

SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF September 8th, 2020

CALL TO ORDER & DECLARATION OF OPEN MEETING: President Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:30 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 present. Commissioner Tom Stoelb experienced technical difficulties and joined the meeting shortly after roll call was taken. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technicians Tom Sanville, Engineer Scott Schramm and Ross Werner of Werner Construction.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for August 17th, 2020** - Motion by Hoffmann, second by Fore, to approve the draft minutes for August 17th, 2020, All Commissioners voted aye. Motion carried.
2. **Discuss and authorize President Ehmann and Operator Sanville to complete annual wisDNR General Permit (GP) Notice of Intent (NoI) application** –Short background shared by Scott Schramm explaining that all Sanitary Districts are required to obtain this permit if they don't have their own treatment plant. This year permits didn't automatically roll over and the State of Wisconsin is requiring new permit applications from all districts. Motion by Hoffmann, Second by DesJardins to authorize President Ehmann and Operator Sanville to complete annual wisDNR General Permit Notice of Intent Application. All Commissioners voted aye. Motion carried.
3. **Stonebrook Subdivision (Sheboygan) - discuss proposed subdivision concepts (August 14 working meeting). Review existing Stahl Road trunk line, pump station and forcemain. Discuss required actions / improvements to sewer system. Decide on next steps. Consider acting to provide conditional approval letter to wisDNR for extending gravity sewer lines from Moenning Road (Rammer Pond last manhole)** President Ehmann provided background of the preliminary meeting held and brought up things needing discussion. Scott Schramm was asked to share capacity issues. Scott mentioned 3 key topics. 1. Subdivision 2. Capacity of current sewer and 3. Initiating an MOU with the City of Sheboygan. A brief overview of the planned subdivision was given by Scott Schramm. Roughly 160 new households are expected in the next 7 to 10 years and will ultimately use up 30% of the Stahl Road sewer Line. Current capacity of the Stahl Road line is 500 houses and adding the Stonebrook Subdivision will put the Stahl Road 8-inch pipe at 50% capacity. Schramm explained that the City's plan on routing the sewer begins at the Moenning Road manhole, running down Stahl Road to the Stahl Road pump station, to 12th street and thru Indian Mound. Since there was no cost sharing for the pump station or the sewers it would be wise to develop an MOU with the city for future expenses on expansion and upgrading to support the new subdivision. Ross Werner provided information on the timeline and planned process. The total of 134 lots will be developed in phases. Phase one consists of 78 lots and will take approximately 5 years to complete. Schramm gave a historical description of how the sewers were built and that the intent of them is not going to be sufficient to support the new growth we have experienced. Schramm said that the MOU will be necessary before giving the DNR the approval to issue the permit. President Ehmann interjected that what he is asking for is the commission to authorize Ehmann and Schramm, with the approval of the attorneys to go ahead with drafting the MOU so that the City of Sheboygan and Werner can move ahead on their project. Stoelb asked the question of capacity for the larger pieces of land that in the past were discussed as future subdivisions and if that has been taken into consideration. Schramm indicated that it is being factored in. Motion by Desjardins, Second by Fore to authorize President Ehmann and Scott Schramm to work with the City to negotiate an MOU for the Stonebrook subdivision to hook up the Town Sewer at Stahl Road. All member voted Aye, Motion carried.

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4. **Maintenance related issues as presented by Tom Sanville** – Manholes are being raised successfully, and Flyght replaced the loaner pump at Stahl Road/KK station with the pump the Town had repaired.
5. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn shared a voicemail of gratitude she received from the Verhelst family affected by a sewer backup. The Commissioners were thanked for their generosity and assured that the assistance they provided was very much appreciated.
 - b. **Treasurer** – August is a quite month for Sanitary. Paperwork for the Treasurer's reports are in Commissioners packets.
 - c. **Secretary** – No report
 - d. **Commissioners** – No Report
 - e. **Sanitary District No. 1 Disbursements** - Motion by Stoelb, second by Hoffmann, to approve disbursements for 09/08/2020, check numbers 2958-2968 for \$30423.46 all members voted aye, motion carried.
 - f. **Sanitary District No. 1 Payroll Disbursements** - Motion by Stoelb, second by Hoffmann, to approve payroll direct deposit disbursements for 08/26/2020, for \$1688.60.74 all members voted aye, motion carried.
 - g. **ADJOURN** - Motion by Fore, second by Stoelb, to adjourn at 6:05 p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator