

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, JUNE 20, 2022

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 4:13 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:20 p.m. on Monday, June 20, 2022 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); Director of Public Works/Engineer Tom Holtan; Alternate Commissioner Randy Blindauer; Alternate Commissioner David Minor; Deputy Director of Public Utilities Damian Nevers; Utility Clerk Jamie Hilbelink and those persons on the attached list.

2. Approval of the June 20, 2022 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the June 20, 2022 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

3. Discussion/Action – Appointment of DNR Owner Contact

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby appoints Jamie Hilbelink as DNR Owner contact per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

4. Discussion/Action – Well No. 2 Update

DDPU Nevers states that the raw water bacteria sample came back safe. Well No. 2 is temporarily down due to blown VFD fuse and CTW Corporation is contracted for repair. No action required.

5. Discussion/Action – Renegotiation Options to First Amendment and Extension to Tower Lease Agreement, Verizon/Tower 2

DPW/Eng Holtan states Attorney Bauer was able to review Verizon’s proposed lease agreement changes.

Attorney Bauer states through an email, “I have no concern with respect to the reduction in rent. Overall, the tower leases have been a nice source of additional revenue for the District. On the other hand, I have serious concerns about the two additional paragraphs that Verizon claims it will “require” be added to the lease. This language as written would allow Verizon to put any type and any number of antennas or other equipment on the Tower without approval by the District. In my opinion, Verizon must be willing to subject its use of the District’s Tower to the review and approval of the District. Verizon’s language is not acceptable and should not be added to the proposed lease amendment. Under the terms of the existing lease Verizon must give the District Notice of its intent not to renew the lease not later than 07/01/2022. If notice is not given the lease automatically renews for an additional 5 year term based on the same rent and CPI increases.”

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby declines to accept Verizon’s proposed lease agreement changes per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

6. Discussion/Action – New Water Tower Project

DPW/Eng Holtan states the kick-off meeting was last week. The design memorandum is expected in a couple of weeks. No action required.

7. 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**

8. 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 4:13 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.

9. Approval of the May 16, 2022 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 16, 2022 monthly meeting minutes 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 May 16, 2022 monthly meeting minutes per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

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

“The Town of Sheboygan 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 a Mizrahi Tefahot Bank/LA 2.300% 6-month \$250,000.00 cd or equivalent cd using funds from the Enerbank USA cd per a motion by Commissioner Lutzke and a second by Commissioner Albright.” Motion carried.

11. Discussion/Action – Outside Working Hours Inspections

The District’s agreed to not make any changes. No action required.

12. Discussion/Action – On-Call/Part-Time Position Opportunity

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Dave Griffin for the On-Call/Part-Time position 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 Dave Griffin for the On-Call/Part-Time position per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

13. Discussion/Action – Civic Systems: 2 Additional User Licenses

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of two additional user licenses proposal for Civic Systems, LLC with a three-way split between the Town, Sanitary District No. 2, and Sanitary District No. 3 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 two additional user licenses proposal for Civic Systems, LLC with a three-way split between the Town, Sanitary District No. 2, and Sanitary District No. 3 per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

14. Discussion/Action – Civic Systems: Cash Receipting Portal/Credit Card Terminal

The District’s agreed to review the credit card terminal rental activity after one year to either purchase, continue renting or discontinue use.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of the Cash Receipting software and services proposal from Civic Systems, LLC with a three-way split between the Town, Sanitary District No. 2, and Sanitary District No. 3 of the initial start-up, rental and support fees incurred 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 the Cash Receipting software and services proposal from Civic Systems, LLC with a three-way split between the Town, Sanitary District No. 2, and Sanitary District No. 3 of the initial start-up, rental and support fees incurred per a motion by Commissioner Stewart and a second by Commissioner Lutzke.” Motion carried.

