

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF APRIL 18, 2016**

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.

PRESENT: President Ehmann, Commissioners Nancy DesJardins, Tom Stoelb and Dan Rostollan. Commissioner Brian Hoffmann delayed arrival at 5:35pm. Also in attendance, Secretary Georgene Lubach, Treasurer Julie Evans, Clerical Assistant Mandy Tran, Technician Otis Kiehl.

PUBLIC COMMENT SESSION: President Ehmann called for Public Comment

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes; April 04, 2016** - Motion by DesJardins, second by Stoelb to approve the April 04, 2016 meeting draft minutes. All members present voted aye, Hoffmann not present, motion carried.
2. **Presentation by Otis Kiehl regarding – review of price quote and estimated number for purchase of pro-rings and battery operated caulking gun to raise manholes** – Kiehl estimates approximately \$300 to lift each manhole, suggesting caulking as longest lasting adhesive, 12 total manholes of which 2 have been raised and 10 have not. Suggests purchasing our own supply. Motion by Stoelb, second by Rostollan to approve estimates for purchase of pro-ring and caulk, including caulking gun, for the amount not to exceed \$4000. By roll call vote, President – aye, DesJardins – aye, Stoelb – aye, Hoffmann –aye, Rostollan – aye, motion carried.
3. **Maintenance related issues as presented by Tom Sanville and/or Otis Kiehl** – gutters now installed at garage, well digger discovered existing 4" line going to the pond and added connection to the line, will not charge full amount for line drainage service, area nearly dry now.
4. **Presentation of Sanitary District 1 annual audit report** – Tran will contact Bryan Grunewald to schedule a direct question and answer session at upcoming Commissioner's Meeting. Annual report documents will be included for this meeting.
5. **Reports:**
 - a. **Clerical Assistant** –CMOM reports close to completion, 1st Quarter ACH billing have been run, City Quarter Bill to be completed this week, Rich Ternes currently undergoing hiring process.
 - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances and activity reports were presented.
 - c. **Secretary** – No report
 - d. **Commissioners** – Stoelb reporting on SEH April 18, 2016 Memorandum and estimation of cost for 2016 Client Goals. Main priorities to include Review of Emergency Response Plan, CMOM Report, Indian Mound Repair Plan. Clerical Assistant to schedule a question and answer meeting with Steve Peterson of SEH for upcoming meetings.
6. **Sanitary District No. 1 Disbursements** - Motion by Rostollan, second by DesJardins to approve 4/18/16 disbursements – check numbers 2058-2063, for \$5,057.42, all members present voted aye, motion carried.

ADJOURN: Motion by Rostollan, second by Stoelb, to adjourn at 5:52 p.m., all members present voted aye, motion carried.

Minutes Respectfully Submitted by: Mandy Tran, Clerical Assistant
Georgene Lubach, Secretary