

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF May 20th, 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, and Tom Stoelb present, Commissioner Stempihar was excused. Also in attendance: Legal Counsel Matt Parmentier and Sam Jack, District Engineer Scott Schramm, Administrator Karen Bollwahn, Secretary Julie Wicker, Treasurer Shawna Scovronski, Public Works Director Ben Darkow, Code Enforcement Officer Jason Schoen, Residents Jack Leonhardt, Mary Pitsch, Jayne Zabrowski,, Andy Kissell, Roger Miller, Belle Raggins and Erik Thelen.

NEW BUSINESS / APPOINTMENTS:

1. The Commission intends to convene into closed session pursuant to Wis. Stat. 19.85(1)(g) for the purpose of conferring with legal counsel for the District who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the District is or is likely to become involved. During the closed session the Commissioners will discuss matters related to the 1975 Joint Sewage Treatment Agreement for the Sheboygan Area. (Roll Call Vote Required). Motion by Stoelb, second by DesJardins to move into closed session. Roll call vote: Stoelb, AYE. DesJardins, AYE. President Fore, AYE. Motion by Stoelb, second by Desjardins to move into open session. All members voted Aye, Motion carried.
2. Approval of draft minutes for May 6th, 2024 SD1 Commissioner's Meeting - Motion by DesJardins, second by Stoelb to approve the draft minutes for the May 6th, 2024 SD1 Commissioner's meeting, All members voted Aye, Motion carried.
3. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl** – Public Works Director Ben Darkow reported that Technicians Kiehl and Pautz replaced the air release valve at Schinker Lift Station. When they were doing the replacement, they noted that both valves they needed to close to do the job were very stiff and should be replaced.
4. **Reports:**
 - a. **Sanitary Administrator** – Administrator Bollwahn reported the SD1 CMAR report is complete and will be on the Onedrive early this week for Commissioners to review before the next meeting. She also reported that she made Excel spreadsheets with formulas and directions as a training document so that the CMAR can be completed by someone unfamiliar to the process.
 - b. **Treasurer** –Treasurer's reports were presented in the packets. The floor was open to questions. No questions were presented.
 - c. **Secretary** – The Secretary had no report.
 - d. **Commissioners** – No reports were presented.
5. Sanitary District No. 1 Disbursements - Motion by DesJardins second by Fore to approve disbursement check number dated 5/20/2024, for \$45,218.70. All commissioners voted aye, motion carried. Motion by DesJardins, second by Fore to approve direct deposit payroll, date of checks 5/15/2024 for \$2,091.79. All members voted aye, motion carried.
6. ADJOURN - Motion by Stoelb second by DesJardins to adjourn. President Fore adjourned the meeting at 6:11 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator