

SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF October 5th, 2020

CALL TO ORDER & DECLARATION OF OPEN MEETING: President John 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. 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 present. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technicians Tom Sanville, and Engineer Scott Schramm.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for September 21st, 2020** - Motion by DesJardins, second by Fore, to approve the draft minutes for September 21st, 2020, All Commissioners voted aye. Motion carried.
2. **Stonebrook Subdivision** – President Ehmann gave a brief overview of previous discussions and indicated that what we as a Town want to do is produce an approved MOU so the project can continue. Ehmann has discussed this with the City and a meeting is set up where drainage will be discussed this week. Engineer Scott Schramm asked the Board if they have any questions on the MOU. No questions were presented. Motion by Fore, Second by DesJardins to approve the Stonebrook Subdivision Project MOU with the City of Sheboygan. All board members voted Aye, Motion carried.
3. **Indian Mound Trunk Sewer Rehabilitation – Review and possible action on proposed task order as presented by Strategic Municipal Services** – Schramm began the discussion by reiterating the necessity and level of corrosion seen in the project area and discussed the need to put the project out for public bidding. He further discussed the way that Great Lakes TV Seal does this type of rehab and that anything less will be insufficient. He recommends we be specific in our public bidding to the methods that Great Lakes uses to do the job as well as the materials used. Commissioner Hoffmann said that he believes that working this way in open bidding leaves the Town open to a lawsuit by putting an open bid out that is specific to the methods and materials used by one company. Schramm said that he understands Hoffmann’s concerns but doesn’t believe that it puts the Sanitary District at risk. Hoffmann reiterated his concerns and said that he will not vote for this method of doing business. President Ehmann asked if Commissioner Hoffmann had another suggestion. Commissioner Hoffmann said not at this time, but he remained firm in voicing his opposition. Commissioner Stoelb added that we can be specific about materials and methods without opening ourselves up to trouble. Technician Sanville mentioned that a previous engineer recommended a different treatment which did not hold up, and that he agrees with Schramm on the need to specify both the method and materials. Motion by Fore, Second by Stoelb to approve the Open Bidding for the Indian Mound Trunk Sewer Rehabilitation according to the recommendations and scope of services as outlined by Strategic Municipal Services. Aye, Fore, Stoelb, Ehmann, DesJardins. Opposed, Hoffmann Abstained. Motion Carried.
4. **Update and discussion on Employee Reviews** – President Ehmann began with mentioning that it’s time to make the budget for next year and asked the board how they wish to proceed with this with regards to the new Covid era meeting restrictions. Commissioner DesJardins suggested the need for a common form used for evaluation of performance. She also mentioned that positives need to be reinforced. In the past things were hinged more on things that could be improved without enough acknowledgment of positive traits and performance. Fore and Stoelb said they felt that this was a good idea. Ehmann asked that a team of two work on it. Fore volunteered to work with DesJardins on the form and timeline. Treasurer Mooney established the timeline for having this completed before the budget meeting.
5. **Maintenance related issues as presented by Tom Sanville** – Sanville commented that the manhole raising project looks largely done. Schinker Creek had a sub-meg relay issue Sunday morning. Cost to replace is \$645. Also ordered, was a Flyght Sub-meg equivalent for \$345. Sanville asked if there were any questions, none were presented.
The plumber for Zimbal Mink Farm is ready for a meter on their property. After investigation, it is determined

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that our meters are obsolete and incompatible with outside readers. The meter body and register head is approximately \$125 each noting that all of the meters are all due to be replaced. There are remote readers that are quite costly. Sanville recommends buying 6 meters for the Frontage road area. Alternatively, we could buy one or two and see how we like them. Sanville asked if there were any questions. The board recommended ordering two.

6. Reports:

- a. **Sanitary Administrator** – Bollwahn reported that she had heard from Technician Kiehl earlier in the day and the manhole raising project is indeed completed. The raising, seeding of lawns and marking for plows is complete.
A check has been received from the sale of 225 Lake Court. The deferred assessment that was due before the parcel could transfer title has been satisfied.
CPR training is due for renewal. DesJardins mentioned that it is usually coordinated with Maintenance and Bollwahn should coordinate with Rick Meyer.
- b. **Treasurer** – Aside from the Deferred assessment payment, Sanitary District financials have been quiet. 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 Stoelb, second by DesJardins, to approve disbursements for 10/05/2020, check numbers 2981-2988 for \$7685.08 all members voted aye, motion carried.
- f. **Sanitary District No. 1 Payroll Disbursements** - Motion by Hoffmann, second by DesJardins, to approve payroll direct deposit disbursements for 10/07/2020, for \$2001.42 all members voted aye, motion carried.
- g. **ADJOURN** - Motion by Fore, second by Stoelb to adjourn at 6:31 p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator