

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF April 3rd, 2023**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President John Ehmann 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 both 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, Tom Stoelb, and Brian Hoffmann. Also in attendance: Secretary Julie Wicker, Treasurer Shawna Scovronski, Sanitary Administrator Karen Bollwahn, Public Works Director Ben Darkow and technician Otis Kiehl.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for March 20th 2023 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the March 20th, 2023 Commissioner's meeting, All members voted Aye. Motion carried.**

2. **Maintenance issues as reported by Ben Darkow and Otis Kiehl** – Mr. Darkow reported that the Mission system install is complete. A few configuration tweaks will be happening, and Mr. Darkow and Mr. Klokow will be attending some webinars to fully learn all of the features available. Mr. Kiehl told the Commissioners that one of the pumps at KK is scheduled to be looked at on Thursday. It is running twice as much as the companion pump and staff is looking into the cause.

3. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn reported that she discontinued the remaining phone lines for the stations since the Mission System install is complete. She also informed Commissioners that the billing cycle is complete.
 - b. **Treasurer** –Treasurer's reports were presented in the packets. Treasurer Scovronski alerted the Commissioners that she has identified a glitch that was failing to include payroll in the disbursements reports. That will be rectified by the next meeting to match the clerk's reports.
 - c. **Secretary** – No report
 - d. **Commissioners** – No reports.

Sanitary District No. 1 Disbursements - Motion by DesJardins second by Stoelb to approve disbursement checks dated 4/03/2023, check numbers 3434-3440 for \$2519.67. All commissioners voted aye, motion carried. Motion by DesJardins, second by Stoelb to approve direct deposit payroll, dates of checked 04/05/2023 for \$1740.34, all members voted aye, motion carried.

4. **ADJOURN - Motion by Fore second by Stoelb to adjourn. President Ehmann adjourned the meeting at 5:40 p.m.**

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator