

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting**

**October 16, 2025**

**7:55 A.M.**

**CALL TO ORDER**

President Miller called the Regular Meeting to order at 7:55 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  
David Reider, Commissioner  
Ben Nixdorf, Commissioner

Absent: None

Other: Administrator, Jim DeLuca  
Adam Handel  
Ray Seitz  
Shelly Weeks  
Eric Ritchey  
Doug Snyder (Engineer)

Visitors: Nick Griffin  
Mary Knipper

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF SEPTEMBER 18, 2025**

After a review of the Regular Meeting minutes of September 18, 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 30021 through 30060 and Allocation of Funds through September 30, 2025, and Financial Statements for periods ending September 30, 2025, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. Commissioner Nixdorf seconded the motion which passed unanimously.

**ADMINISTRATOR'S MONTHLY REPORTS**

Administrator DeLuca shared the DLSD crew is busy adjusting manholes on Hwy 50 due to the Hwy 50 project in progress. He also noted the final coating for LS #7 is done, and the project is moving along nicely, and the service upgrade for LS #9 will be completed soon.

**LAKE COMMITTEE REPORT**

Commissioner Nixdorf shared the committee is focused on budgeting for safety in 2026. Questions regarding the impact on the lake of the Lake Lawn homes need to be addressed, and the Lake Committee is hoping to have a meeting with the City of Delavan in December to address these questions.

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

Mary Knipper expressed the importance of supporting the USGS contract. The value of the data that is collected is critical to assessing the water quality and project decisions relating to water quality. In 2018 Delavan Lake was placed on the EPA impaired waters list. The Town and the District have worked hard to put a plan in place to get Delavan Lake removed from the impaired waters list. To do that, we need to continue collecting the data that the USGS contract provides.

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

None

**DISCUSSION/POSSIBLE ACTION REGARDING HWY 50 CASING**

Administrator DeLuca shared the casing that goes under Hwy 50 serves the 2 homes on the north side of Hwy 50 across from Lake Lawn. The homes were to

be vacated by an agreement that was established a few years ago, however Lake Lawn changed their mind and decided to keep the homes active. Now, per the District requirements, Lake Lawn will need to apply for a capping permit, and we will inspect the capping. The City of Delavan would like to take ownership of the casing and leave the casing in place and in lieu of cutting the pipe they would like to plug the pipe. As this piping goes into the City Limits and the City is taking over, the issue to be decided is the method for capping it off. Nick Griffin from the City of Delavan shared the reason they want to keep the casing is for future use to possibly put a water main through it once development starts happening North of Hwy 50. He is also concerned that the casing is relatively close to the manholes. Administrator DeLuca has requested an agreement be established and recorded when the City of Delavan takes ownership for proof that they own it, and it is off our DOT records in case anything adverse does happen. Nick shared the city is working on this. After a lengthy discussion, Commissioner O'Keefe made a motion to table this until the next meeting. Commissioner Nixdorf seconded the motion which carried unanimously.

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

Dale Robertson from USGS did not attend the meeting due to the government shutdown. Commissioner Nixdorf gave an overview of this year's USGS Contract compared to last year's contract. After an in-depth discussion Commissioner Nixdorf made a motion to table the USGS contract until Dale Robertson can be present and/or to be rediscussed at the December meeting. Commissioner O'Keefe seconded the motion which passed with a 4 aye, 1 nay vote. President Miller, nay, Commissioner O'Keefe, aye, Commissioner Radford, aye, Commissioner Reider, aye, Commissioner Nixdorf, aye.

#### **DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 6 OF 2025 ADOPTING THE 2026 BUDGET**

Commissioner O'Keefe made a motion to adopt Resolution No. 6 of 2025 Adopting the 2026 Budget. Commissioner Reider seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 7 OF 2025 LEVYING TAXES FOR 2025 PAYABLE IN 2026**

Commissioner O'Keefe made a motion to adopt Resolution No. 7 of 2025 Levying Taxes for 2025 Payable in 2026. Commissioner Nixdorf seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 8 OF 2025 SETTING THE VALUE OF AN EQUIVALENT RESIDENTIAL UNIT FOR 2026**

Commissioner O'Keefe made a motion to adopt Resolution No. 8 of 2025 Setting the Value of an Equivalent Residential Unit for 2026. President Miller seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 9 OF 2025  
SETTING THE MONTHLY SEWER SERVICE CHARGE FOR 2026**

Commissioner O'Keefe made a motion to adopt Resolution No. 9 of 2025 Setting the Monthly Sewer Service Charge for 2026. Commissioner Nixdorf seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 10 OF 2025  
SETTING THE CONNECTION FEE CHARGE FOR 2026**

Commissioner O'Keefe made a motion to adopt Resolution No. 10 of 2025 Setting the Connection Fee Charge for 2026. Commissioner Nixdorf seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING TERMINATION OF EASEMENT  
AGREEMENT**

Administrator DeLuca discussed the termination of an easement agreement for LS #7 that was established with the previous owner of the property. We are in the process of upgrading LS #7 and the new owner of the property has reestablished the 20' easement which we currently have in place and replaces the one to be terminated. President Miller made a motion to approve the Termination of Easement Agreement. Commissioner Nixdorf seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING LS#7 UPGRADE/ELECTRICAL**

Part of the contract for LS #7 mentions that the District is to take care of the electrical upgrade. We have received quotes from Power Tech and Foremost Electric for the upgrade. Foremost is the low bidder. Commissioner O'Keefe made a motion to accept estimate number 25240 from Foremost Electric in the amount of \$10,964.30. Commissioner Radford seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING 2005 DUMP TRUCK  
REPLACEMENT**

The 2005 dump truck is starting to cost the District in repairs and we are looking to replace it. The new truck will be purchased through the state program and will be 2' longer than the current one to handle the weeds it will be hauling. After a brief discussion, President Miller made a motion to approve the Ewald quote for the truck, the Monroe quote for the dump box, and the Linex protection quote. Commissioner Nixdorf seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING AQUATIC PLANT  
MANAGEMENT SITE**

The property purchased by the District for a disposal site was discussed. A lot-line survey will be done for the lot-line adjustments that need to be done. President Miller would like to have an as built survey of our current property that includes the new property the District has purchased next door.

**DISCUSSION/POSSIBLE ACTION REGARDING ANNUAL HOLIDAY  
LUNCHEON DATES & LOCATION**

After a brief discussion the Holiday Luncheon will be held on December 19, 2025, at the Waterfront Restaurant.

**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 November 20, 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 9:18 a.m.

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Kim O'Keefe, Secretary

Date Approved: November 20, 2025