

DELAVAN LAKE SANITARY DISTRICT

MINUTES

REGULAR MEETING & CLOSED SESSION

April 19, 2017

9:00 A.M.

CALL TO ORDER.

President Surinak, called the meeting to order at 9:00 A.M. at the Delavan Lake Sanitary District located at 2990 County Rd F South, Delavan, Wisconsin.

ROLL CALL. Present: John Surinak, President
Thomas Miller, Commissioner
Kim O'Keefe, Commissioner
Thomas Johnson, Commissioner
Richard Beers, Commissioner

Visitors: Mary Knipper
Doug Snyder, Baxter & Woodman
Mary Pat O'Connor, President DLIA
David Maccoux, Schenck CPA
David Reider

DECLARATION OF A QUORUM.

President Surinak declared a quorum present for doing business.

MOTION TO TAKE AGENDA OUT OF ORDER

President Surinak made a motion to move the agenda out of order. Agenda item 18 and 19 were moved to item number 4. Item number 4 was then moved to item number 27. Commissioner O'Keefe seconded the motion which passed unanimously.

POSSIBLE ACTION REGARDING LIFT STATION 2, LIFT STATION 9 AND ADMIN PARKING LOT PROGRESS

Doug Synder, engineer for Baxter & Woodman, gave a brief presentation concerning the bids that were submitted for the work on lift station 2 and lift station 9 with conjunction to the admin parking lot. One bid was received at 9:00 a.m. on April 18th, 2017 from Wolf Paving, Inc. for lift station 9 with conjunction to the admin parking lot. The proposal showed a \$60 per square yard alternate deduct price for using hot-mix asphalt rather than the stone paver system. Much discussion was had about economical savings using asphalt vs. the run off effect into lake and water garden. Stone pavers, though more expensive, would control the run off that currently occurs after it rains, would promote good stewardship, and be a viable long term solution. President Surinak made a motion to accept Wolf Paver, Inc.'s base bid of \$205,254.00 for lift station 9 and the district office site improvements. Commissioner O'Keefe seconded the motion followed by Commissioner Johnson. Commissioner Beers and Commissioner Miller opposed the motion, motion carried with a vote of three to two in favor of Wolf Paver Inc. base bid of \$205,254.00.

Three companies submitted bids for lift station 2 at 9:00 A.M. on April 18th, 2017, those companies included: Gilbank Construction, Inc., Scherrer Construction Co., and August Winter & Sons, Inc. All bids for lift station 2 included bid bonds, a base bid amount and an alternative adder. The alternative adder is for replacement brick for the water damaged brick that covers the lift station. Much discussion was had about the condition of the outer brick and if it was a necessary cost to have it all replaced or possible alternatives.

After much discussion, Commissioner Miller made a motion to accept the lowest base bid of \$465,000.00 with an alternate adder of \$35,500.00 which was proposed by Gilbank Construction, Inc. The motion was seconded by Commissioner O'Keefe which passed unanimously.

DELAVAN LAKE YACHT CLUB AND LIFT STATION 2 SITE ISSUES

The Delavan Lake Sanitary District has received word that the Delavan Lake Yacht Club will be improving a portion of their roadway and will be bringing it up two and half inches. The sanitary district maintains an easement on the DLYC property, and regularly accesses the facilities within the recorded easement, utilizing DLYC roadways.

After much discussion, the commissioners believe it is in the district's best interest to assist the Delavan Lake Yacht Club in their roadway improvements in order to get them up to commercial grade roadways. The roadway would

need to be brought up 4 inches to meet commercial grade, allowing the district to be able to drive their vehicles without damaging the DLYC's improved roadways.

Commissioner O'Keefe made a motion to conduct a 55,000 pound proof roll on the proposed area to be resurfaced at the Delavan Lake Yacht Club within three days. If the test revealed subgrade weakness, the Delavan Lake Sanitary District would be willing to contribute up to \$7,000 to the Delavan Lake Yacht Club to remove and replace up to twelve inches of existing subgrade. DLSD will also contribute up to \$3,000 to ensure total asphalt thickness is consistent with commercial grade state standards.

If no subgrade repairs are required, and therefore no additional asphalt is required, then DLSD will contribute up to \$5,000 towards the project. If the Delavan Lake Yacht Club accepts these funds, then they must adhere to DLSD accessing the west ramp for weed removal Monday through Thursday, up to 20 days throughout the season. These days will not disrupt any DLYC non-daily events. DLYC must also accept that all gravel and asphalt upgraded areas will be preapproved and witnessed by DLSD engineers and Administrator DeLuca. Commissioner Johnson seconded the motion, Commissioner Beers abstained from the vote due to his position on the Delavan Lake Yacht Club board; the motion passed unanimously.

COMMENTS OF CITIZENS PRESENT

Mary Pat O'Connor, President of Delavan Lake Improvement Association, brought pictures to show commissioners the improvements that have been seen in Assembly Park after the deteriorating asphalt was taken out and stone pavers were put in. Assembly Park had a horrendous run off problem, leaving large portions of land underwater. After pavers were put in instead of the asphalt, the conditions have greatly improved and there is no longer an issue.

Mary Pat O'Connor also mentioned that the Delavan Lake Improvement Association is looking for partners to help with their newly acquired land. They plan to create a barrier crop to help with the run off into the lake.

MOTION TO TAKE AGENDA OUT OF ORDER

President Surinak made a motion to move the agenda out of order. Agenda item 9 moved to item number 7. Commissioner Kim O'Keefe seconded the motion which passed unanimously.

2016 AUDIT PERFORMED BY SCHENCK CPA'S

Dave Maccoux of Schenck CPA, reviewed the audit compiled for the Delavan Lake Sanitary District for the year ending December 31, 2016. He gave a general overview of the finances of the district and reported that the financial statements as presented were an accurate reflection of the District's financial position. He found the District to be in a strong financial position.

APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 15, 2017

After a short discussion Commissioner Beers made a motion to waive the reading of the minutes of the Regular Meeting of March 15, 2017 and approve them as written, Commissioner Tom Johnson seconded the motion. Commissioner Miller requested that the wordage in paragraph seven on page 3859 be changed from elevator to conveyor. Commissioner Miller also requested that paragraph two, page 3860, be reworded to say "motion to obtain bids". Commissioner Miller made a motion to approve minutes with amendments, Commissioner O'Keefe seconded the motion which carried unanimously.

FINANCIAL

After reviewing the bills, Commissioner Johnson made a motion to approve payment of bills represented by check numbers 25227 through 25285. Commissioner Beers seconded the motion which carried unanimously.

President Surinak made a motion to accept the Allocation of Funds report for the period ending on March 31, 2017 and place on file. The motion was seconded by Commissioner Beers and carried unanimously.

COMMISSIONER TOM JOHNSON EXCUSED HIMSELF AT 10:50 A.M.

ADMINISTRATOR'S MONTHLY REPORT

In addition to the report already supplied to the Commissioners – Administrator DeLuca advised that lift station 5 should be back to normal within the next couple weeks. The new generator is in and the district is

currently waiting on Alliant to rebuild their transformers so our electrician can make the necessary conversions. Browns Channel planning grant was approved and Baxter & Woodman is working on the plans for it now. Administrator DeLuca also advised that the dam was fixed at the expense of the Town of Delavan.

Commissioner Kim O'Keefe requested to start having the monthly amount of weeds harvested from the lake on the administrator's report. Commissioner O'Keefe also requested to have a press release written up, and the website updated, concerning the award that was received from the Wisconsin Healthy Lakes program.

Commissioner Beers brought up the possible need to start equipping the weed harvesters with tablets that have cellphone access in order to track transit time of harvester.

President Surinak made a motion to accept the Administrator's Monthly Report and place it on file. Commissioner Miller seconded the motion which carried unanimously.

RESOLUTION NUMBER 2 OF 2017 – DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF DISTRICT MONIES

After an explanation by Administrator DeLuca, President Surinak made a motion to dispense with the first reading of Resolution Number 2 of 2017 Designating Public Depository and Authorizing Withdrawal of District Monies. Commissioner Miller seconded the motion which passed unanimously.

President Surinak made a motion to dispense with the second reading and adopt Resolution Number 2 of 2017 Designating Public Depository and Authorizing Withdrawal of District Monies, making note that the newly elected commissioner will sign. Commissioner O'Keefe seconded the motion which passed unanimously.

RESOLUTION NUMBER 3 OF 2017 – DESIGNATING OFFICIAL NEWSPAPER

After an explanation by Administrator DeLuca, President Surinak made a motion to dispense with the first reading of Resolution Number 3 of 2017 Designating Official Newspaper. Commissioner Miller seconded the motion which passed unanimously.

President Surinak made a motion to dispense with the second reading and adopt The Delavan Enterprise as the official newspaper, Resolution Number 3 of 2017 Designating Official Newspaper, making note that the newly elected commissioner will sign. Commissioner O'Keefe seconded the motion which passed unanimously.

TREE REMOVAL ON DLSD PROPERTY ON MANOR LANE

After a brief description of work, Commissioner O'Keefe made a motion to accept bids from a tree removal service, not to exceed \$2,200. Commissioner Beers seconded the motion which passed unanimously.

WELL CAPPING ON DLSD PROPERTY

After a brief discussion about condition of well on property, it was decided to clean up and cap the existing well.

EASEMENT MACHINE AND TRAILER & 1996 JETTER TRADE

After a brief discussion about renting vs buying a jetter trade, Commissioner O'Keefe made a motion to accept Envirotech Equipment Company's quotation #020917-1A dated February 9th, 2017 in the amount of \$36,737.00 for a new easement jetter. Commissioner Beers seconded the motion which passed unanimously.

After a brief description about the versatility of a dump trailer, President Surinak made a motion to table the decision until further quotes are received from Fagan Truck & Trailer and L&M Fleet Supply. Commissioner Miller seconded the motion which carried unanimously.

2502 MANOR LANE AD-HOC COMMITTEE REPORT

A brief discussion was had about the ad-hoc committee meeting that occurred on March 25, 2017. The meeting informed the ad-hoc committee about weed harvesting activities which led to an open discussion about current weed harvesting removal opportunities. Commissioner O'Keefe requested the minutes from the meeting be disseminated to all the commissioners.

TANKER TRUCK

Bids closed for the 1972 Ford Tanker Truck on April 7, 2017, only one bid was submitted. After a brief discussion, Commissioner Beers made a motion to accept the bid from Gregory Jensen in the amount of \$500.00 for the 1972 Ford Tanker Truck. Commissioner O'Keefe seconded the motion which passed unanimously.

DISTRICT HEADQUARTERS SIGN

After a brief discussion about repairing the sign vs replacing it, Commissioner O'Keefe made a motion to table the district sign decision. Commissioner Beers seconded the decision which passed unanimously.

APPROVAL OF AQUATIC PLANT MANAGEMENT PLAN

After a brief discussion, President Surinak made a motion to table the approval of the aquatic plant management plan. Commissioner Miller seconded the motion which passed unanimously.

TRANSFER OF FUNDS

After a brief discussion about funds, based on the administrator's recommendation, President Surinak made a motion to move \$400,000.00 to Commerce State Bank for 15 months at 1.5% interest. Commissioner Miller seconded the decision which carried unanimously.

ACKNOWLEDGEMENT OF RESIGNATION – PRESIDENT JOHN SURINAK

President Surinak made a brief statement about his time on the sanitary district's board. President Surinak stated his resignation, Commissioner O'Keefe made a motion to accept resignation. Commissioner Miller seconded the motion which carried unanimously.

ACKNOWLEDGEMENT AND WELCOME OF NEW COMMISSIONER DAVID REIDER

Newly appointed Commissioner David Reider took a seat with current commissioners and was given a warm welcome.

APPOINTMENT OF DISTRICT OFFICERS

Commissioner O'Keefe made a motion to make Commissioner Miller the new president of the sanitary district. Commissioner Reider seconded the motion which passed unanimously.

Newly elected President Miller then made a motion to nominate Commissioner O'Keefe to the secretary/treasurer. Commissioner Beers seconded the motion which carried unanimously.

CLOSED SESSION

President Miller made a motion to go into closed session. The motion was seconded by Commissioner O'Keefe and a roll call vote revealed Commissioner Beers and Commissioner Reider in favor of the motion, the motion carried unanimously.

The commissioners upon motion duly made and carried will immediately convene to closed session. The purpose of the closed session is to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility pursuant to section 19.85(1)(c), Wisconsin Statutes. Specifically to be discussed is the performance and compensation of field staff. Upon completion of the closed session, the Commission may reconvene in open session.

RECONVENE IN OPEN SESSION

Commissioner Beers made a motion to reconvene in open session at 11:20 a.m. The motion was seconded by President Miller and passed unanimously.

DISCUSSION REGARDING CLOSED SESSION MATTERS

There was no additional action or discussion regarding closed session matters.

CONFIRMATION OF NEXT MEETING DATE

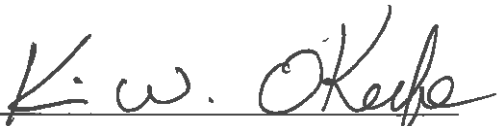
Commissioner Beers made a motion to move the next monthly meeting to May 17, 2017 at 9:00 a.m. Commissioner Reider seconded the motion which passed unanimously.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT

None.

ADJOURNMENT

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Beers seconded the motion which passed unanimously. The meeting adjourned at 11:50 a.m.



Kim O'Keefe, Secretary

Date Approved: 6/21/17

Please take notice that the Commissioners remained after the district meeting to attend a farewell luncheon for former President John Surinak. This was strictly a social function and no district business was conducted.