

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING TOWN
OF WILSON, SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF June 3rd, 2024**

CALL TO ORDER & DECLARATION OF OPEN MEETING: Commissioner Stoelb 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, Tom Stoelb and Stempihar were present. Also in attendance: District Engineer Scott Schramm, Administrator Karen Bollwahn, Secretary Julie Wicker, Technician Otis Kiehl, Code Enforcement Officer Jason Schoen, and Treasurer Shawna Scovronski was excused. Residents Jack Leonhardt, Belle Raggins and Erik Thelen, Suzie Fredricks, Nara Detienne, Tom Detienne, Carol Detwiler, Tom Kaiser, Carol Turney, and Keith Turney, John Ehmann, Jayne Zabrowski, Claudia Bricks, and John Peterson.

NEW BUSINESS / APPOINTMENTS:

1. **The Commission intends to convene in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and/or pursuant to Wis. Stat. 19.85(1)(e) for purposes 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 Commissioners will discuss matters related to connection fees. (Roll Call Vote Required). Motion by DesJardins, Second by Stempihar to move into closed session. Roll call vote: Stempihar, AYE. DesJardins, AYE. President Fore, AYE, Stoelb, AYE.**
2. **Approval of draft minutes for May 20th, 2024 SD1 Commissioner's Meeting - Motion by Stempihar, Second by DesJardins to approve the draft minutes for the May 20th, 2024 SD1 Commissioner's meeting, All members voted Aye, Motion carried.**
3. **Review and approve 2024 SD1 CMAR reporting for 2023 and adopt Resolution 1-2024 – Motion by Stempihar, second by DesJardins to approve the 2024 SD1 CMAR reporting for 2023, and adopt resolution 1-2024. All Members voted Aye, Motion carried.**
4. **Discussion and possible action on Curtis Pump Station Valve Vault Rehab – Administrator Bollwahn discussed quote #3541-1 from Sabel Mechanical for replacement of the valves and piping in the Curtis Lift Station. She explained that this project was budgeted for in the 2024 budget, but the updated quote came in higher than the budgeted amount by \$3,685. She informed the commissioners that because we are choosing to look into repairing the spare pump at Lakeshore instead of replacement there will likely be some wiggle room in the budget for this added expense. She explained that she was bringing this to the Board meeting seeking approval to put this project out for bids. Kiehl exclaimed that he has reached out to other municipalities asking who they use for repairs, and Sabel is who everyone is using. There are not a lot of people in the line of business. Permission was granted to proceed with the bidding process.**
5. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl – no report for this meeting.**
6. **Reports:**
 - a. **Sanitary Administrator – Administrator Bollwahn requested permission to reach out to VanDerVaart and offer a payment plan once the billing cycle is complete. She explained that the invoice they receive will be for 13 quarters and their \$3000 connection fee, and she feels it's the right thing to do to offer them some options. The**

- Commissioners agreed and gave permission for her to establish a payment plan.
- b. **Treasurer** –Treasurer's reports were presented in the packets. Treasurer Scovronski was excused for this meeting.
 - c. **Secretary** – The Secretary had no report.
 - d. **Commissioners** – No reports from DesJardins, Fore or Stoelb. Stemiphar thanked Public Works Director Darkow for the extensive tour of the Town it's properties and upcoming projects.

7. **Sanitary District No. 1 Disbursements** - Motion by DesJardins second by Stemiphar to approve disbursement check number dated 6/03/2024, for \$2,470.17. All commissioners voted aye, motion carried. Motion by DesJardins, second by Stemiphar to approve direct deposit payroll, date of checks 5/22/2024 for \$1,910.34. All members voted aye, motion carried.

8. **ADJOURN** - Motion by Stoelb to adjourn. President Fore adjourned the meeting at 6:10 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator