

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting & Closed Session**

**October 18, 2017**

**9:00 A.M.**

**CALL TO ORDER.**

President Miller, 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: Thomas Miller, President  
Kim O'Keefe, Commissioner  
Thomas Johnson, Commissioner  
David Reider, Commissioner  
Richard Beers, Commissioner

Visitors: Bob Skidmore, Shodeen Homes  
Dale Robertson, USGS  
Benjamin Siebers, USGS

**DECLARATION OF A QUORUM.**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF SPECIAL MEETING OF SEPTEMBER 13, 2017, REGULAR MEETING OF SEPTEMBER 13, 2017, AND SPECIAL MEETING OF OCTOBER 4, 2017.**

After a brief discussion, Commissioner O'Keefe made a motion to waive the reading of the special meeting of September 13, 2017 and the regular meeting of September 13, 2017 and to approve them as written. Motion was seconded by Commissioner Beers which carried unanimously.

Commissioner Beers made a motion to waive the reading of the special meeting of October 4, 2017 and to approve it as written. Commissioner Johnson seconded the motion which carried unanimously.

## COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT

None.

## FINANCIAL

After reviewing the bills, Commissioner O'Keefe made a motion to approve payment of bills represented by check numbers 25525 through 25576. Commissioner Beers seconded the motion which carried unanimously.

President Miller made a motion to accept the Allocation of Funds report and the financial statements for the period ending September 30, 2017 and place on file. The motion was seconded by Commissioner O'Keefe and carried unanimously.

## ADMINISTRATOR'S MONTHLY REPORT

In addition to the monthly report already provided to the commissioners, Administrator DeLuca advised the commissioners that the 2018 proposed budget was published in the newspaper. Some of the budget percentages were incorrect in the newspaper due to a formula not copying correctly, all the numbers remained accurate. Administrator DeLuca also advised that the driveway at lift station nine was widened five feet per the request of the Town of Delavan Fire Department. The fire department is responsible for the added cost of the asphalt.

Commissioner Beers brought up concerns that were made at the Lake Committee meeting concerning the lake level and how it fluctuates with the seasons. Commissioner Beers requested that a brief statement be formulated concerning the fluctuating lake level in the fall and what the season adjustment might be. Statement should be posted on the district website and Facebook.

Commissioner O'Keefe expressed concern about all the emerging technology and would still like to see the chemistry behind the pellets. Dale Robertson, of USGS, expressed concern about the use of pellets in the lake and believes that they will only be detrimental to overall health of the lake. After much discussion about the phosphorous in the lake, Commissioner O'Keefe made a motion to accept the administrator's report as submitted and place it on file. President Miller seconded the motion which carried unanimously.

**MOTION TO MOVE AGENDA OUT OF ORDER**

Commissioner O'Keefe made a motion to take the agenda out of order, item 12 concerning Shodeen reimbursement agreement will be moved to item 7 in order to accommodate the Shodeen representative. Commissioner Beers seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING SHODEEN REIMBURSEMENT AGREEMENT**

Shodeen requested that the Delavan Lake Sanitary District assist them with the planning and engineering review for the possible installation of sanitary sewer on parcels located at the southeast corner of Highway F and Mound Road. DLSD will incur a number of expenses, including but not limited to: attorney fees, engineering fees, accounting fees, staff time and other similar costs. Due to the nature of the expenses and burden this could put on the taxpayers of the District, it is the policy of DLSD that the developers deposit with the District the sum of \$7,000.00. Administrator DeLuca advised the board that the sum was a fair amount and that any additional fees Shodeen would be responsible for as well.

Commissioner O'Keefe made a motion to accept the reimbursement agreement of \$7,000 as submitted and to include any outstanding prior balances. Commissioner Beers seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING FUNDING LAKE AND TRIBUTARY MONITORING (USGS)**

Dale Robertson, of USGS, advised the commissioners about a proposal that was sent to the commissioners concerning the lake and tributary monitoring. The first portion of the proposal was for the monitoring station off Mound Road. The structure is over thirty years old and is too low and slipping farther into the wetlands. USGS proposes that the structure be replaced for a sum of \$9,000, USGS would pay 25% of that amount and DLSD would be responsible for the remaining \$6,750. With this proposal all the equipment would be updated and the building would be structurally sound and safe from future flooding events. The monitoring station collects samples and monitors content and height of the water. Much discussion was had concerning the cost of replacing vs. repairing the structure off Mound Road, the technology being used and possible upgrades, and the different options the District has with the monitoring stations on Mound Road and Hwy 50.

The second portion of the proposal is for the annual contribution towards the cost of necessary field and analytical work directly related to Jackson Creek.

Commissioner O'Keefe made a motion to accept the USGS proposal from October 9, 2017 for \$23,400 for lake monitoring as outlined in the correspondence and an additional \$6,750 for the Mound Road monitoring station. Commissioner Johnson, Commissioner Beers, and President Miller voted no, motion was defeated with a vote of four to one.

Commissioner O'Keefe made a motion to accept USGS proposal of \$18,800, along with the \$4,600 fee for the state lab hygiene, and up to but not to exceed \$6,750 for a new monitoring station on Mound Road regarding to the October 9, 2017 letter. Commissioner Beers seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING 2018 WEED HARVESTING CONCERNS**

Administrator DeLuca advised the board that the District still has no offload site for the weed harvesters on the west end of the lake after this year. The District has been in contact with the Viewcrest subdivision with some possible options and is waiting for their response. The commute time for the harvesters to get from one side of the lake to the next is about an hour and a half. At this time, if no offload site is found for the harvesters, there will be little to no weeds being removed at the west end. Commissioner O'Keefe brought up concerns about the cost per yard of removing weeds out of the lake and that the District should be looking into the most cost efficient and beneficial areas to be weed harvested.

The commissioners expressed concerns that more viable options have not been looked into. Much discussion was had about options that have been looked into and the road blocks that are associated with them. Commissioner O'Keefe made a suggestion to have the Manor Lane Ad Hoc Committee meet again and try to get the citizens involved in the problem. With that the District can either utilize or eliminate the Manor Lane property. The property was purchased with the intent of being an offload location. It has been at a standstill after it was acknowledged that the community was adamantly against it.

President Miller requested to have a report done on all the possible offload sites and what sites are even viable options and make sure it is on the agenda for next month.

**DISCUSSION/POSSIBLE ACTION REGARDING LAKE MANAGEMENT PLAN**

Administrator DeLuca advised the board concerning a lake maintenance machine that he would like to try and receive a grant for next year. The machine is a Truxor with a V3 Pump. It can cut and collect aquatic weed and reed growth, dredge, excavate, and much more. The machine could be used in the Inlet, Outlet, Browns Channel, Viewcrest, and any other channels. After a brief discussion the commissioners supported the administrator's idea and agreed to have the district look into grant funding.

While on the topic of lake management, Commissioner Reider presented the final pellet test results for the season. The test results are still showing positive numbers and the district is going to continue to be diligent in monitoring the results. Commissioner Reider also presented the commissioners with additional articles concerning a technology called Phoslock. The material is solely informative at this time and something that could assist with water quality in the future.

Commissioner O'Keefe made mention of the many recent news articles surrounding the pellet technology. Commissioner O'Keefe advised that any official statement be vetted by the district administrator or president.

**DISCUSSION/POSSIBLE ACTION REGARDING PURCHASING SALT/SAND FROM WALWORTH COUNTY**

Administrator DeLuca advised the commissioners about the annual truck load of salt/sand that needs to be bought for the district properties. Commissioner O'Keefe made a motion to purchase salt/sand from Walworth County for the listed amount. Motion was seconded by Commissioner Beers which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING DLYC PAYMENT REQUEST – CEDAR POINT DRIVE ROAD REPAIRS**

Administrator DeLuca advised the board about the discussion that was tabled concerning the reimbursement for the Delavan Lake Yacht Club roadway. The District requested to have the roadway brought up to commercial grade due to the District needing to utilize the road to get to their easements. The Delavan Lake Yacht Club complied with the District's wishes but requested compensation for the additional roadway costs. Commissioner O'Keefe made a motion to approve the Delavan Lake Yacht Club request for \$2,263 for the road

upgrades. Commissioner Johnson seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING DELAVAN LAKE REPORT NOTE ON BILLING**

The commissioners requested at the last meeting to have some bill stubs drafted up with the district's information on the back of the bill. The commissioners were given three different options. Commissioner O'Keefe made a motion to approve option 2 of the bill stub designs and to have it on the next billing cycles. Motion was seconded by President Miller which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING CDS TRANSFERS**

Administrator DeLuca advised the commissioners about an upcoming CD. Commissioner O'Keefe made a motion to accept the administrator's recommendation of an eighteen month CD through North Shore Bank. President Miller seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING HOLIDAY LUNCHEON AND EMPLOYEE APPRECIATION AWARDS**

After a brief discussion, the commissioners agreed to the annual holiday luncheon at the Village Supper Club on December 13, 2017 and to give each employee an appreciation award of \$100.00 and continue with the 5 Year Service Awards the same as last year. Commissioner O'Keefe made a motion to accept the employee awards as presented. Commissioner Beers seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE**

Commissioner Beers made a motion to move the next monthly meeting to November 14, 2017 at 9:00 a.m. Commissioner Reider seconded the motion which passed unanimously.

#### **COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT**

None.

**CLOSED SESSION**

Commissioner Beers made a motion at 11:20 a.m. to immediately convene to closed session. The purpose of the closed session is to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session pursuant to section 19.85(1)(e), Wisconsin Statutes.

The motion was seconded by President Miller. A roll call vote revealed all commissioners in favor of the motion. The motion carried unanimously.

**RECONVENE IN OPEN SESSION**

Commissioner O'Keefe made a motion to reconvene in open session at 11:40 a.m. The motion was seconded by Commissioner Johnson and carried unanimously.

**ADJOURNMENT**

There being no further items to discuss, Commissioner Johnson made a motion to adjourn the meeting. Commissioner Reider seconded the motion which passed unanimously. The meeting adjourned at 11:41 a.m.



Kim O'Keefe, Secretary

Date Approved: 11/14/2017