

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF April 20<sup>th</sup>, 2020**

**CALL TO ORDER & DECLARATION OF OPEN MEETING:** President Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 6:06 p.m. Posting in accordance with open meeting law was confirmed by affidavit of posting and the meeting was declared an open meeting. Meeting was held via Zoom which complies with open meeting laws. Public comment session was removed from the meeting agenda to facilitate the zoom platform.

**PRESENT:** President John Ehmann, Commissioners Nancy DesJardins, Tom Stoelb, Matthew Fore, and Brian Hoffmann. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technicians Tom Sanville and Otis Kiehl, Maintenance Supervisor Rick Meyer.

**NEW BUSINESS / APPOINTMENTS:**

1. **Approval of draft minutes for April 6th, 2020** - Motion by Stoelb, second by Hoffmann, to approve the draft minutes, all commissioners voted aye. Motion carried.
2. **Lake Aire 4 Update** – Bollwahn reported that research continues into the previous annexation of Lake Aire 4 and its finality or lack thereof. She is waiting on the Real Property Lister to provide maps to know with certainty if the annexation was completed. A plan is in place if it is determined the paperwork was not finalized. Hoffmann questioned how many parcels are still under debt service agreements. Bollwahn reported she believed there to be no parcels in that subdivision remaining under the debt service agreement but would verify that for certain.
3. **Wilson Air Lift Valve Replacement** – Kiehl reported on a valve in need of immediate replacement on a force main at the Main Lift Station. A temporary solution has been executed by Kiehl, but it needs permanent replacement as soon as possible. A photo of the site was shared and a quote from Sabel Mechanical that does not include a tanker truck. A tanker truck and subsequent emptying of the tanker will be additional costs for the district, and are required for the repair.  
Motion by Fore, Second by Stoelb to approve the quote from Sabel mechanical for \$6630 to replace the air release valve at the main lift station noting that the quote does not include additional charges for tanker truck and emptying of tanker which will be the responsibility of the Sanitary District. All commissioners voted aye, motion carried.
4. **Maintenance related issues** – No additional report. DesJardins inquired about a call that she received from a resident that reported they had phoned the district with concerns about their sewer and were told that the district cannot help them. Kiehl reported that the property in question is a private road/area and that the district cannot access the site.
5. **Reports:**
  - a. **Sanitary Administrator** – Bollwahn reported Park Place pipe was checked and is running clear. Will be checked again in another week or so. Also it appears that the Weeden Creek Road lateral damage was going to be settled, however the district has not seen payment arrive.
  - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances, and activity in written reports. Mooney also mentioned a questionable billing received from the City of Sheboygan. She is further researching the matter and will be reaching out to counsel for the drafting of a letter.
  - c. **Secretary** – No report
  - d. **Commissioners** – Hoffmann reported inconsistent spelling of his last name in some documents.
6. **Sanitary District No. 1 Disbursements** - Motion by DesJardins, second by Stoelb, to approve disbursements for 04/20/2020, check numbers 2865-2875 for \$41,934.45, all members voted aye. Motion carried. Motion by Stoelb and second by DesJardins to approve direct deposit payroll disbursements dated 03/25/2020 for \$1391.30, all members voted aye, motion carried. Motion by Fore and second by Hoffmann to approve direct deposit payroll disbursements dated 04/13/2020 for \$1669.49, all members voted aye, motion carried

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7. **ADJOURN** - Motion by Fore, second by Stoelb, to adjourn at 6:30 p.m., all members voted aye, motion carried

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator