

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
APPROVED MINUTES OF FEBRUARY 4, 2019**

**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 John Ehmann, Commissioners Tom Stoelb, Nancy DesJardins, and Matthew Fore. Brian Hoffmann via remote attendance. Also in attendance: Secretaries Georgene Lubach and Julie Wicker, Sanitary Administrator Laura Kaat, Treasurer Kari Mooney. Technicians Tom Sanville, Otis Kiehl.

**PUBLIC COMMENT SESSION:** President Ehmann called for Public Comment: none made.

**NEW BUSINESS / APPOINTMENTS:**

1. **Approval of draft minutes;**
  - a. **January 21, 2019 Commissioners Meeting Minutes** – Motion by, DesJardins, second by Fore, to approve the draft minutes with an edit of maintenance report from “none” to “not present”, all members voted aye, motion carried.
2. **Q & A discussion with Frontage Road customers affected by WP&L construction** – Representatives from WI Power and Light were present. Engineer Scott Schramm presented on construction plans being funded by WP&L of a sewer extension south of Weeden creek road on Frontage Rd to the ash pit. Residents will be able to join the sanitary district on Frontage Rd between the ash pit and Weeden Creek Rd. Several land owners present were able to have discussion with commissioners and engineer.
3. **Maintenance related issues as presented by Tom Sanville or Otis Kiehl** – Kiehl reports on routine maintenance at Lakeshore Pump Station. Sanville reports Great Lakes has finished their assigned televising project with no concerns revealed in the infrastructure examined.
4. **Consideration to create incentive for paperless billing/ACH** – Motion by Fore, second by DesJardins, to establish a one-time \$5 statement credit for residents that sign up for both paperless billing and automatic bank draft starting with the Q1 2019 billing cycle. All members voted aye, motion carried.
5. **Reports:**
  - a. **Sanitary Administrator** – Reported on USPS weather delays from last week and will hold of charging late fees until 2/5/19.
  - b. **Treasurer** – Sanitary District No. 1 balance sheet, cash balances, and activity in written reports.
  - c. **Secretary** – No report.
  - d. **Commissioners** – No report.
6. **Sanitary District No. 1 Disbursements** – Motion by DesJardins, second by Stoelb to approve disbursements for 2/4/19, check numbers 2631-2635 for \$3,334.32, all members voted aye, motion carried. Motion by DesJardins, second by Fore to approve payroll direct deposit 01/02/19 for \$1,402.99, all members voted aye, motion carried.
7. **ADJOURN:** Motion by Fore, second by DesJardins to adjourn at 6:16 p.m., all members voted aye, motion carried.

Minutes Respectfully Submitted by: Laura Kaat, Sanitary Administrator