

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF JUNE 5th, 2023**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President John Ehmann called the Sanitary District No.1 Commissioners Meeting to order at 5:36 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 in person at the Town Hall and via Zoom which complies with open meeting laws.

PRESENT: President John Ehmann, Commissioners Nancy DesJardins, Tom Stoelb, Matt Fore and Brian Hoffmann. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Technician Otis Kiehl and Code Enforcement Office Jason Schoen. Additionally in attendance were residents Jenniffer Zillmer, Lisa Bartagnoli and William Schober, Christel Robertson and Eric Dutton, Susan Tilden, Arletta Giese, Jim Van Ess, Mike Watson, Jayne Zaybrowski, Steve Pautz, Donna Menzer, Todd Hittman, Jack Leonhardt.

NEW BUSINESS / APPOINTMENTS:

1. Approval of draft minutes for May 15th 2023 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the May 15th, 2023 Commissioner's meeting, All members voted Aye. Fore Abstained. Motion carried.
2. Review and approve 2023 CMAR reporting for 2022 and adopt Resolution 1-2023 – President Ehmann asked if any Commissioners had questions on the report that Bollwahn has presented. No questions were presented. Motion by Fore, Second by DesJardins to approve the 2023 CMAR reporting for 2022, and adopt resolution 1-2023. All members voted AYE, motion carried.
3. **Maintenance issues as reported by Ben Darkow and Otis Kiehl –** Mr. Kiehl reported that the driveway repaving at the Lakeshore Pump Station Garage has been completed. Finish work including adding gravel and finishing the grading is being completed. Secondly, Kiehl reported on a quote received for a skidsteer that was budgeted for a Town-Sanitary combination purchase. Kiehl recapped the situation; the original quote used for budgeting purposes is too small to be effective as an additional piece of equipment. A unit that is used, but with very little hours on it was found at Bruggink's. Tom Stoelb questioned what is different about this unit? The differences are in size, 50 HP vs 25, and it has tracks instead of wheels so when using it on lawn it will leave less imprint. Kiehl expressed the potential time savings that a skidsteer would bring, and used one example of working on manholes. The digging usually takes over an hour currently, and when the County comes with their unit, it is completed in 10 minutes. The information was given to the board in their packets to be discussed as an agenda item in the near future.
4. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn reported that she has been working on some very old documents located at the pump station and archiving them into easy to navigate PDFs for future use.
 - b. **Treasurer** –Treasurer's reports were presented in the packets. Treasurer Scovronski informed the Commissioners that in working with the auditors and President Ehmann, it was determined that our current form of reporting is not as effective as it could be so some changes have been made. For the first meeting of the month, shorter reports will be shown highlighting the disbursements and deposits shared. During the second meeting of the month full reports will be shared, essentially giving a more accurate picture of the financials. Distributions for this period equaled \$29254.91 with the largest bill paid to the City of Sheboygan for \$23,746.83 for water treatment costs. President Ehmann shared that

the audit results showed that our current method of reporting is not that productive and by doing the full reports once monthly instead of twice it will give the Treasurer time to show a true look at the financials.

- c. **Secretary** – No report
- d. **Commissioners** – No reports.

Sanitary District No. 1 Disbursements - Motion by DesJardins second by Stoelb to approve disbursement checks dated 06/05/2023, check numbers 3457-3463 for \$25,355.63 All commissioners voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve direct deposit payroll, date of checks 05/31/2023 for \$1,883.43, all members voted aye, motion carried.

- 5. **ADJOURN** - Motion by Fore second by Stoelb to adjourn. President Ehmann adjourned the meeting at 5:52 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator