

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF December 18th, 2023**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President Fore 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: President Matt Fore, Commissioners Nancy DesJardins, Tom Stoelb, Brian Hoffmann and Todd Richter present. Also in attendance: Secretary Julie Wicker, Sanitary Administrator Karen Bollwahn, Treasurer Shawna Scovronski, Public Works Director Ben Darkow, Technician Otis Kiehl, Code Enforcement Officer Jason Schoen, and residents Jack Leonhardt, Jayne Zabrowski and Mary Pitsch.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for December 4th, 2023 SD1 Budget Hearing and Special Commissioner's Meeting -** Motion by Stoelb, second by DesJardins to approve the draft minutes for the December 4th, 2023 SD1 Budget Hearing and Special Commissioner's meeting, All members voted Aye, Commissioner Richter abstained. Motion carried.
2. **Approval of draft minutes for December 4th, 2023 SD1 Commissioner's Meeting -** Motion by Stoelb, second by DesJardins to approve the draft minutes for the December 4th, 2023 SD1 Commissioner's meeting, All members voted Aye, Commissioner Richter abstained. Motion carried.
3. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl –** Otis reported on a glitch happening at the Schinker lift station that Flyght is looking into. A low-level alarm is being send out, randomly and periodically. So far, everything has been checking out ok, so stay tuned for what the repair might be. Otis also asked permission to get the bidding process started for the louver replacement at Lakeshore Pump Station that is in the budget for 2024. Permission granted.
4. **Reports:**
 - a. **Sanitary Administrator** – Administrator Bollwahn reported that she believes everything is now in place for the approaching billing cycles and new requirements from the post office for bar coding.
 - 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 Stoelb second by DesJardins to approve disbursement checks dated 12/18/2023, check numbers 3558-3567 for \$49,439.47. Hoffmann asked the President why he had two sheets with different numbers on them? One said \$49,439.47, and the other said \$25,918.77. Bollwahn said she suspected an old sheet got stuck in amongst his papers. Engineering Invoices came in last minute and we ran them to get them paid by year end. All commissioners voted aye, motion carried. Motion by Stoelb, second by DesJardins to approve direct deposit payroll, date of checks 12/13/2023 for \$1,411.45 All members voted aye, motion carried.

5. **ADJOURN -** Motion by Stoelb second by Richter to adjourn. President Fore adjourned the meeting at 5:36 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator