

SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF September 21st, 2020

CALL TO ORDER & DECLARATION OF OPEN MEETING: Commissioner Tom Stoelb called the Sanitary District No.1 Commissioners Meeting to order at 5:31 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: Commissioners Nancy DesJardins, Tom Stoelb, Matthew Fore and Brian Hoffmann present. President John Ehmann had an excused absence. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technicians Tom Sanville and Otis Kiehl, and Engineer Scott Schramm.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for September 8th, 2020** - Motion by DesJardins, second by Fore, to approve the draft minutes for September 8th, 2020, All Commissioners voted aye. Motion carried.
2. **Stonebrook Subdivision – Review September 8th meeting discussion. Review and discuss proposed Memorandum of Understanding (MOU)** – Engineer Scott Schramm led the discussion. He began by recapping September 8th, 2020 discussion and asked if the Commissioners had any questions. No questions were presented. Schramm explained that the MOU that he and President Ehmann have been working on was derived by using the County OK MOU as a starting point. He discussed his awareness that the City of Sheboygan’s developer would like to move quickly and get started on the project. Schramm discussed the major points of the MOU, including the start date for the project, costs born by the City and developer, keeping our technicians in the loop for the standards of testing, providing asbuilt drawings to the district and that the sewer cannot go live until all tests are complete. He also touched on permitting regarding the DNR and sanitary permits. The question was raised by Technician Kiehl if the sewers would be plugged before going live. Schramm said there would be mechanical screw plugs in two spots until they are inspected and ready to go live. Commissioner Hoffmann asked who would be doing the inspections and asked if Schramm would be present. Schramm indicated that he could be if the commissioners so choose. Hoffmann inquired if the City would be paying for the inspections. Discussion ensued as to whether that should be a city expense or not. Hoffmann indicated that through experience he feels a lack of trust with the City. This topic will be moved to the next agenda.
3. **Indian Mound Trunk Sewer Rehabilitation – Discuss Great Lakes TV Seal proposal and future sewer capacity improvements** – Firstly, it was mentioned by Schramm and Sanville that the existing leaks have been sealed and that the total flow that has been sealed off was approximately 30 to 40 gallon a minute. Secondly, discussion on the rehab proposal by Great Lakes to fix the corroded concrete was led by Schramm. The corrosion is a result of gasses that will continue to erode but at an undetermined rate. Schramm recommends keeping a keen eye on the concrete. Sanville expressed that he believes it’s a fairly urgent matter and it is his opinion that this is something that should be addressed sooner rather than later. Schramm requested that Bollwahn share an email with the commissioners that Schramm sent to her.
4. **Review and approve the certified 2019 CMAR report for Sanitary District #1** – Treasurer Mooney explained that the CMAR was completed by Technician Sanville and herself, and that the filing deadline was approaching so the report had been filed. Afterwards we learned that in years past, the board approved the filing before the actual filing took place. Motion by Fore, Second by DesJardins to approve the Certified Filing of the 2019 CMAR report for SD #1. All commissioners voted Aye, Motion Carried.
5. **Maintenance related issues as presented by Otis Kiehl** – Marvery Road manhole raising and concrete begins tomorrow (September 22, 2020). Bollwahn asked Kiehl if he had notified the owners. Kiehl indicated that he had.
6. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn had nothing to report

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- b. **Treasurer** – August is a quite month for Sanitary. Paperwork for the Treasurer’s reports are in Commissioners packets.
- c. **Secretary** – No report
- d. **Commissioners** – No Report
- e. **Sanitary District No. 1 Disbursements** - Motion by DesJardins, second by Fore, to approve disbursements for 09/21/2020, check numbers 2969-2980 for \$6343.85 all members voted aye, motion carried.
- f. **Sanitary District No. 1 Payroll Disbursements** - Motion by DesJardins, second by Fore, to approve payroll direct deposit disbursements for 09/09/2020, for \$1816.72 all members voted aye, motion carried.
- g. **ADJOURN** - Motion by Fore, to adjourn at 6:10 p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator