

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING  
TOWN OF WILSON,  
SHEBOYGAN COUNTY, WISCONSIN  
MINUTES OF August 5th, 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 Fore, Commissioners Tom Stoelb, Nancy DesJardins and Stu Stempihar and Mike Yocius were present. Also in attendance: Public Works Director Ben Darkow, Administrator Karen Bollwahn, Lead Technician Otis Kiehl, Secretary Julie Wicker, Code Enforcement Officer Jason Schoen. Residents Erik Thelen, Jayne Zabrowski, Maggie Jagiella, Claudia Bricks, Thomas Detienne, Eileen Madden, Lesley Hirt, Brian Meyer, Chris Blend, James Heinecke, Judy Heinecke, Jake Murray, Kristy DeBlay, Julie Farbotham, Doug Fairbotham, Richard Ternes, Kathleen Bachhuber, Suzie Fredricks, Jack Leonhardt, David Senkbeil, Todd Richter, Steve Pautz.

**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 District's Notice of Injury and Claim dated December 12, 2023. (Roll Call Vote Required). Motion by Stoelb, second by Yocius to convene into closed session, Roll call vote: Yocius, AYE, Stoelb, AYE, Stempihar AYE, DesJardins AYE, President Fore AYE. Motion to reconvene into open session by Stoelb, second by Stempihar, all members voted AYE, motion carried.**
2. **Approval of the draft minutes for the July 15th, 2024 SD1 Commissioners Meeting Motion by Stoelb, second by Yocius to approved the draft minutes for July 15<sup>th</sup>, 2024 SD1 Commissioners meeting. All members voted Aye, Motion carried.**
3. **Review bid results for 2024 Roadway Project # 2 Manhole Adjustments and award contract to apparent low bidder DeGroot Incorporated to be paid for by the Town of Wilson and included in the 2024 Roadway Project of Pioneer Road, Wahgouly Road and Curtiss Drive Motion by Stoelb, second by DesJardins to approve Roadway Project # 2 Manhole Adjustments and award contract to apparent DeGroot Incorporated for \$28,987 to be paid for by the Town of Wilson and included in the 2024 Roadway Project of Pioneer Road, Wahgouly Road and Curtiss Drive. All members voted Aye, Motion carried.**
4. **Presentation and possible action on Quote #22714 from Great Lakes for leak repairs Administrator Bollwahn explained that this was being brought back to the board from the last meeting because Kiehl was inquiring about the lack of warranty on the air relief portion of the quote due to the frost line. It is both her and Kiehl's opinion that we should skip that repair and spare the expense of \$1190 if the work cannot be warranted. Motion by Stoelb, second by DesJardins to approve the quote from Great Lakes for the repairing of leaks to EXCLUDE the air relief manhole joints, for a total of \$6460. All members voted Aye, motion carried.**
5. **Presentation and Possible action for a 2025 Preventative Maintenance service contract with Total Energies for generator service Darkow approached the commissioners with the service contract provided by Total Energies for generator maintenance. He requested this information from the company that was called out to repair a generator at an SD2 location. Darkow said that the repair was costly and that he supports getting set up with a preventative maintenance program where the generators get looked at once a year. President Fore asked how much the bill was was? Darkow couldn't recall but said that it was every bit of a couple thousand dollars and that they charged a 4 hour minimum because we aren't established with them as a customer. He said they found that the gas pressure was low and the coolant was low, some of which we could handle on our own and some of which we can't. Stoelb looked at the figures and asked if we are looking at \$5,000 for a year, can we wait until next years budget? Darkow said that some of the generators on the list are Town and SD2, 3 of them are SD1. Fore asked if**

this is something Darkow is looking to do right now or, to Stoelb's point we can put it in the budget for next year? Darkow said that he is hoping to get this approved for all 3 companies in the coming weeks so we can get signed on as a customer, but start the PM agreement in 2025 within the budget process. He wanted to give the Commissioners the rates, and time to present questions or thoughts and ideas, but get established with them as a customer so that we can receive quicker response times and possibly not the 4 hour minimum charge. Fore requested that the commissioners ponder over this and we will bring it back to another future meeting.

6. **Possible Commissioner Approval of the 2024 CMOM** Motion by Stoelb, second by Stempihar to approve the 2024 CMOM report, all members voted AYE, motion carried.
7. **Maintenance related issues as presented by Ben Darkow or Otis Kiehl** no reports presented
8. **Reports:**
  - a. **Sanitary Administrator** - Bollwahn reported that the 2024 CMAR report DNR response was presented to the commissioners in their packets. Everything was acceptable.
  - b. **Treasurer Reports** - Reports were presented in the Commissioners packets
  - c. **Secretary** - No report
  - d. **Commissioners** – No reports presented
9. **Sanitary District No. 1 Disbursements** Motion by Stoelb, second by DesJardins to approve Sanitary District #1 Disbursements, date of Checks 8/5/2024, check numbers 3671-3680 totaling \$38,210.57 all members voted AYE. Motion carried. Motion by Stoelb, second by DesJardins to approve direct deposit payroll, date of checks 7/24/2024 for \$1941.97. All members voted aye, motion carried. Motion by Yocius, second by DesJardins to approve direct deposit payroll, date of checks 8/7/2024 for \$2168.66. All members voted aye, motion carried
10. **ADJOURN** Motion by Yocius, second by Stoelb to adjourn. President Fore Adjourned the meeting at 6:56 PM

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator