

**DEHAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting**

**November 20, 2025**

**8:00 A.M.**

**CALL TO ORDER**

President Miller called the Regular Meeting to order at 8:00 A.M. at the Delavan Lake Sanitary District located at 2990 County Rd F South, Delavan, Wisconsin.

**ROLL CALL** Present: Thomas Miller, President  
Kim O'Keefe, Commissioner  
Carol Radford, Commissioner  
Ben Nixdorf, Commissioner (*via phone*)

Absent: David Reider, Commissioner

Other: Administrator, Jim DeLuca  
Adam Handel

Visitors: Nick Griffin  
Mary Knipper

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF THE MINUTES OF PUBLIC HEARING OF OCTOBER 16, 2025,  
REGULAR MEETING OF OCTOBER 16, 2025**

After a review of the Public Hearing minutes and Regular Meeting minutes of October 16, 2025, Commissioner O'Keefe made a motion to waive the reading of the minutes and accept the minutes as written. Commissioner Radford seconded the motion, and the motion carried unanimously.

**FINANCIAL**

After a review and discussion of the bills represented by check numbers 30061 through 30111, Allocation of Funds through October 31, 2025, and Financial Statements for periods ending October 31, 2025, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. President Miller seconded the motion which passed unanimously.

#### **ADMINISTRATOR'S MONTHLY REPORTS**

Administrator DeLuca updated the Commission on the progress at LS #7. All the concrete has been poured, and landscaping will hopefully take place next month. The remaining work will take place in the Spring.

#### **LAKE COMMITTEE REPORT**

Commissioner Nixdorf shared the Lake Committee will be meeting with the City of Delavan December 15, 2025, to discuss lake safety and collaboration on expenses. He also gave an update on the Lake Lawn project regarding lighting and the effect that it may have on the lake.

#### **COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS**

None

#### **DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT**

None

#### **DISCUSSION/POSSIBLE ACTION REGARDING USGS PRESENTATION**

Dale Robertson from USGS gave a presentation on the history of Delavan Lake Water Quality and the results from the water samples collected. Delavan Lake has improved to the extent that it is close to being removed from the impaired waterways list. To figure out why that has happened and maintaining good water quality, water samples still need to be collected from the gauges set up at Mound Road and Jackson Creek. Commissioner O'Keefe made a motion to approve the agreement with USGS. Commissioner Radford seconded the motion which passed with a 3 aye, 1 nay vote. President Miller, nay, Commissioner O'Keefe, aye, Commissioner Radford, aye, Commissioner Nixdorf, aye.

**DISCUSSION/POSSIBLE ACTION REGARDING PAYMENT REQUEST #1 – LS# 7 REPLACEMENT**

Administrator DeLuca stated Doug Snyder has confirmed the completion of the work referenced in the payment request being made and is in favor of approving the payment request. Commissioner O’Keefe made a motion to approve the payment to Mid City Corporation in the amount of \$713,535.50 as outlined in the November 10, 2025, letter from Doug Snyder. President Miller seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING CITY OF DELAVAN IGA AGREEMENT**

Administrator DeLuca shared the City of Delavan is going to take ownership of the casing underneath Hwy 50. They are going to do a plug to both sides of the casing according to approved specifications with Doug Snyder, and they also agreed to reimburse the district for some of Doug and Stan’s time. This is outlined in the IGA. Once the agreement is approved by both parties, the District will have to do a recording of the new boundary which removes that small area by Lake Lawn and at the same time adding a small area by Hwy 50 and Theatre Road into the District. Commissioner Nixdorf made a motion to approve the agreement with the City of Delavan. President Miller seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING PURCHASE OF WEED HARVESTING EQUIPMENT**

Adam shared he has submitted the grant application and will hear more from the DNR in June with grants being awarded the month of August. Adam explained we need to sign the contract to get the new harvester in the cue for production. While we can still back out if we don’t get awarded the grant, there is a 15% cancellation clause in the contract. Commissioner O’Keefe made a motion to accept the contract for signature pending our attorney approves a cancellation agreement that includes language to remove the 15% and it includes language that includes pending an approved grant amount that is satisfactory to the Commission. Commissioner Radford seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING TREE REMOVAL**

This item is tabled.

## **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 December 19, 2025, at 8:00 a.m.

## **ADJOURNMENT**

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Radford seconded the motion which passed unanimously. The meeting adjourned at 9:05 a.m.

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Kim O'Keefe, Secretary

Date Approved: December 19, 2025