15. Discussion/Action – Membership/Registration to Wisconsin Government Finance Officers Association for Jamie Hilbelink

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of Jamie Hilbelink’s membership and registration of four sessions through Wisconsin Government Finance Officers Association with a three-way split between the Town, Sanitary District No. 2, and Sanitary District No. 3 per a motion by Commissioner Dahlem and a second by Commissioner Katte.” Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of Jamie Hilbelink’s membership and registration of four sessions through Wisconsin Government Finance Officers Association with a three-way split between the Town, Sanitary District No. 2, and Sanitary District No. 3 per a motion by Commissioner Stewart and a second by Commissioner Albright.” Motion carried.

16. Town of Sheboygan Plan Commission Update

Commissioner Albright states there was discussion regarding a petition to allow chickens on agriculture land with less than 35 acres and solar powered mounted structures, split a parcel at intersection J & Y to build a side-by-side condominium, review of North Town, and final plat approval for Maywood Estates on Mueller Road.

17. Operator’s Report

DDPU Nevers states for Sanitary District No. 2 (Sewer) that Energenecs performed lift station assessments on the six remote canister style lift stations. They will provide a follow-up report indicating deficiencies. Major issues verbally discussed included the deterioration of the floor in the CTH Y lift station and failing seals within the motors of both pumps at the Charter Hills lift station. Once the report is issued, a work plan will be put together.

DDPU Nevers states for Sanitary District No. 3 (Water) that he would like to discuss the change of annual maintenance to Well No. 3’s back-up generator. He indicated the diesel generator is currently exercised monthly and quarterly we operate Well No. 3 manually with the generator. Cummins has historically performed the annual maintenance for the generator; however, Fischer’s Fleet performs the maintenance on the rest of the Town’s generators. To remain consistent, DDPNU Nevers is recommending contracting with Fischer’s Fleet to perform the maintenance on Well No. 3’s back-up generator. Commissioner Albright suggested to reach out to another vendor for inspection of the automatic transfer switch.

DDPU Nevers discussed an afterhours call received by Joe Winscher where he observed both Tower No.1 and Tower No. 2 in overflow. Due to a power outage and timing, the SCADA communication was lost while the Wells were in operation. The Wells were never signaled to turn off which caused the Towers to overflow. The DNR was notified, and we were required to quantify the loss of water on our monthly reports.

Tower No. 2 cleaning is complete and revealed two rust spots towards the bottom of the bowl. The contractor submitted a quote to grind and repaint the rust spots. DDPNU Nevers is reaching out to other contractors for additional quotes.

DDPU Nevers states staff was called out on June 14th to assist with the storm and power outages. The Hidden Creek Lift Station and Blackstock Lift Station were out of power for approximately 6 hours. The standby portable generator was utilized and performed adequately when it was needed, however a switch on the generator failed that allows the generator to toggle between 480 and 240 volts. Technicians had to bypass the switch and hard wire the generator at the other lift stations. The generator is set to be repaired, but in the meantime the Village of Kohler indicated they have a generator that can be used if needed. DDPNU Nevers recommended to budget for an additional generator in the future.

UpKeep, Computer Maintenance Management System, software is in the development phase and put on hold for a couple of weeks due to the storm clean up.

Letters to the properties along the streets scheduled for 2022 repairs were sent out. The Utilities team is scheduled to begin work soon but may be delayed due to storm clean up.

Connections to the Ashford Estates apartments were made and Mammoth Construction will be installing the private water and sewer system.

18. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

19. Pending Item List Review

DDPU Nevers states the DNR has granted a one-month extension on the CMAR submission, due July 31, 2022.

20. 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 5:20 p.m. until Monday, July 18, 2022 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

21. Approval of the June 20, 2022 Monthly Bills

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the June 20, 2022 monthly bills as submitted per a motion by Commissioner Dahlem and a second by Commissioner Katte.” Motion carried.

22. Discussion/Action – Manhole Maintenance Purchase

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the purchase of the manhole maintenance Pro-rings from Ferguson per a motion by Commissioner Dahlem and a second by Commissioner Klosterman.” Motion carried.

23. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

24. 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 5:31 p.m. until Monday, July 18, 2022 per a motion by Commissioner Dahlem and a second by Commissioner Katte.” Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

Matt Dahlem, 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 July 18, 2022