

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN  
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF December 4th, 2023**

**CALL TO ORDER & DECLARATION OF OPEN MEETING:** President Fore called the Sanitary District No.1 Commissioners Meeting to order at 5:38 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, and Brian Hoffmann present. Commissioner Richter was excused. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Shawna Scovronski, Public Works Director Ben Darkow, Technician Otis Kiehl, District Engineer Scott Schramm, District Counsel Sam Jack, Code Enforcement Officer Jason Schoen, and Belle Ragins.

**NEW BUSINESS / APPOINTMENTS:**

1. Approval of draft minutes for November 6<sup>th</sup>, 2023 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the November 20<sup>th</sup>, 2023 Commissioner's meeting, All members voted Aye, President Fore abstained. Motion carried.
2. Action to Move Monday, January 1<sup>st</sup>, 2024 Sanitary District 1 Meeting to Tuesday January 2<sup>nd</sup>, 2024 - Motion by Hoffmann, second by Stoelb to move the January 1<sup>st</sup>, 2024 Sanitary District Commissioners meeting to Tuesday January 2<sup>nd</sup>, 2024. All members voted AYE, motion carried.
3. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl – No report**
4. **Reports:**
  - a. **Sanitary Administrator** – Administrator Bollwahn presented the Commissioners with a formal request from the owner of parcel #59281472533 requesting to detach from the City of Sheboygan and move back to the Town of Wilson. Bollwahn informed the commissioners that by receiving the request, and presenting them with it in an open meeting starts our statutory process. Bollwahn will be working with legal counsel with the President in the near future to get the ball rolling for the interested party.
  - b. **Treasurer** – Treasurer's reports were presented in the packets. The floor was opened for questions and 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 12/04/2023, check numbers 3555-3556 for \$1,190.92. All commissioners voted aye, motion carried. Motion by Hoffmann, second by DesJardins to approve direct deposit payroll, date of checks 11/29/2023 for \$1,844.58 All members voted aye, motion carried.

5. The Town Board may convene into closed session, pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Motion by Stoelb, second by DesJardins to move into closed session, Roll Call Vote: Stoelb, AYE. Hoffmann, AYE. DesJardins, AYE. President Fore, AYE. Motion carried.
6. ADJOURN - Motion by Stoelb second by Hoffmann to adjourn. President Fore adjourned the meeting at 6:15 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator