

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF October 16th, 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 Brian Hoffmann, Nancy DesJardins, Tom Stoelb, and Todd Richter. Also in attendance: Secretary Julie Wicker, Treasurer Shawna Scovronski, Public Works Director Ben Darkow. Additional attendees were Code Enforcement Officer Jason Schoen and Sam Jack.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for October 2nd, 2023 SD1 Commissioner's Meeting - Motion by Stoelb, second by Richter to approve the draft minutes for the October 2nd, 2023 Commissioner's meeting, All members voted Aye. Motion carried.**
2. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl –** Darkow reported on a quote he received for the Schinker Creek Lift Station. An impeller was discovered as worn in last years' preventative maintenance. If we have the repair done while they are doing this years' maintenance we will save about \$1000 in labor costs. The value of the quote is \$2805.05. Motion by Stoelb, second by Richter to approve quote 2023-pew-0642 from Xylem for \$2805.05 to replace a worn impeller at Schicker Creek lift station. All members voted aye, motion carried. Stoelb asked Darkow what they use for a soft start on those motors? Darkow replied he doesn't know. Stoelb asked if it was a capacitor? Darkow said he didn't know, Otis had notified him that there was an alarm in the panel stating that the soft start was out, Otis had contacted Detroy for a new one and it is being repaired. Stoelb then asked what maintenance is doing about the manhole on Indian Mound Road? Darkow stated that Buetyan had raised the manhole to a level that Schraam had given them, it has been raised, but was now raised too high. The staff is going to fine tune it this week or next week. Stoelb mentioned that the rains made a real mess of the gravel around it over the weekend. Fore agreed and said it's full of ruts. Darkow said the staff was there to backfill it during the day and have it smoothed out.
3. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn reported that billing is in full swing and payments are coming in as expected. She also recapped the issue with VanDerVaart. She said that they connected to the sewer in 2020, and never paid the connection fee or had a meter installed. Their hesitancy with the meter is that they use so much water that goes into the concrete process that they are concerned with being overbilled for sanitary. Otis Kiehl has been working with them to see if there is a way to install the meter where is circumvents the water actually used by their concrete process. In the mean-time though, Bollwahn requested permission to invoice them for the connection fee. Permission granted.
 - 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 Richter to approve disbursement checks dated 10/16/2023, check numbers 3533-3539 for \$2131.10. All commissioners voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve direct deposit payroll, date of checks 10/18/2023 for \$1831.68 all members voted aye, motion carried.

DesJardins asked that the President to move back to reports for a moment. The President granted the request. DesJardins

said that she thinks that Commissioner Richter should be taking over the duty of reading off the disbursements, and that historically it is the duty of the new person. Richter said just because it's always been done in a certain way doesn't mean that it's the right way. DesJardins said it's a good learning experience and part of his job. Richter said that he needs to see that in his job description. DesJardins said she has asked him several times. Richter said if she had approached him in a different way he would consider it, but it doesn't belong in the meeting. President Fore stated that this discussion should happen after the meeting.

4. **ADJOURN** - Motion by Stoelb second by DesJardins to adjourn. President Fore adjourned the meeting at 5:42 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator