

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
APPROVED MINUTES OF NOVEMBER 5, 2018**

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 Tom Stoelb, Brian Hoffmann, Matthew Fore. Supervisor Nancy DesJardins excused absence. Also in attendance: Secretary Georgene Lubach, Treasurer Kari Mooney, Sanitary Administrator Laura Kaat.

PUBLIC COMMENT SESSION: President Ehmann called for Public Comment; no public comment offered.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes October 15, 2018** – Motion by Stoelb, second by Fore to approve the draft minutes for October 15, 2018, all members voted aye, DesJardins abstained, motion carried.
2. **Maintenance related issues as presented by Tom Sanville and Otis Kiehl** – Power outage addressed, Wilson mutual backup, wipes at pump station causing issues. Need to raise customer understanding, sump pump reminders needed for customers as well.
3. **Discuss Strategic Municipal Services scope of work and proposed task orders** – Engineer Scott Schram gave report on future projects for Sanitary Districts and cost estimates for budget purposes.
4. **Update on Sanitary District collaborations with the City of Sheboygan**– Ehmann provided brief update on continuing to obtain an agreement regarding rungs within replaced district manholes.
5. **Request for sewer service for Alliant Energy/WP&L** – Schram reported Alliant/WP&L is paying for infrastructure; this will become the Town of Wilson's infrastructure once hooked up. Commissioner Hoffmann added this will reduce trucking and wear and tear of road and would offer sewer service to customers on Frontage Road from Weeden Creek Road south to ash pit.
6. **Request for sewer service for 5227 Moenning Road** - Prospective buyers of 5227 Moenning Road were present. Schram recommends residents consult with plumber and utility contractor to decide if they want to proceed, then would petition the town for annexation.
7. **Discuss request of Handlebar Salon for a new building impeding the District's sewer right-of-way** - Contractor and Nancy Manning of Handlebar Salon were present. Schram discussed the Sanitary easement and any building structure encroachments into the 15- foot sewer easement. No building improvements (including foundations / footing, overhangs) should not be within the easement. Suggested the residents to hire a professional land surveyor, and to keep southeast corner of building outside of the easement.
8. **Reports:**
 - a. **Sanitary Administrator** – No report.
 - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances and activity in written report. Asked board for permission to not impose late fees this quarter sewer bills due to late printing while converting to new software.
 - c. **Secretary** – No report
 - d. **Commissioners** – No Report.
9. **Sanitary District No. 1 Disbursements** – Motion by Hoffmann, second by Fore, to approve disbursements dated 11/5/18 for \$12,257.10, all members voted aye, motion carried.
Motion by Hoffmann, second by Stoelb, to approve payroll disbursements dated 10/10/18 for \$1505.18, all members voted aye, motion carried.
Motion by Stoelb, second by DesJardins, to approve payroll disbursements dated 10/24/18 for \$2264.71, all members voted aye, motion carried.
10. **ADJOURN:** Motion by Fore, second by Hoffmann to adjourn at 6:37 p.m., all members voted aye, motion carried.

Minutes Respectfully Submitted by: Laura Kaat, Sanitary Administrator; Georgene Lubach, Secretary