

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF September 6th, 2022**

CALL TO ORDER & DECLARATION OF OPEN MEETING: Commissioner Matt Fore called the Sanitary District No.1 Commissioners Meeting to order at 5:33 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, Brian Hoffmann and Tom Stoelb were present. Also in attendance: Secretary Julie Wicker, Treasurer Shawna Scovronski, and Public Works Director Ben Darkow and Otis Kiehl.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for August 15th, 2022 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the August 15th, 2022 Commissioner's meeting, All members present voted Aye. Motion carried.**
2. **Presentation, discussion and possible approval of bid for West Juniper Drive Manhole Improvement Project –** Ben Darkow informed the Commissioners that only one bid was received, from DeGroot, and it came in at \$15,000 due to it being the end of the season and contractors are busy. The job is worth about \$5,000. Darkow explained that in a conversation with Bollwahn and Scott Schraam, it was discussed to work with the County and have our staff do some of the work. Otis Kiehl expressed some reservations stating that the last time the County helped with a similar project the manhole rings didn't fit very well. No action was taken, and the project will be completed by Sanitary staff and the County.
3. **Maintenance issues as reported by Ben Darkow –** Mr. Darkow reported that the mission system for Curtis has been installed. Sabel did have to make a second visit to work out some bugs and glitches but now that it is complete Mr. Darkow is very impressed with it. Mr. Kiehl agreed. He has been in the software a few times. Darkow said it is very beneficial to be able to log in and see what's happening with the facets of the pump station remotely without having to be onsite. Otis Kiehl reported on the phone line being broken again at Schinker Creek. It has been repaired, but the staff had to work with A T and T again to get it and subsequently the dialer functioning again before a holiday weekend.
4. **Reports:**
 - a. **Sanitary Administrator –** Bollwahn had a written report in the Commissioners packets. She has noticed a significant upswing in the bills from the treatment plant. BOD's are rising significantly. Commissioner Stoelb questioned what BODs are. Kiehl replied that it was basically food particles. Darkow added that it stands for Biological Oxygen Demand. Stoelb asked if we knew where it was coming from, and Kiehl replied with we have a few theories. Fore mentioned that included in Bollwahn's report was the recommendation to include a portable jug sampler in the 2023 budget. This will continue to be looked at and discussed at a later time when more information is available.
 - b. **Treasurer –**Treasurer's reports were presented in the packets. Treasurer Scovronski said she has made a lot of headway on the Sanitary District accounts and getting things corrected. Operating revenue is up to date and accounted for. She mentioned that we are still waiting to see the City of Sheboygan pay their 2nd Quarter invoice. Commissioner Fore asked if anyone had any additional questions for Scovronski, none were asked.
 - c. **Secretary –** No report
 - d. **Commissioners –** No reports

Sanitary District No. 1 Disbursements - Motion by DesJardins second by Hoffmann to approve disbursement checks dated 09/06/2022, check numbers 3345-3352 for \$51,481.93 all commissioners voted aye, motion carried. Motion by DesJardins, second by Hoffmann to approve Sanitary District 1 direct deposit payroll date of checks 08/24/2022 for \$2088.06 all commissioners voted Aye, motion carried. Motion by DesJardins, second by Hoffmann to approve Sanitary District 1 direct deposit payroll date of checks 09/07/2022 for \$2,239.10 all commissioners voted Aye, motion carried.

5. **ADJOURN** - Motion by Stoelb to adjourn. Commissioner Fore adjourned the meeting at 5:45 p.m.

Minutes respectfully transcribed by recording and submitted by: Karen Bollwahn, Sanitary District Administrator