

MINUTES OF PUBLIC MEETINGS
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)
AND
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)
Date: MONDAY, May 15, 2023

Place: Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, Wisconsin
Time: 4:00 p.m. - Joint Meeting Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Monthly Meeting
Time: To Follow Joint Meeting - Sanitary District No. 3 (Water) Monthly Meeting
Time: To Follow Sanitary District No. 3 (Water) Monthly Meeting - Sanitary District No. 2 (Sewer) Monthly Meeting

The monthly meeting of the Town of Sheboygan Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Commission began at 4:00 p.m. The meeting of the Sanitary District No. 3 (Water) Commission began at 4:45 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 4:45 p.m. on Monday, May 15, 2023 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda — 4:00 p.m

1. Call to Order - Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water)

The Town of Sheboygan Sanitary District No. 3 (Water) and Sanitary District No. 2 (Sewer) Commissions monthly joint meeting is called to order at 4:00 p.m. by Commissioner Stewart, Sanitary District No. 3 (Sewer) and Commissioner Dahlem, Sanitary District No. 2 (Sewer). 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 and David Minor; Treasurer Ken Katte, Sanitary District No. 2 (Sewer), is also in attendance. 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 – Pooled Cash

Financial Advisor Steve Corbeille stated using pooled cash is necessary for bank reconciliations, check writing, and bank transfers. Given the volume of transactions the advantages of pooled cash will improve efficiency/time saving.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves using pooled cash 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 approves using pooled cash per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

3. Approval of the April 17, 2023 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 17, 2023 monthly meeting minutes 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 approves the April 17, 2023 monthly meeting minutes per a motion by Commissioner Dahlem and a second by Treasurer Katte.” Motion carried.

4. Discussion/Action – Districts’ Investments, CD Rates and CD Maturities

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of Cathay Bank 5.100% 3 Month \$200,000.00 cd and State Bank of India 5.150% 6 Month \$200,000.00 cd or equivalent cd’s using funds from Comenity Bank Jumbo maturing on May 23, 2023 and Goldman Sachs BK USA maturing on 5/24/2023 per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of Bank of America NA 5.150% 12 Month \$250,000.00 cd or equivalent cd using funds from the High Yielding Money Market account per a motion by Commissioner Lutzke and a second by Commissioner Albright.” Motion carried.

5. Town of Sheboygan Plan Commission Update

Menards Store on Vanguard Drive, Sheboygan, WI 53083 considering different location of outside storage units, no decision made on placement yet.

6. TID1 Update

DPW/Engineer Holtan discussed the continued work on Northtown. Gas/Electric Hotel got early start. Connection fee San 2, Elevator shafts starting on Home2suites Hotel. South apartment excavating underground parking. Olive Garden Way sidewalks by September 1. 15 lots Maywood starting. Carwash starting late Spring.

7. Operator's Report

District 2: DDPU Nevers discussed contracting with Great Lakes TV and Seal to repair leaks in 11 manholes. Leaks estimated from 1 gpm up to 20 gpm, were observed so immediate repairs were necessary. The additional work took Great Lakes approximately 2 days and repairs were inspected by District staff. DDPU discussed preliminary work at the Hidden Creek Lift Station being performed by Lake Park Electric. This is necessary to eliminate the need to include confined space entry work in the backup generator bidding. DDPU Nevers also discussed the failure of the downstream valve at the CTY Y lift station meter pit. Sabel Mechanical was contacted to perform an immediate temporary repair to make the valve operational; however future replacement is necessary.

District 3: DDPU Nevers discussed a dirty water complaint on N. 36th St and N. 38th St. at Wilgus Avenue. Weekly high-volume flushing in the area will be used to remove biofilms and the need to provide consistent disinfection is necessary.

DDPU requested clarification on the need to hold open bidding for water disinfection project. Attorney Bauer indicated this is a maintenance focused project, so it does not need to be open bid, but should receive comparable quotes.

8. Pending Item List Review

Added Annual Grease Trap Maintenance Document for a yearly letter or form sent to local businesses with grease traps.

9. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

Sanitary District No. 3 (Water) Monthly Agenda

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

10. Approval of the May 15, 2023 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 15, 2023 Monthly Bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

11. Discussion/Action – 2022 PSC Report

The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves Water, Electric, or Joint Utility Annual 2022 PSC Report per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

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

Building permits are issued for Verizon Tower. No action required.

13. Discussion/Action – New Water Tower Project Update, Award Construction Contract

Caldwell Tanks, Inc has the required equipment and expertise to perform the work as outlined in the contract specifications.

The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves Caldwell Tanks Inc for 750,000 Gallon Water Tower 3 project contingent on Public Service Commission (PSC) Construction Authorization per a motion by Commissioner Stewart and a second by Commissioner Albright." Motion carried.

14. Discussion/Action – Water Rate Study Update

No update. August for recommendations. No action required.

15. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

16. 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 4:48 p.m. until Monday, June 19, 2023 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

District No. 3 (Water) Monthly Agenda

17. Approval of the May 15, 2023 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 15, 2023 Monthly Bills as submitted per a motion by Treasurer Katte and a second by Commissioner Dahlem." Motion carried.

18. Discussion/Action – Fats, Oils, and Grease Control Program (FOG)

This term used to describe materials that when disposed of in the sanitary sewer system, create a hard layer of material that can clog service laterals and main lines. The presence of FOG in the sewer system affects everyone in the community. These materials enter sewer pipes through restaurants and commercial and residential sinks. Fats, Oils and Grease (FOG) Program objectives are to limit the amount of fats, oils and grease discharged to the Sanitary District 2 sewer system that may interfere with normal operation of pumps, conveyance systems and controls. Improve operation of the wastewater collection and treatment system. Reduce operation and maintenance costs. Enable Sanitary District 2 to comply with the Wisconsin Department of Natural Resources environmental regulations, the Department of Safety and Professional Service Codes and with the agreement to meet the Sheboygan WWTF discharge requirements. No Action Required, will put on Agenda for next month approval.

19. Discussion/Action – Sewer Rate Study Update

No updates.

20. Discussion/Action – 2022 CMAR

Compliance Maintenance Annual Report was completed and approved to submit to DNR.

The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves The Compliance Maintenance Annual Report (CMAR) as submitted per a motion by Commissioner Klosterman and a second by Commissioner Dahlem." Motion carried.

21. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

22. 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 5:05 p.m. until Monday, June 19, 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

Art Stewart, President
Dave Albright, Treasurer

Minutes approved on June 19, 2023