

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF DECEMBER 05, 2016**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:45 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 John Ehmann, Commissioners Tom Stoelb, Brian Hoffmann, Daniel Rostollan and Nancy DesJardins. Also in attendance, Secretary Georgene Lubach, Treasurer Julie Evans, Clerical Assistant Mandy Tran, and Technician Otis Kiehl.

PUBLIC COMMENT SESSION: President Ehmann called for Public Comment

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes; November 21, 2016** - Motion by Hoffmann, second by Stoelb to approve the November 21, 2016 meeting draft minutes, all members present voted aye, DesJardins abstained, motion carried.
2. **Maintenance related issues as presented by Tom Sanville and/or Otis Kiehl:** discussed plowing services at Lakeshore pump station; status update on new pump installation.
3. **Reconvening the Special Ad Hoc Committee to review the sanitary commission structure and evaluate the emergency response plan** – Special Ad Hoc Committee should be reconvened, with invitation extended to Sanitary District Engineer.
4. **Discuss de-incentivizing the use of Sewer bill property tax roll-over by our customers** – discussed customer history for repeat delinquencies on Sewer bill, will explore approaches by other municipalities on this concern.
5. **Discuss amendment to Sanitary District No. 1 Ordinance 6.03 to include failed ACH deposit transactions** – discussed the need to update ordinance to reflect current billing practices; will defer action to next meeting.
6. **Reports:**
 - a. **Clerical Assistant** – reported on January 2, 2016 falling on a federal holiday, to be rescheduled at next meeting.
 - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances and activity reports were presented.
 - c. **Secretary** – No report.
 - d. **Commissioners** –No report.
7. **Sanitary District No. 1 Disbursements** – Motion by Rostollan, second by Hoffmann to approve Sanitary District No. 1 disbursements for 12/5/16, check numbers 2194-2198 for \$1,465.02, all members present voted aye, motion carried. Motion by Rostollan, second by DesJardins to approve Sanitary District No. 1 Payroll disbursements for 11/9/16, with check number 50320, for \$1,645.93, all members voted aye, motion carried. Motion by Rostollan, second by DesJardins to approve Sanitary District No. 1 Payroll disbursements for 11/23/16, with check number 50321, for \$2,225.60, all members voted aye, motion carried.

ADJOURN: Motion by Stoelb, second by Rostollan to adjourn at 6:15 p.m., all members present voted aye, motion carried.

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