehlers will work with staff to perform rate increase process. No action required.

10. 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**

11. 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 5:34 p.m. by Commissioner Dahlem and Secretary Jeff Klosterman, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer), is also in attendance.

12. Approval of the March 20, 2023 Monthly Meeting Minutes

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 20, 2023 monthly meeting minutes per a motion by Commissioner Dahlem and a second by Secretary Klosterman." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 20, 2023 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

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

The Sanitary District No. 2 (Sewer) Commission does not make any cd purchases this month.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of Washington Trust Westerly 4.850% 15 Month \$250,000.00 cd or equivalent cd using funds from the High Yielding Money Market account, Northern Bank & Trust MA 4.900% 24 Month \$250,000.00 cd or equivalent cd using funds from the High Yielding Money Market account and \$33,000.00 from Wisconsin Bank & Trust Money Market account, transfer \$100,000.00 into the High Yielding Money Market account using funds from Wisconsin Bank & Trust Money Market account, and moving Bank of India NY 4.050% 6 Month \$250,000.00 cd with a maturity date of May 03, 2023 into the High Yielding Money Market account per a motion by Commissioner Lutzke and a second by Commissioner Albright." Motion carried.

14. Town of Sheboygan Plan Commission Update

Conditional Use Permit for Menard, Inc., 5101 Menard Drive, Eau Claire, WI on behalf of Menards Store on Vanguard Drive, Sheboygan, WI 53083 to construct two Menards self-storage facilities on vacant Menards owned parcels located off Vanguard Drive.

15. TID1 Update

DPW/Engineer Holtan discussed the continued work on Northtown. Gas/Electric Utilities are being installed and will be followed up with road base when the site dries up. Olive Garden Way work is resuming with curb and gutter as well as the first layer of asphalt to be installed in May.

16. Operator's Report

Sewer: DDPU Nevers discussed this year's annual sanitary sewer cleaning and repairs performed by Great Lakes TV & Seal. Catchup repairs that were scheduled for the last two years were performed and we are waiting for the results from 2023's televising. DDPU Nevers did authorize Great Lakes to perform additional repairs on manholes observed to have significant leaks. This manhole work lasted for about 2 days.

DDPU mentioned we are still waiting for the Electrical Engineer from SEH to make a couple minor edits to the Hidden Creek Lift Station backup generator design. DDPU also discussed a valve failure on the south leg of the CTH Y lift station forcemain. While performing routine maintenance to the air relief valves, the mainline valve near the CTH Y meter broke in the closed position. Staff were unable to open the valve, so Sabel Mechanical was contracted to open the valve and were requested to provide an estimate to replace the broken valve.

Water: A dirty water complaint was noted on Wilgus Avenue on March 28th. Staff were required to work additional hours to flush the mains in the area. DDPU Nevers believes a combination of water stagnation and inconsistent disinfection is causing an iron bacteria buildup in this region around the town and when disturbed the bacteria stir and discolor the

water. DDPU Nevers reiterated the bacteria itself is safe, just not aesthetically pleasing. The actual disinfection of a large volume of the bacteria can cause a disinfection byproduct. DDPU Nevers is working with staff to implement a stringent flushing program this summer in these areas to help prohibit the bacteria. DDPU also indicated he and Director/Engineer Holtan are meeting with contractors and chemical suppliers to research more appropriate disinfection methods as opposed to the current inconsistent calcium hypochloride tablets.

17. Pending Item List Review

No updates.

18. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

19. 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 6:11 p.m. until Monday, May 15, 2023 per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

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

20. Discussion/Action – 2022 Audit Report

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2022 Audit Report per a motion by Commissioner Dahlem and a second by Secretary Klosterman.” Motion carried.

21. Approval of the April 17, 2023 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 17, 2023 monthly bills as submitted per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

22. Discussion/Action – Sewer Rate Study Update

Phase 1 will determine study analysis increase. Phase 2 will be rate adjustment. Move forward with Phase 2 to identify Sewer Rate adjustment.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves to move forward with Phase 2 per a motion by Commissioner Dahlem and a second by Commissioner Katte.” Motion carried.

23. Discussion/Action – Clear Water Inspections

No Action taken.

24. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

25. 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 6:15 p.m. until Monday, May 15, 2023 per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

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

Matt Dahlem, President
Ken Katte, Treasurer
Jeff Klosterman, Secretary

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

Minutes approved on May 15, 2023