

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF March 4th, 2024**

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 Office and via Zoom which complies with open meeting laws.

PRESENT: President Matt Fore, Commissioners Brian Hoffmann, Nancy DesJardins, Tom Stoelb and Todd Richter present. Also in attendance: Administrator Bollwahn, Secretary Julie Wicker, Public Works Director Ben Darkow, Lead Technician Otis Kiehl, Code Enforcement Officer Jason Schoen, Residents Jack Leonhardt, Erik Thelen, Belle Raggins, Stu Stempihar, and Mike Vogel, Charlie and Jenny McCallister, and June Spoerl.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for February 19th, 2024 SD1 Commissioner's Meeting - Motion by Richter, second by Stoelb to approve the draft minutes for the February 19th, 2024 SD1 Commissioner's meeting, All members voted Aye, Motion carried.**
2. **Approval of bid from Aldag Honold to replace louvers and actuator at Lakeshore Pump Station, bid does not include electrical work and will not exceed \$24,630. Motion by Hoffmann, second by DesJardins to approve the bid from Aldag Honold to replace the louvers and actuator at Lakeshore Pump Station, not including electrical and not to exceed \$24,630 Commissioner Stoelb asked if this was for both units that he recently observed? Darkow replied with yes, both units, in stainless steel and the actuator. Darkow also mentioned that the bid came in slightly under budget. All members voted Aye, motion carried.**
3. **Discussion and possible action on leaking laterals located at 2849 Whispering Winds Drive –** Kiehl shared with the commissioners that during the annual cleaning and jetting a leak was noticed in a District owned pipe on Whispering Winds Drive. Further information will come in the near future to determine the best way to fix it, but it is possible that it may be able to be repaired from inside the pipe. President Fore asked if we should wait for more information to decide what to do, and Kiehl recommended waiting, and informed the Commissioners that this leak is a pipe that the district is responsible for.
4. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl –** Kiehl reported on another leak found at 1628 Stahl Road. A video of the leak was presented, and flows are estimated at 4 gallons per minute of water rushing into the pipe. This pipe is the home owners responsibility. A letter that Bollwahn had written to the owners was also presented. President Fore asked if we had a phone number, Bollwahn said that she does. She tried it but nobody picked up. Kiehl also mentioned that he had also tried to talk to them at their home, but they didn't answer the door. The letter was sent out on March 4th, 2024 and indicates the repair needs to be completed no later than June 5th.
5. **Reports:**
 - a. **Sanitary Administrator –** Administrator reported that included in the packet was the City of Sheboygan's denial of any basis for claim regarding the deferred special assessments on the Poth farm land. Attorney Sam Jack is proceeding with filing the claim, as expected.
 - b. **Treasurer –**Treasurer's reports were presented in the packets. The secretary shared financial information in the Treasurer's absence. Disbursement totals of \$19,991.09 with the largest going to the

City of Sheboygan for \$16,174.23 and payroll total of \$1780.63

c. **Secretary** – The Secretary had no report.

d. **Commissioners** – No reports were presented,

6. **Sanitary District No. 1 Disbursements** - Motion by DesJardins second by Hoffmann to approve disbursement check number dated 3/4/2024, for \$18210.36. All commissioners voted aye, motion carried. Motion by Stoelb, second by DesJardins to approve direct deposit payroll, date of checks 3/6/2024 for \$2209.12. All members voted aye, motion carried.

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

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator