

# AGENDA

## SANITARY DISTRICT NO. 1 COMMISSIONER MEETING

Town of Wilson Office

5935 South Business Drive, Sheboygan

Monday, March 1, 2010 at 5:30 P.M.

## CALL TO ORDER & DECLARATION OF OPEN MEETING

Agenda for this meeting is posted at the Town of Wilson Office, Town of Wilson Firehouse, Town of Wilson Maintenance Site, Town of Wilson website, the Sheboygan Press newsroom was provided a copy and the meeting is declared an open meeting.

## PUBLIC COMMENT SESSION:

The Board reserves the first few minutes for public comment on any topic that relates to Town of Wilson government. If you are speaking about something that is not on the agenda, law prohibits the Board from taking action tonight.

## APPOINTMENT: LARRY HILBELINK – Plumbing Procedures & Rates for Commercial Meters

## APPROVAL OF DRAFT MINUTES:

February 1, 2010

## REPORTS:

1. Treasurer
  - a. Amount received from assessments of Shircel Road
2. Clerk
3. Field Worker Report

## NEW BUSINESS:

4. Reimbursement for overpayment of charges on Parcels #59030-461190 & #59030-461250
5. Discussion of scheduling Annual Meeting for Sanitary District #1, and possible action
6. Maintenance Related issues and possible action
7. Quotes from Tom Sanville on generator and possible action

## DISBURSEMENTS:

8. Disbursements from Sanitary District #1

## OLD BUSINESS:

- 9.. Commercial Meters (rates & liabilities) review and possible action

## AGENDA ITEMS FOR SUBSEQUENT MEETINGS:

## ADJOURN

Persons with disabilities who may require assistance to attend this meeting should contact the Town Clerk at 208-2390 at least 24 hours prior to the meeting.

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\*\*\* NOTICE \*\*\*

**IF ALL OF THE BUSINESS FOR SANITARY DISTRICT NO. 1 IS NOT CONCLUDED BY 6:00 P.M., THE COMMISSIONERS WILL RECESS THIS MEETING AND RECONVENE IT UPON COMPLETION OF THE 6:00 P.M. TOWN BOARD MEETING.**

# APPROVED MINUTES

## **SANITARY DISTRICT # 1 COMMISSIONERS MEETING**

**March 1, 2010 at 5:30 P.M.**

**TOWN OF WILSON OFFICE**

**5935 SO. BUSINESS DRIVE, SHEBOYGAN, WI**

### **CALL TO ORDER & DECLARATION OF OPEN MEETING**

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**Meeting called to order by** David Gartman, Chairperson at 5:30 P.M.

### **PUBLIC COMMENT SESSION:**

The Commissioners reserve the first few minutes for public comment on any topic that relates to The Sanitary District government. If you are speaking about something that is not on the agenda, law prohibits the Commissioners from taking action tonight.

**IN ATTENDANCE:** Chairperson/Commissioner David Gartman, Commissioners Dale Sommer and David Senkbeil. Town Clerk Cheryl Rostollan, Treasurer Laurie Pankratz, Coordinator Janet Vinson

Also in attendance: Rick Meyer, Tom Sanville and Larry Hilbelink

**APPOINTMENTS:** Larry Hilbelink on subject of having Plumbing Permits be taken out from Town of Wilson vs. Sanitary District.

- a. Hilbelink feels permits should be taken out from Town of Wilson

**Next agenda: Special recommendation to transfer plumbing permits to Town of Wilson and that subject should be added to Town of Wilson, so Town Board could act on subject**

### **APPROVAL OF DRAFT MINUTES OF:**

1. February 1, 2010

**Motion by Dale Sommer to approve minutes as printed. Seconded by Dave Senkbeil. No discussion. Motion carried.**

### **REPORTS:**

2. Treasurer's Report by Laurie Pankratz:

- a. Presented Cash Summary for February
- b. Advised Commissioners that transfer from General Funds to Repair, Replacement and Construction account has been made
- c. Shircel Road assessments and payments update that almost 50% has been received

3. Clerk's Report by Cheryl Rostollan:

- a. No written report presented
- b. Will advise when the Accountant is in office

**Gartman requested that whenever any Accountant is in the office, that it is posted**

**APPROVED MINUTES: MARCH 1, 2010    SANITARY DISTRICT #1**

4. Field Workers Report by Tom Sanville:
  - a. Sanville advised that there was noise coming from Lakeshore Lift station and found to be a check valve
  - b. Sanville questioned the Commissioners that what should be done if something was wrong and needed immediate repair and could not wait for next meeting

**Motion by David Gartman that Sanitary District personnel will have the ability to call for emergency repairs to fix any lift station. Seconded by Dale Sommer. No discussion. Motion carried.**

**NEW BUSINESS:**

4. Reimbursement for overpayment of charges on Parcels #59030-461190 & #59030-461250
  - a. Pankratz explained that Grisolono (then owner) overpaid on both principal & interest when house sold

**Motion by David Gartman to refund Parcel #59030-461190 - 7313 Shircel Road to Glenn Grisolono the amount of \$5658.31 for principal and \$437.85 for interest. Seconded by Dave Seinkbell. No discussion. Motion carried.**

**Motion by David Gartman to refund Parcel #59030-461250 - Shircel Road to Glenn Grisolono the amount of \$772.09 for principal and \$546.75 for interest. Seconded by Dave Seinkbell. No discussion. Motion carried.**

5. Discussion of scheduling Annual Meeting for Sanitary District #1:
  - a. Gartman feels it is time to separate the District from the Town of Wilson annual meeting.
  - b. Post cards to be mailed advising date and time with Sanitary District #2 immediately following District #1.
  - c. Make the Accountant aware of this date
6. Maintenance Related issues:
  - a. Covered under New Business #4
7. Quotes from Tom Sanville on generator:
  - a. Sanville feels that he and Otis Kiehl would be able to install a new transformer at a lot less cost.

**Motion by David Senkbell to authorize reimbursement from Town of Wilson for transformer and parts. Seconded by Dale Sommer. No discussion. Motion carried.**

**DISBURSEMENTS:**

8. Disbursement for Sanitary District #1:

**Motion by David Senkbell to approve disbursement for Sanitary District #1 as presented. Seconded by Dale Sommer. No discussion. Motion carried.**

**OLD BUSINESS:**

9. Commercial Meters (rates & liabilities) review and possible action:
  - a. Hilbelink asked if the District owns the meters, do they have seals on them to prevent anyone from changing readings?
  - b. Hilbelink advised that there are requirements to calibrate them every ten years or if needed, replace them.
  - c. Hilbelink & Commissioner Sommer to work on information for rates and advise at next meeting.

**TOPICS FOR SUBSEQUENT MEETINGS:**

- : Commercial Meters**
- :Annual Meeting**
- :Plumbing Permit action**

**ADJOURN:**

**Motion by Dale Sommer to adjourn Sanitary District #1 meeting. Seconded by David Senkbell.**

**No Discussion. Motion carried.**

**Meeting adjourned at 6:05 P.M.**

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**Submitted by Janet Vinson**