

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF JUNE 19th, 2023**

CALL TO ORDER & DECLARATION OF OPEN MEETING: Commissioner Fore called the Sanitary District No.1 Commissioners Meeting to order at 5:34 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: Commissioners Matt Fore, Nancy DesJardins, Tom Stoelb, and Brian Hoffmann. Also in attendance: Secretary Julie Wicker, Treasurer, Shawna Scovronski, Sanitary Administrator Karen Bollwahn, Technician Otis Kiehl, Code Enforcement Office Jason Schoen and Brian and Joe Bruggink. Additionally in attendance were residents Kristin Hayes, Abby D, Belle Raggins, Erik Thelen, Jeremy Udovich, Jayne Zaybrowski, Michael Bergin, Jo Johnson, E.H. Huntzinger, Martha Mille, Anthony and Teresa Eisner, Johnna Hartmann, Peggy Slater, Eileen Madden, Paul Slaven, Doug and Julie Fairborhaun, and Jack Leonhardt.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for June 5th 2023 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the June 5th, 2023 Commissioner's meeting, All members voted Aye. Motion carried.**

2. **Discussion and possible action on purchase of Skidsteer and trailer –** Darkow informed the Commissioners that the Bruggink's graciously brought over the skidsteer for the Commissioners to view in the parking lot before the meeting. Darkow discussed the benefits to the Town and the district, on where this purchase would be used and stated that it isn't the most expensive or least expensive, it isn't the biggest or the smallest, it is simply adequate for what the town could use. Previous discussions on the purchase of Skidsteer were recapped by Commissioner Fore. He stated that the original equipment quote received for budgeting purposes was found to be inadequate in size for the Town of Wilson's needs. He also informed the Commsioners that himself, John Ehmann and Ben have looked at changing the distribution of funds. Originally the purchase was scheduled for a 50% Town / 25% SD1 / 25% SD2 split and up for consideration by the commissioners is changing that to a 60% Town / 30% SD1 / and 10% SD2 split of purchase costs. This allocation is based on expected usage of the Skidsteer. Stoelb asked what the original amount budgeted was? Darkow said he thought it as around 55k. Stoelb asked if that included the trailer? Treasurer Scovronski said that the budgeted amount was \$40,000. Darkow agreed that it was 40k and that quote did not include a trailer so with the trailer is would have run 50K. Stoelb asked what the purchase price of this unit is? Darkow answered that this one is \$69,900 and the trailer is \$9775 for a total of just shy of \$80,0000. Hoffmann asked Darkow if he had adequate funds in the maintenance budget for the additional cost? Darkow answered that it was talked about taking the funds out of the general fund. Hoffmann asked if we have enough money in the general fund? Fore said yes, there is a 20% threshold that we have to meet and that we are quite a bit above that so the funds are available. Darkow said there are not a lot of these units out there. And a new unit will cost 7,000 more and take 18 months to get. Clerk Wicker asked what the warranty is on the unit? Mr. Bruggink replies that it's a bit of a complex question since some things are portioned out a little differently but in simple terms it is the remainder of the factory warranty which is equivalent to one year. Darkow said he feels good about purchasing from Bruggink's because they are right next door, and a local business. If the departments wants to test out attachments or make future purchases they are right next door. The Clerk also asked for explanation about the benefit of having these tracks as it relates to people's lawns? Mr Bruggink replied that yes, the tracks are such that lawns will be virtually undisturbed. Stoelb asked if we have reserve funds in all 3 of the entities looking to share this purchase? Treasurer Scovronski said there are funds available. Motion by Stoelb to purchase the Skidsteer and trailer for \$69,900 and \$9775 respectively as presented at the 30%

SD1 participation rate, second by DesJardins. All members voted Aye, motion carried.

3. **Maintenance issues as reported by Ben Darkow and Otis Kiehl** – Darkow reported KK lift station’s spare pump has been returned by Flyght and is repaired. It is not in service currently, but is ready to go in case it is needed.

4. **Reports:**

- a. **Sanitary Administrator** – Bollwahn reported that she is prepared for the beginning of another billing cycle, and that her email is not functioning. There are 2 separate emails for the sanitary district, Kbollwahn@ is functioning thru the online 365 but not at the desktop level, however Sanitary@ is completely inaccessible. Primarily, Scott Schramm is the only one that uses the Sanitary@. so Bollwahn will be giving him a call tomorrow to let him know. Likely it will be over a week before it can be repair because our Tech support is out of the state for the week.
- b. **Treasurer** –Treasurer’s reports were presented in the packets. Treasurer Scovronski reported the total accounts balance of \$1,593,101, total deposits of \$1680.64 made up of sewer payments, disbursements total of \$5117.33 which included payroll of \$1846.57 and a check to US Post Office for metered mail of \$1500.00
- c. **Secretary** – No report
- d. **Commissioners** – No reports.

Sanitary District No. 1 Disbursements - Motion by Hoffmann second by DesJardins to approve disbursement checks dated 06/19/2023, check numbers 3464-3471 for \$3270.76 All commissioners voted aye, motion carried. Motion by DesJardins, second by Hoffmann to approve direct deposit payroll, date of checks 06/14/2023 for \$1418.14, all members voted aye, motion carried.

5. **ADJOURN** - Motion by Stoelb second by Hoffmann to adjourn. Commissioner Fore adjourned the meeting at 6:50 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator