

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF April 15th, 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 Nancy DesJardins, Todd Richter and Tom Stoelb present. Also in attendance: Administrator Karen Bollwahn, Secretary Julie Wicker, Treasurer Shawna Scovronski, Public Works Director Ben Darkow, Code Enforcement Officer Jason Schoen, Residents Jack Leonhardt, Stu Stempihar, and Marc Brami, Jeff Roehl, Michael Smith, Bell Raggins and Erik Thelen.

NEW BUSINESS / APPOINTMENTS:

1. **The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss issues related to: Lakeshore Pump Station repairs as it relates to City of Sheboygan obligations. Motion by Richter, second by DesJardins to proceed into closed session. Roll call vote: Richter, AYE, Stoelb, AYE, DesJardins AYE, and Chairman Fore voted Aye.**
2. **Approval of draft minutes for April 1st, 2024 SD1 Commissioner's Meeting - Motion by Richter, second by Stoelb to approve the draft minutes for the April 1st, 2024 SD1 Commissioner's meeting, All members voted Aye, Motion carried.**
3. **Presentation of the SD1 2023 Audit by Bryan Grunwald of CLA – Mr. Grunwald thanked clerk Wicker and Treasurer Scovronski for all of the help they had given gathering all the necessary documents for the audit. He walked the Commissioners through the audit reports and gave highlights of the net position of the district. Assets are at 1.4M, restricted assets are at 190K, capital assets are at 5.5M, with total assets at 7.3M. No long-term debt applies, and liabilities are at \$61,928. He stated that our cash position is strong but that 2023 bottom line shows that we were not charging enough for services shown clearly in the cost of doing business outpacing the rates we charged. He made mention that he is aware of the increase for 2024 and that position will likely look better next year. He encouraged strong planning for replacement items and large projects we have coming in the future.**
4. **Discussion and possible action on sanitary sewer manhole adjustments to be included in the CTH EE WisDOT roadway construction contract for the road reconstruction of Weeden Creek Road – Public Works Director Darkow gave two options for our necessary manhole raising for the Weeden Creek Road project. Option 1 is for us to hire our own contractor. The benefit is that we are in control and can use our own choice of workmen, ensuring the project meets our standards. The drawback is that if something happens where our contractor holds up progress on the project, we can be back billed for any delays. Option 2 is to let the project fall under the scope of the bid put out by the State. The benefit is we can still use our own standards of construction, observe the work being done to make sure our construction standards are being met, and we will not be responsible for any delays. Darkow mentioned that our engineer feels that State contractors are not the most reliable, but Darkow felt comfortable that he and his staff can adequately observe and catch any shortcomings, and he would prefer to not have the possibility of being responsible for delays. Motion by Richter, Second by Stoelb to approve using the State contractors accepted in the State bid for the manhole raising on Weeden Creek Road contingent on The Town of Wilson Sanitary standards provided are followed,**

the Town of Wilson will provide rings, adhesive, and other materials, and the Town of Wilson will have oversight on the work being performed with acceptable advance notice. All Members voted Aye, Motion carried.

5. **Discussion and possible action on a replacement pump for Lakeshore Pump Station** – Darkow submitted a quote for \$34k for a replacement pump for the spare pump at Lakeshore Pump station. The spare is leaking oil and cannot be put into service in its current condition. The age of the pump was discussed, and it was determined that they are all old pumps. The fact that there is no way to say whether this pump will be usable after our pump station upgrades are completed was discussed. The cost of repair vs. purchasing new was discussed. The determination was made to have Flyght look at the pump and get a quote for repairing the pump before any purchase decision is made.
6. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl** – Darkow had no report.
7. **Reports:**
 - a. **Sanitary Administrator** – Administrator Bollwahn reported VanDerVart has had their outdoor reader installed. She also reported that both air release valves at Schinker Creek are no longer functional. Cost for replacement is estimated at 4K each. A decision on this is not necessary immediately, but it should be something we discuss at the next meeting.
 - b. **Treasurer** –Treasurer's reports were presented in the packets. The following balances were shared: \$1,614,118 Cash, \$29,289 sewer payments, \$5060 interest, \$6318 Disbursements, and \$3334 Payroll liabilities.
 - c. **Secretary** – The Secretary had no report.
 - d. **Commissioners** – No reports were presented.
8. **Sanitary District No. 1 Disbursements** - Motion by DesJardins second by Stoelb to approve disbursement check number dated 4/15/2024, for \$3,058.34. All commissioners voted aye, motion carried. Motion by DesJardins, second by Stoelb to approve direct deposit payroll, date of checks 4/17/2024 for \$1,488.22. All members voted aye, motion carried.
9. **ADJOURN** - Motion by Stoelb second by Richter to adjourn. President Fore adjourned the meeting at 6:30 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator