

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular Meeting

January 16, 2026

9:30 A.M.

CALL TO ORDER

Commissioner O'Keefe called the Regular Meeting to order at 9:30 A.M. at the Delavan Lake Sanitary District located at 2990 County Rd F South, Delavan, Wisconsin.

ROLL CALL Present: Kim O'Keefe, Commissioner
Carol Radford, Commissioner
Ben Nixdorf, Commissioner

Absent: Thomas Miller, President
David Reider, Commissioner

Other: Administrator, Jim DeLuca
Adam Handel
Ray Seitz
Mitch Lepkowski

Visitors: Neal Kolb

DECLARATION OF A QUORUM

Commissioner O'Keefe declared a quorum present for doing business.

MOTION TO APPOINT COMMISSIONER O'KEEFE AS INTERIM PRESIDENT

Commissioner Nixdorf made a motion to appoint Commissioner O'Keefe as Interim President for the day. Commissioner Radford seconded the motion which passed unanimously.

MOTION TO APPOINT COMMISSIONER NIXDORF AS INTERIM SECRETARY

Commissioner O'Keefe made a motion to appoint Commissioner Nixdorf as Interim Secretary for the day. Commissioner Radford seconded the motion which passed unanimously.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF NOVEMBER 20, 2025

After a review of the Regular Meeting minutes of November 20, 2025, Commissioner Nixdorf made a motion to waive the reading of the minutes and accept the minutes as written. Commissioner Radford seconded the motion, which carried unanimously.

FINANCIAL

After a review and discussion of the bills represented by check numbers 30112 through 30189, Allocation of Funds through November 30, 2025 and December 31, 2025, and Financial Statements for periods ending November 30, 2025, Commissioner Nixdorf made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. Commissioner Radford seconded the motion which passed unanimously.

ADMINISTRATOR'S MONTHLY REPORTS

Administrator DeLuca shared Attorney Riffle is still working on the final title documents for the property next door. Also, the as-built survey requested for the neighboring property that includes our currently owned property is completed.

LAKE COMMITTEE REPORT

Commissioner Nixdorf mentioned the Lake Committee is looking into the phosphorus credits available for a project the town is doing. Dale Roberts of USGS and Peter Berini suggested that DLSD apply for these credits as well for anything new that we might be considering. He is meeting with the DNR and will share more information once available.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

None

DISCUSSION/POSSIBLE ACTION REGARDING TREE REMOVAL

Administrator DeLuca stated the tree removal information is for the gravel route on the neighboring parcel we are looking to create that will go to the aquatic plant staging area. While the bids are not that different in price, each has flexibility within the bid that would help reduce the cost. Commissioner Nixdorf made a motion to allow staff to negotiate with both contracts for tree removal service not to exceed \$14,000 and the work to be completed after closing on the property. Interim President O'Keefe seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING IRRIGATION REPAIRS – LS# 7 REPLACEMENT

Administrator DeLuca shared the property owner knew Mid City was going to do the irrigation repairs but went ahead and had them done on his own. He and Doug Snyder are in the process of getting a quote from Mid City for what the repairs would have cost had they done the work. Doug recommends tabling this discussion until we receive the quote from Mid City. After an in-depth discussion, Interim President O'Keefe made a motion to pay invoice 691 in the amount of \$2,500. Commissioner Radford seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING TELECONFERENCING

Administrator DeLuca discussed information gathered for making our meetings more remote friendly. We will need to sign an agreement to enter a contract with Zoom and he needs authorization from the Commission to sign the contract on behalf of the District. Interim President O'Keefe made a motion to authorize the Administrator to move forward and upgrade our teleconferencing capabilities to currently available technology not to exceed \$3,000. Commissioner Radford seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING 2613 GLEN EYRIE PROPOSED EASEMENT

On Willow Point Drive in Willow Point where a new home is going, we do not have sewer available and do not have plans to extend sewer there now. The property owner is working with a neighboring property owner to create an easement to allow him to install a lateral and hook up to the sewer available on Glen Eyrie Lane. Interim President O'Keefe made a motion to accept the private easement and the connection on Glen Lane to service the tax parcel identified as

F D 2900022C. Commissioner Nixdorf seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING HARVESTING EQUIPMENT CONTRACT PENDING GRANT APPROVAL

To get the new harvester in the production queue, Aquarius needs a signed contract with us. Interim President O'Keefe made a motion to authorize the DLSD Administrator to sign the Aquarius contract identified as Proposal Number 110425.01 and identify safety color options for future harvesters. Commissioner Nixdorf seconded the motion which passed unanimously.

CONSIDERATION OF FUTURE AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE

The next regular meeting is scheduled to be held on February 10, 2026, at 8:00 a.m.

ADJOURNMENT

There being no further items to discuss, Commissioner Nixdorf made a motion to adjourn the meeting. Interim President O'Keefe seconded the motion which passed unanimously. The meeting adjourned at 10:33 a.m.

Ben Nixdorf, Interim Secretary

Date Approved: March 5, 2026