

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF September 7th, 2021**

**CALL TO ORDER & DECLARATION OF OPEN MEETING:** President John Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:37 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, Matt Fore and Brian Hoffmann were all present. Commissioner Tom Stoelb was excused. Also in attendance: Operators Tom Sanville and Otis Kiehl, Town Engineer Scott Schramm, Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, and Treasurer Kari Mooney.

**NEW BUSINESS / APPOINTMENTS:**

At the beginning of the meeting President Ehmann explained to resident attendees that at the beginning of the Sanitary District meeting a closed session is on the agenda. In order to allow them access to the Town meeting after the closed session, attendees were advised to remove themselves from the Zoom meeting and log in at 6:15 PM. The Town of Wilson meeting will not begin before that time.

1. **Approval of draft minutes for August 16th, 2021 - Motion by Hoffmann second by DesJardins to approve the draft minutes for August 16th, 2021, all members present voted aye. Motion carried.**
2. **The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(g) for the purpose of conferring with legal counsel for the District who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the District is or is likely to become involved and pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss issues related to: City response to damaged Main at cross-connected laterals. – Motion by Hoffmann, second by DesJardins to move into closed session. Roll call vote, Matt Fore, AYE. Nancy DesJardins, AYE. Brian Hoffmann, AYE. Chairman Ehmann, AYE. Motion carried.  
*Zoom participants that used the waiting room instead of logging off were invited back in***
3. **Repair Sewer Main on South 16<sup>th</sup> Street -**
  - a. **Review bids and award contract to apparent low, responsive bidder.**
  - b. **Authorize President Ehmann and Administrator Bollwahn to execute Contract Documents**  
Motion by Fore, second by Hoffmann to award the bid to DeGroot Inc. for \$50515.60 plus Asphalt restoration for approximately 4,000 and contingency fund of services for approximately \$8,100 for a total of \$62,100. President Ehmann requested that the motion include the authorization of President Ehmann and administrator Bollwahn to execute the contract documents. Motion by Fore, second by Hoffmann to award the bid to DeGroot Inc. for \$50515.60 plus Asphalt restoration for approximately 4,000 and contingency fund of services at approximately \$8,100 for a total of approximately \$62,100 and to authorize President Ehmann and Administrator Bollwahn to execute the contract documents. All Commissioners voted AYE Motion carried.
4. **Maintenance related issues as presented by Otis Kiehl –** Kiehl reported the Stonebrook Subdivision construction plug was dislodged and has been located. A meeting has been scheduled with the City and the contractor. President Ehmann requested that Scott Schramm give the commissioners a little background on the issue. Schramm gave an overview of the issues which is as follows: No flow was supposed to be going through the manhole until all of the sewer was installed, it was completely tested and written reports and documentation was presented to Tom Sanville and Otis Kiehl and they had time to review it. Only then was any plug to be removed. Additionally, there was a written agreement between the District and The City of Sheboygan that included the requirement to have two mechanical screw plugs in the manhole, the second one being a safety to hold back water and debris. The situation arose when Kiehl called to report the plug was missing and there was debris in the manhole. On further inspection of the manholes in the vicinity, the plug was found in a manhole on Moenning Road. Instead of installing the required (2) mechanical screw plugs, an inflatable ball plug was installed. It lost air, deflated and with the manhole full of water, it floated the plug down to the next manhole. It is evident that the plug had been dislodged for quite some time because upon inspection the pipe was found to be full of solids. Construction debris and mud was deposited in Moenning Road and Stahl Road manholes and pipes. These areas were cleaned and jetting last year by Great Lakes and at that time everything was found to be in good condition. Public Works for the City of Sheboygan had been notified and were informed of the need to address this quickly to avoid neighboring homes from experiencing a backup. The City

brought their jetting truck and jetted the solids down to the KK pump station. The recommended course of action at this point is to include this area in the cleaning and televising for the upcoming contract with Great Lakes and also have the wet well vacuumed out at the pump station because the wet well has construction debris in it too.

The City of Sheboygan has been contacted to discuss the Districts expectations for them to pay for the incurred expenses, which are estimated to be at or above \$15,000. The City requested a meeting to talk through this issue. Additional recommendations include having a discussion regarding the fact that the City never paid for capacity in this area. Schramm recommends working with Bollwahn to look at the construction costs. Since the City estimates using 30% of pipe capacity it is recommended that we itemize our costs and invoice them for their share of capacity allocation for being able to use the sewer and the pump station. Kiehl mentioned that additionally, he reminded them several times to get the second plug installed and to his knowledge that was never done, nor was it locatable. President Ehmann asked if the Commissioners had any questions on how the District plans to proceed with this issue. No questions were presented.

- a. **Sanitary Administrator** –Bollwahn had no report.
  - b. **Treasurer** –Treasurer Mooney reported the monetary totals for cash and investments, replacement fund and checking account totals. The commissioners also received written reports in their packets.
  - c. **Secretary** – Secretary Wicker had no report.
  - d. **Commissioners** – No Report from the Commissioners
5. **Sanitary District No. 1 Disbursements** - Motion by Hoffmann second by DesJardins, to approve disbursement checks dated 09/07/2021, check numbers 3167-3175 for \$26,311.83 all commissioners present voted aye, motion carried. Motion by DesJardins, second by Hoffmann to approve payroll disbursements, checks dated 09/08/2021 totaling \$1783.12. All commissioners present votes aye, motion carried.
6. **ADJOURN** - Motion by Fore, second by Hoffmann to adjourn at 6:20 p.m. Meeting Adjourned.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary District Administrator