

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF May 6th, 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, Stu Stempihar and Tom Stoelb present. Also in attendance: Administrator Karen Bollwahn, Secretary Julie Wicker, Treasurer Shawna Scovronski, Public Works Director Ben Darkow, Technicians Otis Kiehl and Steve Pautz, Code Enforcement Officer Jason Schoen, Residents Susan Fredricks, John Peterson, Jayne Zabrowski, Bell Raggins and Erik Thelen.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for April 15th, 2024 SD1 Commissioner's Meeting - Motion by Stoelb, second by DesJardins to approve the draft minutes for the April 15th, 2024 SD1 Commissioner's meeting, All members voted Aye, Motion carried.**

2. **Discussion and possible approval of the quote #22714 from Great Lakes TV Seal for repairs needed found during 2024 Cleaning and Jetting –Motion by Stoelb Second by DesJardins to approve the quote number 22714 from Great Lakes TV Seal for repairs, during further discussion President Fore asked if these repairs were necessary right now. Kiehl said they are leaking water into the system, and it would be good to fix them. Kiehl also pointed out on the quote, they have one line item that is for taking a look at the air release at Lakeshore, the quote does not give an itemized price, it is listed as "time and materials" not a dollar figure. Fore asked if they will give a second quote so we have something to go off of? Kiehl said maybe when they get in town they can give us a ballpark. Fore asked if it was just the part, and Kiehl explained they inject dye to find the leak. Bollwahn said this is mainly a labor job, not a part expense. Kiehl said that he can tell it's leaking because when it rains it fills up with water. Bollwahn asked if they would like that item brought back to the Commissioners when they receive an estimate, Fore said yes. All members voted Aye, motion carried.**

3. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl – Kiehl reported that both air releases on the Schinker Forcemain are not working. Kiehl estimated it at \$4000 a piece. He asked if the Commissioners wanted to just replace one? Fore asked if that was a possibility? Kiehl answered yes, we can do one at a time. Secretary Wicker asked if it costs more to have them come back a second time? Kiehl explained this is a part that we can put in ourselves. The cost is in the purchase of the part. Public Works Director Darkow said that we probably would save on shipping if we got two at a time. Bollwahn asked how big they are and how much do they weigh? Kiehl estimated size and said approximately 65 pounds. Bollwahn said so probably \$200 for shipping. Darkow said getting 2 on one skid might be around \$220, so we would save some money in shipping to get them both at the same time. Fore asked what was**

budgeted? Bollwahn said this was not budgeted for, it's an unexpected breakdown. Fore said unless there is substantial savings he would rather get one now and work through the budget process for the second one next year.

Kiehl also presented a ballpark quote for the repair for the spare pump at Lakeshore Pump Station for greater than \$10,000. Discussion ensued as to the previous conversation on this pump. Bollwahn recapped that the pump replacement quote was for \$33,500 and the budgeted amount was \$30,000. The decision was made last meeting to have Flygt come and get the pump and quote fixing it, because it can not be guaranteed that the replacement pump will be suitable or usable with our future pump station upgrades. Fore said that he still feels the same way, have Flygt pick up the pump and look at it. Darkow said he would have them come and get it. It doesn't require that we spend the 10K to have them look at it. That decision can be made once they determine what is wrong.

4. **Reports:**

- a. **Sanitary Administrator** – Administrator Bollwahn reported the City paid their 1st Quarter bill for 2024. She also reported that she is working on the CMAR, updating the Emergency Response Plan with the assistance of Pautz and Kiehl and once that is complete will update the CMOM.
- b. **Treasurer** – Treasurer's reports were presented in the packets. The following balances were shared: \$138,106.85 Deposits, \$66,075 Disbursements, which include \$5153.80 in Payroll liabilities. The largest disbursement was for \$26,329 for Great Lakes TV seal for cleaning and jetting.
- c. **Secretary** – The Secretary had no report.
- d. **Commissioners** – No reports were presented.

5. **Sanitary District No. 1 Disbursements** - Motion by Stoelb second by DesJardins to approve disbursement check number dated 5/6/2024, for \$60,921.67. All commissioners voted aye, motion carried. Motion by DesJardins, second by Stempihar to approve direct deposit payroll, date of checks 5/1/2024 for \$1,821.34. All members voted aye, motion carried.

6. **ADJOURN** - Motion by DesJardins second by Stempihar to adjourn. President Fore adjourned the meeting at 5:47 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator