

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF May 16th, 2022**

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 Brian Hoffmann, Nancy DesJardins, Matt Fore and Tom Stoelb were present. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn and Public Works Director Ben Darkow. Guests John Kulow and Kylie Ristow were also present.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for May 2nd, 2022 SD1 Commissioner's Meeting** - Motion by Fore second by DesJardins to approve the draft minutes for the May 2nd, 2022 Commissioner's meeting, All members voted Aye, Motion carried.
2. **Maintenance issues as reported by Ben Darkow** – Ben Darkow reported the location on an additional plumbing observation appointment for a resident on Indian Mound Road. He is waiting for bids for the lift station repairs, and the 16th street road repair that is to be completed by the Sheboygan County Highway Department. Mr. Darkow is trying to get that scheduled as soon as possible.
3. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn reported that Commissioner Fore has assisted in repairing an ongoing printer issue. The issue has been resolved and new billing cards have been ordered. They new cards are a higher quality heavy weight stock which is not only easier to work with in the office, but will tear less at the post office for no increase in card price or postage.
 - b. **Treasurer** – John Ehmann asked Clerk Wicker if she had run the reports for this week. She said yes, and that she is currently going through all the bank accounts to clarify some minor discrepancies. Wicker also reported on other treasurer duties that she and Bollwahn have been figuring out and keeping up with such as ACH payments and deposits. Chairman Ehmann extended a thank you to Wicker and Bollwahn for all of the extra work they are doing while we transition through filling the treasurer position. Ehmann asked the commissioners if they had any questions regarding the treasurer's reports. No questions were presented.
 - c. **Secretary** – No report
 - d. **Commissioners** – No report. Chairman Ehmann informed everyone that on the next meeting agenda, the first item of business will be a closed session with legal counsel regarding a City resident with a sewer backup on Stahl Road.
4. **Sanitary District No. 1 Disbursements** - Motion by Stoelb second by Hoffmann to approve disbursement checks dated 05/16/2022, check numbers 3302-3304 for \$4626.48 all commissioners voted aye, motion carried. Motion by Stoelb, second by Hoffmann to approve Sanitary District 1 direct deposit payroll date of checks 05/16/2022 for \$2169.37 all commissioners voted Aye, motion carried.
5. **ADJOURN** - Motion by Stoelb, second by Fore to adjourn. Chairman Ehmann adjourned the meeting at 5:37 p.m.

Minutes Respectfully Submitted by: Karen Bollwahn, Sanitary District Administrator