

**SANITARY DISTRICT NO. 2 COMMISSIONERS MEETING  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF March 21st, 2022**

**CALL TO ORDER & DECLARATION OF OPEN MEETING:** President John Ehmann called the Sanitary District No.2 Commissioners Meeting to order at 6:07 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 Tom Stoelb, Nancy DesJardins, Matt Fore and Brian Hoffmann were present. Also in attendance: Operator Otis Kiehl, Public Works Director Ben Darkow, Maintenance Supervisor Rick Meyer, Secretary Julie Wicker, Treasurer Kari Mooney and Sanitary Administrator Karen Bollwahn.

**NEW BUSINESS / APPOINTMENTS:**

1. **Approval of the draft minutes for February 21<sup>st</sup>, 2022 Sanitary District 2 Commissioner Meeting – Motion by DesJardins, second by Stoelb to approve the draft minutes for February 21<sup>st</sup>, 2022. All members voted Aye, Motion Carried.**
2. **Maintenance related issues as presented by Ben Darkow or Otis Kiehl –** Kiehl presented the Commissioners with a video showing a leaking valve at Millipore Sigma. The extensive leak will be looked at by Sabel Mechanical as soon as possible. Kiehl will be phoning them tomorrow. He is also looking into a flow meter that has been giving them some issues.
3. **Reports:**
  - a. **Sanitary Administrator** – Bollwahn reported that during the routine audit for 2021, it came to her attention that Millipore Sigma was underbilled for one quarter in 2020. During the transition of office staff, the quarter in question was inadvertently charged at the 2021 rate which was a price decrease. Millipore has been billed for the difference and invoicing was sent with an explanation for their records.
  - b. **Treasurer** – Treasurer Mooney reported on account balances in SD2 and checks being sent out. Treasurer Mooney also presented the commissioners with written reports in their packets.
  - c. **Secretary** – No Report
  - d. **Commissioners** – No Report
4. **Sanitary District No. 2 Disbursements - Motion by DesJardins, second by Hoffmann, to approve disbursement checks dated 3/21/2022, check numbers 2196-2200 for \$10,080.84 all members voted aye, motion carried.**
5. **ADJOURN - Motion by Fore to adjourn at 6:13 p.m. Meeting Adjourned.**

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary District Administrator