

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF May 4<sup>th</sup>, 2020**

**CALL TO ORDER & DECLARATION OF OPEN MEETING:** President Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:46 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. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technician Tom Sanville, Maintenance Supervisor Rick Meyer.

**NEW BUSINESS / APPOINTMENTS:**

1. **Approval of draft minutes for April 20th, 2020** - Motion by Hoffmann, second by Stoelb, to approve the draft minutes, all commissioners voted aye. Motion carried.
2. **Maintenance related** - Bollwahn shared information she received from Kiehl about pump #3 check valve which has experienced clogging. A photo was submitted by Kiehl showing a string mop head clogging the check valve. Sanville added information about the location. Sanville shared that pump #3 is in a pit that serves the city wastewater, and the photo is of a discharge check valve. Sanville is investigating into cost effective options for a replacement pump that may be able to deal with these issues better. Bollwahn shared that in the meantime Kiehl has had the strainer baskets that in the past were removed, reinstalled as an attempt to catch items before they clog up the check valve. Stoelb questioned whether the pump was damaged in this event. Sanville reported no damage, just an increase in head pressure.  
DesJardins inquired about private roads and the level of service they receive from the district. Sanville and DesJardins had discussion about what services the sewer bill includes. It was determined that the bill is for the use of Sanitary District #1 main lines, pump stations etc. It was also discussed that when a resident lives on a private road, it is essentially the same as being hooked up to the main lines through a very long pipe that is similar to a lateral, and referred to as a private interceptor. DesJardins questioned why the District doesn't maintain these private interceptors. Sanville explained that private interceptors were put in and are owned by the homeowner and not necessarily up to the district's specs. Consequentially, maintenance of these pipes is the responsibility of the owner. President Ehmann mentioned in the case of some private roads having shared private interceptors, this would have had to be part of disclosures and legal documentation produced when the home was purchased. Fore mentioned a title search should bring up the information. DesJardins questioned who people on private roads can call in the event of an emergency and acknowledged that response time can significantly minimize damage. Sanville suggested Roto-rooter. DesJardins mentioned many private interceptor owners may not know this and suggests information sharing. Stoelb inquired if we should research the private road addresses and sent reminder letters to the owners about the pipes ownership and responsibilities. Desjardins stated it could be included in a newsletter so people who live on private roads are aware that the private pipes are not inspected along with the rest of the district pipes, along with emergency contact information to help get a quick response should one be needed.
3. **Reports:**
  - a. **Sanitary Administrator** - Lake Aire 4 Update – Bollwahn reported that research has concluded and is happy to report confirmation of the Annexation of Lake Aire 4. Shared items were the original subdivision map, the final annexation boundaries map which was filed with the Register of Deeds and the Order amending Sanitary District Boundaries that was also filed with the Register of Deeds on 10/7/2004. The boundary map included Lake Aire 4, and future additions 5, 6 and 7. Stoelb questioned for verification that this was in fact the properties discussed at the previous meeting. Bollwahn confirmed. Also included in the documentation was a list of properties still under the debt service to address the question from last meeting, how many of the Lake Aire residents were still under debt service repayment.
  - b. **Treasurer** - Sanitary District No. 1 balance sheet, cash balances, and activity in written reports. Mooney mentioned that quarterly Sanitary Reports were included this meeting.
  - c. **Secretary** – No report

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d. Commissioners – No report.

4. **Sanitary District No. 1 Disbursements** - Motion by Stoelb, second by Hoffmann, to approve disbursements for 0/04/2020, check numbers 2878-2885 for \$21,065.23, all members voted aye. Motion carried. Motion by Stoelb and second by DesJardins to approve direct deposit payroll disbursements dated 05/06/2020 for \$1172.27, all members voted aye, motion carried.
5. **ADJOURN** - Motion by Hoffmann, second by Stoelb, to adjourn at 6:09 p.m., all members voted aye, motion carried

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator