

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING  
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF August 21st, 2023**

**CALL TO ORDER & DECLARATION OF OPEN MEETING:** President Fore called the Sanitary District No.1 Commissioners Meeting to order at 5:32 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 Matt Fore, Commissioners Nancy DesJardins, Tom Stoelb, Brian Hoffmann and Todd Richter. Also in attendance: Secretary Julie Wicker, Treasurer Scovronski, Sanitary Administrator Karen Bollwahn, Public Works Director Ben Darkow and Technician Otis Kiehl. Additional attendees were Code Enforcement Officer Jason Schoen, residents Belle Raggins, Jayne Zabrowski, and Jack Leonhardt.

**NEW BUSINESS / APPOINTMENTS:**

1. **Approval of draft minutes for August 7<sup>th</sup> 2023 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the August 7th, 2023 Commissioner's meeting, All members voted Aye. Motion carried.**
  
2. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl –** Keihl reported that the valve replacement is complete at KK, and after the job was complete, a rag was found stuck in the impeller of a pump at KK. The pump needed to be taken apart to retrieve it. Additionally, he informed the Commissioners that the valves at the Curtiss lift station are the same age and should be replaced. Bollwahn said that she already received the quote for it. It was determined that the Curtiss valves will be put in the 2024 budget.
  
3. **Reports:**
  - a. **Sanitary Administrator** – Bollwahn mentioned that the budget process for 2024 is beginning. She reminded the commissioners that the rates for residential service are behind where they should be, and that we have done the education campaign to inform residents that they will be seeing a larger increase in 2024 for the district to be responsible and keep up with rising maintenance and service costs.
  - b. **Treasurer** –Treasurer's reports were presented in the packets. President Fore opened the floor for questions, none were presented.
  - c. **Secretary** – No report.
  - d. **Commissioners** – No reports.

**Sanitary District No. 1 Disbursements - Motion by DesJardins second by Hoffmann to approve disbursement checks dated 08/21/2023, check number 3505-3015 for \$31,429.83. All commissioners voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve direct deposit payroll, date of checks 08/23/2023 for \$1,929.47, all members voted aye, motion carried.**

4. **ADJOURN - Motion by Stoelb second by DesJardins to adjourn. President Fore adjourned the meeting at 5:37 p.m.**

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator