

SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
DRAFT MINUTES OF December 21st, 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 and Brian Hoffmann present. Commissioner Matt Fore was excused. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, Technicians Tom Sanville and Otis Kiehl.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for December 7th, 2020** - Motion by Hoffmann, second by Stoelb, to approve the draft minutes for December 7th, 2020, All Commissioners voted aye. Motion carried.
2. **Review and approve the Sanitary District 1 Preliminary Budget** –President Ehmann reviewed with the commissioners the budget, and explained that because the Sanitary District budget requires a Public hearing and posting requirements of 15 days before the meeting per State of Wisconsin statutes, the budget hearing has been posted and will be held on January 18th, 2021. So that we can have a working budget to start off the year, we would need a motion to adopt the preliminary budget. Motion by DesJardins, second by Stoelb to approve the preliminary 2021 Sanitary District budget. Roll call vote: Commissioner Hoffmann, AYE Commissioner Stoelb, AYE Commissioner DesJardins, AYE, and the chair voted AYE. Motion carried. Commissioner Hoffmann asked that minutes reflect that we had a Commissioner excused from this meeting. No vote from Commissioner Matt Fore due to excused absence.
3. **Discussion and approval of staff salary increases** –President Ehmann asked Commissioner DesJardins to give the Commissioners an update on her impression of the wage review meetings that she and Commissioner Fore had with the Sanitary District staff. Commissioner DesJardins stated that she and Fore wished to approve a 3% rate increase for all district employees. Commissioner Des Jardins felt that this was a particularly hard year for everyone and that there have been no issues with the staff, therefore she and Commissioner Fore wanted to give each employee that maximum that had been approved for wage increases. Motion by DesJardins, second by Stoelb to approve a 3% wage increase for all Sanitary District employees. Roll call vote: Commissioner Hoffmann, AYE Commissioner Stoelb, AYE Commissioner DesJardins, AYE, and the chair voted AYE. Motion carried. Commissioner Hoffmann asked that minutes reflect that we had a Commissioner excused from this meeting. No vote from Commissioner Matt Fore due to excused absence.
4. **Maintenance related issues as presented by Otis Kiehl and Tom Sanville** – Kiehl reported that the connection was made for Stonebrook Subdivision and has been inspected. The connection was done as requested. He also reported that the air releases have been pumped out and the he and Town Engineer Scott Schramm had checked them all out, with no real problems to any of them.
5. **Reports:**
 - a. **Sanitary Administrator** – A property located at 235 South Lake Court has come across Bollwahn's desk as a property that is selling. This particular property is part of the deferred assessment program and the amount owed on the property is just over \$10K. She will be watching for the payment provided the closing takes place as expected.
 - b. **Treasurer** –Treasurer Mooney reported that the treasurer's reports are included in the Commissioners packets and everything looks fine. Property tax payments are rolling in quickly.
 - c. **Secretary** – No Report
- d. **Commissioners** – No Report
- e. **Sanitary District No. 1 Disbursements** - Motion by Hoffmann, second by Stoelb, to approve disbursements for 12/16/2020, check numbers 3026-3036 for \$29,393.30 all members voted aye, motion carried.
- f. **Sanitary District No. 1 Payroll Disbursements** - Motion by DesJardins, second by Stoelb, to approve payroll direct deposit disbursements for 12/16/2020, for \$903.39 all members voted aye, motion carried.

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- g. **Sanitary District No. 1 Payroll Disbursements** - Motion by Hoffmann, second by Stoelb, to approve payroll direct deposit disbursements for 12/30/2020, for \$1449.56 all members voted aye, motion carried.
- h. **ADJOURN** - Motion by Hoffmann, second by Stoelb to adjourn at 5:48 p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary Administrator