

**SANITARY DISTRICT NO. 2 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF April 18th, 2022**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President John Ehmann called the Sanitary District No.2 Commissioners Meeting to order at 5:40 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 March 21st, 2022 Sanitary District 2 Commissioner Meeting – Motion by Stoelb, second by DesJardins to approve the draft minutes for March 21st, 2022. All members voted Aye, Motion Carried.**
2. **Maintenance related issues as presented by Ben Darkow or Otis Kiehl –** Kiehl addressed the issue of a leaking flow meter, and informed the commissioners that due to the cost we will need to advertise this project for bids. Stoelb asked how much the meter is. Ben Darkow shared an estimate of \$14,500 for a new flow meter and chart reader. Stoelb question the monetary limit of required bidding, he thought it was 25K. Darkow was given the number of \$5,000 by the Town Engineer, and Fore shared that there was just an article in the Town's Association newsletter that also confirmed that amount. The only exception is in the case of an emergency, the bidding process can be forgone. Kiehl mentioned it would be advantageous to do this in a timely manner because there will be a delay for ordered items to arrive. Darkow mentioned another second upgrading project of replacing the dialer system for emergency notification with an estimated project cost of \$7,000. Bollwahn asked if there would be a monthly charge for this service? Currently we have a monthly phone bill for each location from A T & T whose rates continue to rise. Darkow said there is an annual maintenance fee of approximately \$500. The Chairman asked if we would be getting a bid for the installation cost? Kiehl and Darkow verified that the \$7000 estimate was for both parts and labor. The Chairman said he doesn't see any problem with having Schramm write up the copy for advertising for bids. Stoelb mentioned we can be very specific in our wording with the bid documents to ensure we are comparing apples to apples. Having no board members object, Darkow was told to go ahead and have Scott Schramm draw up the documents.
3. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn reported that she has received payment for the portion of 2020 that Millipore Sigma had been underbilled.
 - 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 Hoffmann, second by Stoelb, to approve disbursement checks dated 4/18/2022, check numbers 2101-2207 for \$7,214.79 all members voted aye, motion carried.**
5. **ADJOURN - Motion by Fore, second by Stoelb to adjourn at 6:21 p.m. Meeting Adjourned.**

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary District Administrator