

SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF December 7th, 2020

CALL TO ORDER & DECLARATION OF OPEN MEETING: President John 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. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technicians Tom Sanville and Otis Kiehl and Town of Wilson Engineer Scott Schramm of Strategic Municipal Services.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for November 16th, 2020** - Motion by Stoelb, second by DesJardins, to approve the draft minutes for November 16th, 2020, All Commissioners voted aye. Motion carried.
2. **Review and discussion of Sanitary District 1 Preliminary Budget** –President Ehmann introduced the topic for discussion and asked that the Treasurer or Administrator walk the Commissioners through the budget. Treasurer Mooney took the floor and walked the Commissioners through the budget line items. She made mention that the projections for revenue include a potential EHU rate increase, and a meter fee of \$10 a quarter for commercial meters that would help supplement the replacement cost of meters. After going through the budget, President Ehmann asked why the projections for commercial revenue seemed low as compared to past years. Treasurer Mooney said she also noticed it and that projections were made based on what was actual for 2020 and she would look further into it. President Ehmann suggested moving to the next topic to discuss the rate increase and touching back on the budget afterwards.
3. **Discussion and possible action on EHU rate increase for the 2021 calendar year** – Town Engineer Scott Schramm took the floor and discussed multiple documents pertaining to the research that went into the consideration of a rate increase. Among the documents budget allocation charts, community examples and borrowing examples. Discussion included a recap explanation of infrastructure repairs that are slated to take place in the near future as well as flow increases and the inevitable need for larger capacity to serve our community. Schramm informed the Commissioners that at the current rate, the district is underbilling residents by approximately \$16 a quarter. He feels that it is imperative to keep rates moving ahead to manage capital projects and maintenance issues. Schramm informed the Commissioners that the proposal that came out of the District's working meeting last week was to consider raising the residential rate by \$8 a quarter to \$59 per quarter. Schramm also gave some examples of borrowing being at historic low interest rates, if in the future for repair and expansion, the district would consider a loan. Commissioner Hoffmann asked about the effects borrowing and repayment terms. President Ehmann stated that at this point we are looking to stay at the break-even point with regards to this rate increase. Commissioner DesJardins asked if adding the mill rate back for the laterals would help generate revenue to offset costs. Treasurer Mooney mentioned that the mill rate was removed when the district had adopted the debt service. President Ehmann suggested taking action for the increase and then holding a public hearing at the next meeting to discuss and approve the budget at that point. Motion by Stoelb, second by Fore to increase the Sanitary District 1 rate from \$51 to \$59 per quarter. With a comparable increase for commercial properties. Schramm ask if we wanted to include the meter fee of \$10 per commercial property per quarter. Hoffmann amended said motion to include the meter fee. Amended motion by Hoffmann, second by Fore to increase from the Sanitary District 1 rate from \$51 to \$59 per quarter. With a comparable increase for commercial properties, and to include a quarterly meter fee of \$10 per commercial property. Roll call vote: DesJardins, AYE. Stoelb, AYE. Fore, AYE. Hoffmann, AYE. And the Chairman votes AYE, motion carried.

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4. **Maintenance related issues as presented by Otis Kiehl and Tom Sanville** – Kiehl reported that Sabel has engineered some repairs to the valve they replaced, and the District is not being charged for these repairs. Sabel is dealing with the manufacturer to recover their costs with the repairs. Commissioner Hoffmann asked if Sabel didn't want to put in a new pump and Kiehl informed him that it is a new pump. Sanville reported that touching back on the commercial property revenue from the budget discussion is likely a downfall from Covid-19. Most of the commercial properties are heavily dependent on traffic and that likely is a big contributor to the revenue being lower this year. Sanville also reported that annual pump maintenance is complete and went well with the exception of one pump at Schinker Creek pump station that is showing significant wear on the impeller. However, it is Sanville's recommendation that the pump can wait for repair until the construction of Lake Aire 5 is completed.

5. **Reports:**
 - a. **Sanitary Administrator** – No Report
 - b. **Treasurer** –Treasurer Mooney reported that one billing cycle remains for the 2020 year. Additionally, the treasurer's reports are included in the Commissioners packets and everything looks to be in-line.
 - c. **Secretary** – No Report
- d. **Commissioners** – No Report
- e. **Sanitary District No. 1 Disbursements** - Motion by Stoelb, second by Hoffmann, to approve disbursements for 12/7/2020, check numbers 3017-3024 for \$28,491.36 all members voted aye, motion carried.
- f. **Sanitary District No. 1 Payroll Disbursements** - Motion by DesJardins, second by Stoelb, to approve payroll direct deposit disbursements for 12/02/2020, for \$1380.66 all members voted aye, motion carried.
- g. **ADJOURN** - Motion by Fore, second by Stoelb to adjourn at 6:29 p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator