

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF April 5, 2021**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President John Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:35 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 and Matt Fore present. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Kari Mooney, and Technicians Tom Sanville and Otis Kiehl.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for March 15th, 2021 - Motion by Stoelb, second by DesJardins, to approve the draft minutes for March 15th, 2021, All Commissioners voted aye, Motion carried.**
2. **Consideration to move the July 5th 2021 SD1 meeting to Tuesday July 6th 2021 in observation of the 4th of July, 2021 – Motion by Fore, second by DesJardins to reschedule the July 5th, 2021 meeting to Tuesday July 6th, 2021 in observation of the 4th of July. All commissioners voted aye, motion carried.**
3. **Consideration to move the September 6th, 2021 SD1 meeting to Tuesday September 7th 2021 in observation of the Labor day holiday – Motion by Fore, second by DesJardins to reschedule the September 6th, 2021 meeting to Tuesday September 7th, 2021 in observation of Labor Day. All commissioners voted aye, motion carried.**
4. **Indian Mound Sewer Improvements -Review bids and award contract to apparent low, responsive bidder – the two bids that were received were discussed regarding subcontractors used, total amounts, qualifications, and capability. Motion by Fore, second by DesJardins to award bid to lowest responsive bidder, Buteyn Peterson for \$118,840 and Sheboygan County Highway Commission for \$9322.00 for a total of \$128,162.00, all commissioners voted Aye, Motion carried.**
5. **Weeden Creek emergency repairs – Authorize Operator Sanville and Strategic Municipal Services to obtain bids (following Statute powers for emergencies) to correct crushed pipe - Operator Sanville shared several photos and video of a crushed pipe identified during the cleaning and jetting that took place in Spring 2021. The crushed area is just North of Weeden Creek Road on 16th street. Commissioner Stoelb asked Operator Sanville about the severity of the damage. Sanville expressed that he is very concerned about the damage and the need to swiftly repair it so it doesn't cause issues for residents. Motion by Fore, Second by Stoelb to Authorize Operator Sanville and Strategic Municipal Services to obtain bids (following Statute powers for emergencies) to correct crushed pipe. All commissioners vote Aye, Motion carried.**
6. **Discussion on deferred assessment parcels and direct Administrator on how to proceed. Bollwahn gave the commissioners an overview of three properties that had used the Deferred Assessment option for payment of sanitary install. Bollwahn shared history of the three properties in question, and the legal documentation that has been researched and recovered as well as the known triggers for collection according to the final assessments and State Statutes, the Commissioners have directed Bollwahn to call legal consultation and set up a conference call for the near future.**
7. **Maintenance related issues as presented by Otis Kiehl and Tom Sanville Reports:**
Operator Kiehl shared a quote for a generator and a rotary hammer drill that is needed by the Sanitary District for the Indian Mound Sewer Trunk Project and other future projects. Motion for Stoelb, second by Fore to approve the purchase of the Generac Generator and the Makita Hammer Drill. All commissioners votes Aye, Motion carried.

8. **Reports:**

- a. **Sanitary Administrator** – Bollwahn shared that billing is completed and that price increases were successfully set up.
- b. **Treasurer** –Treasurer Mooney reported that the board has their financials in their packets. She also reported that the annual audit has been in progress.
- c. **Secretary** – No Report
- d. **Commissioners** – No Report

9. **Sanitary District No. 1 Disbursements** - Motion by Stoelb, second by DesJardins, to approve disbursements for 04/05/2021, check numbers 3077-3089 for \$26345.69 all members voted aye, motion carried.

- a. **Sanitary District No. 1 Payroll Disbursements** - Motion by Stoelb, second by DesJardins, to approve payroll direct deposit disbursements for 04/07/2021, for \$1811.03 all members voted aye, motion carried.

10. **ADJOURN** - Motion by Fore, second by Stoelb to adjourn at 6:28p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary District Administrator