

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF November 6th, 2023**

CALL TO ORDER & DECLARATION OF OPEN MEETING: Commissioner Stoelb called the Sanitary District No.1 Commissioners Meeting to order at 5:30 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 Brian Hoffmann, Nancy DesJardins, Tom Stoelb, and Todd Richter. President Matt Fore was excused. Also in attendance: Secretary Julie Wicker, Public Works Director Ben Darkow and Sanitary Administrator Karen Bollwahn. Additional attendees were Code Enforcement Officer Jason Schoen and residents Greg and Derrek Wagner.

NEW BUSINESS / APPOINTMENTS:

1. Approval of draft minutes for October 16th, 2023 SD1 Commissioner's Meeting - Motion by Richter, second by Hoffmann to approve the draft minutes for the October 16th, 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 repair made for Schinker Creek Lift Station. An impeller was discovered as worn in last years' preventative maintenance. The impeller has been repaired and is ready to be put back in service. He also reported on a flush valve at KK that needs repair. The quote is for \$626. This repair will be made at the same time the Schinker impeller is put back in service
3. **Reports:**
 - a. **Sanitary Administrator** – Bollwahn reported on a 2024 requirement of the United States Postal Service requiring all billing cards to have a bar code at the bottom for the purpose of sorting. Bollwahn had to facilitate the format of 5 digit zip code plus a dash and 4 digits to be in compliance. The deadline has been met and the project is complete. Bollwahn also mentioned this will be a cost savings for the district as the \$300 annual fee is waived once the bar code sorting has been implemented. Bollwahn informed the Commissioners that the budget hearing originally scheduled for November 20th has been postponed due to the Sheboygan Press changing their space reservation deadlines. The deadline to run 15 days in advance was missed so she has rescheduled them for December 4th and requests we hold a special SD2 meeting at that time to get the budgets wrapped up before property tax and dog license customers start arriving at the office. All the Commissioners agreed that this would be fine. Stoelb asked if we would need to approve the meeting in advance, Clerk Wicker said no. It wasn't necessary.
 - b. **Treasurer** –Treasurer's reports were presented in the packets. Anyone with questions was asked to call Treasurer Scovronski, would was home sick for this meeting.
 - c. **Secretary** – No report.
 - d. **Commissioners** – No reports.

Sanitary District No. 1 Disbursements - Motion by Hoffmann second by DesJardins to approve disbursement checks dated 11/6/2023, check numbers 24053-24080 for \$89,188.69. Bollwahn said, she suspects that is the Town of Wilson disbursements and not the Sanitary District disbursements. The amounts and check numbers were corrected to reflect check number 3540-3548 for a total of \$22,608.16 All commissioners voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve direct deposit payroll, date of checks 11/1/2023 for \$2571.02 All members voted aye, motion carried.

4. ADJOURN - Motion by Hoffmann second by Richer to adjourn. Commissioner Stoelb adjourned the meeting at 5:39 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator