

**SANITARY DISTRICT NO. 1 COMMISSIONERS MEETING
TOWN OF WILSON,
SHEBOYGAN COUNTY, WISCONSIN
MINUTES OF September 3rd, 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 Nancy DesJardins, Tom Stoelb, Stu Stempihar and Mike Yocius were present. Also in attendance: Public Works Director Ben Darkow, Technician Otis Kiehl, Administrator Karen Bollwahn, Treasurer Shawna Hall, Secretary Julie Wicker, Code Enforcement Officer Jason Schoen. Residents Jayne Zabrowski, Suzie Fredricks, Steve Pautz were also in attendance.

NEW BUSINESS / APPOINTMENTS:

1. Approval of the draft minutes for the August 19th, 2024 SD1 Commissioners Meeting Motion by Stempihar, second by Yocius to approved the draft minutes for August 19th, 2024 SD1 Commissioners meeting. All members voted Aye, Stoelb abstained. Motion carried.
2. **Presentation and Possible on purchasing Workhorse billing software - Utility Billing** Bollwahn presented an overview of the software issue in previous meetings. The current software we use has been sold, so we need to choose a new solution. Bollwahn explained that she researched several different companies and also had researched what other local municipalities are using. Overwhelmingly, Workhorse is the billing software of choice, and the added bonus is it is made and maintained in Wisconsin. Bollwahn explained that it is more expensive upfront because it is a software PURCHASE, rather than a cloud-based user fee and that we would also have an annual support fee, but in the long run we would be money ahead in under 4 years. Bollwahn asked if there were any questions for her? Stoelb asked if there was a discount if we purchased several years of support at a time? Bollwahn said no, there was no discount for paying ahead of time. Yocius asked if there were customer support hours on off hours, Bollwahn said that she knows that they do have restricted hours for their support, but it does not concern her since our operation is not 24/7 for billing. Motion by Stempihar, second by DesJardins to approve purchasing Utility Billing from Workhorse for \$7500 and that annual fee of \$1450 for a total of \$8950. All members voted AYE, motion carried.

Maintenance related issues as presented by Ben Darkow or Otis Kiehl – Darkow reported; that the laser meter project at Lakeshore is in progress. The meters are installed, there is some electrical wiring to clean up and calibration needs to be completed. He also reported on the status of the Louver replacement. The Louvers are now in stock and Aldag hopes to begin the project this week. Kiehl reported on an outdoor reader not functioning as expected at Vandervart. He also brought forward a price list of meters, as all meters are due for replacement. A different style meter is recommended that will remove the possibility of sediment and minerals clogging up the meters, leading to lower than actual flow. Fore asked what the meters cost, and if this is something the District pays for? Bollwahn answered yes, the District pays for them. We have started collecting for the replacement of meters with the meter fee that was put into action two years ago. Kiehl said he would bring exact pricing to the next meeting.

3. **Reports:**
 - a. **Sanitary Administrator** - Bollwahn reported that the payment in full arrived from Vandervart.
 - b. **Treasurer Reports** - Reports were presented in the Commissioners packets.
 - c. **Secretary** - No report
 - d. **Commissioners** – No reports were presented.
4. Sanitary District No. 1 Disbursements Motion by Yocius, second by DesJardins to approve Sanitary District #1 Disbursements, date of Checks 9/3/2024, check numbers 3689-3693 totaling \$2422.32 all members voted AYE. Motion carried. Motion by Yocius, second by Stoelb to approve direct deposit payroll, date of checks 9/4/2024 for \$2134.46. All members voted AYE, motion carried.
5. **ADJOURN** Motion by Stoelb, second by DesJardins to adjourn. President Fore Adjourned the meeting at 5:50 PM

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator