

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

October 30, 2024

9:15 A.M.

CALL TO ORDER

President Miller called the Regular and Closed Session Meeting to order at 9:15 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
Ted Kasch, Commissioner
David Reider, Commissioner
Richard Beers, Commissioner (*via phone*)

Absent: None

Other: Administrator, Jim DeLuca
Adam Handel
Ray Seitz
Doug Snyder (Engineer)

Visitors: Mary Knipper
John Lauer
Scott Cairns

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 18, 2024,
SPECIAL MEETING OF OCTOBER 3, 2024**

After a review of the Regular Meeting minutes of September 18, 2024, and the Special Meeting minutes of October 3, 2024, Commissioner Kasch made a motion to waive the reading of the minutes and approve the September 18, 2024, Regular Meeting minutes and October 3, 2024 Special Meeting minutes as

written. Commissioner Reider seconded the motion which carried unanimously.

FINANCIAL

After a review and discussion of the bills represented by check numbers 29506 through 29560, Allocation of Funds through September 30, 2024, and Financial Statements for periods ending September 30, 2024, President Miller made a motion to accept payment of bills, Allocation of Funds, and Financial Statements as presented. Commissioner O'Keefe seconded the motion which passed unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Nothing additional to add to the written report.

LAKE COMMITTEE REPORT

Mary Knipper discussed the intent of creating a subcommittee to address communication and handling of algae bloom events. The focus is the communication process with the public as the information relayed has a health, safety, and economic impact on the community. She would like Adam to be one of the individuals serving on the subcommittee.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

Adam shared they had a record weed harvesting season, harvesting 8,028 yards of weeds this year. He would like to purchase sweatshirts for the crew to commemorate the record year. Commissioner O'Keefe made a motion to approve the purchase of commemorative sweatshirts not to exceed \$500. Commissioner Kasch 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 to address item 18, Discussion/possible action regarding USGS water sampling plans for 2025, and item 15, Discussion/possible action regarding 2502 Manor Lane

landscaping & easement, before returning to item 10, Discussion/possible action regarding Resolution No. 2 of 2024. President Miller seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING USGS WATER SAMPLING PLANS FOR 2025

Dale Robertson of USGS is requesting the District contribute \$29,721 toward the lake management and monitoring program of the tributaries around Delavan Lake. Administrator DeLuca shared we have been a participant in this program for many years. After a brief discussion, Commissioner O’Keefe made a motion to approve the \$29,721 expense. Commissioner Kasch seconded the motion which passed with a 4 aye, 1 nay vote. President Miller, nay, Commissioner O’Keefe, aye, Commissioner Kasch, aye, Commissioner Reider, aye, Commissioner Beers, aye.

DISCUSSION/POSSIBLE ACTION REGARDING 2502 MANOR LANE LANDSCAPING & EASEMENT

Administrator DeLuca shared that we placed a 10-foot easement on the parcel at 2502 Manor Lane when we sold it for access protection to service our utility. The current owner has built a new home and there are steep slopes after grading away from the house. The owner is willing to regrade that side yard if we would reduce the easement to a 5-foot easement. The District needs to ensure that the slope and width from the top of the ditch, where the force mains are in the neighboring property, is wide enough for access of an 18 wheel truck. He would like a motion that DLSD will reduce the easement to 5 feet provided the owner changes his grade and reimburses the District for Engineer and Attorney expenses involved in redoing the survey and site plan and that any plantings or obstructions will be removed at the owner’s expense and the District will not replace the removed plantings or obstructions. Doug suggested they do a plat of survey that includes 2502 Manor Lane and the parkway next door. Commissioner O’Keefe stated the District needs to be sure that they can drive an 18 wheel truck on the drainage ditch before reducing the easement. Commissioner O’Keefe made a motion to move forward with the reduction of the 2502 Manor Lane grade reduction and easement language with the District Attorney and the property owner, not to be executed until it is brought back to the Commission for approval. President Miller seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 2 OF 2024 ADOPTING THE 2025 BUDGET

Commissioner Reider made a motion to adopt Resolution No. 2 of 2024 Adopting the 2025 Budget. President Miller seconded the motion which passed unanimously

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 3 OF 2024 LEVYING TAXES FOR 2024 PAYABLE IN 2025

President Miller made a motion to adopt Resolution No. 3 of 2024 Levying Taxes for 2024 Payable in 2025. Commissioner Kasch seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 4 OF 2024 SETTING THE VALUE OF AN EQUIVALENT RESIDENTIAL UNIT FOR 2025

President Miller made a motion to adopt Resolution No. 4 of 2024 Setting the Value of an Equivalent Residential Unit for 2025. Commissioner O'Keefe seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 5 OF 2024 SETTING THE MONTHLY SEWER SERVICE CHARGE FOR 2025

President Miller made a motion to adopt Resolution No. 5 of 2024 Setting the Monthly Sewer Service Charge for 2025. Commissioner Reider seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 6 OF 2024 SETTING THE CONNECTION FEE CHARGE FOR 2025

Commissioner Kasch made a motion to adopt Resolution No. 6 of 2024 Setting the Connection Fee Charge for 2025. President Miller seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING LS#2A UPDATE

Doug from Baxter and Woodman shared Mid City Corporation is approximately 80% done with the project and recommended approval of the partial payment request in the amount of \$372,419.00. Commissioner Kasch made a motion to approve partial payment in the amount of \$372,419.00. Commissioner Reider seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING COPIER REPLACEMENT

Administrator DeLuca discussed a quote he received for purchasing a new copier which would save money on the per copy maintenance cost we are currently paying. After further discussion, it was recommended he pursue other quotes for comparison purposes.

DISCUSSION/POSSIBLE ACTION REGARDING ANNUAL HOLIDAY LUNCHEON DATES & LOCATIONS

After a brief discussion, the decision to host the annual holiday luncheon at the Wagon Wheel on December 13th was agreed upon.

CLOSED SESSION

President Miller made a motion that the commissioners, upon duly made and carried, will immediately convene to closed session. Commissioner Reider seconded the motion, a roll call vote was taken, and the motion passed unanimously. The purpose of the closed portion of the meeting is;

- a. 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 as authorized under Section 19.85(1)(e), Wisconsin Statutes. Specifically, to be discussed is land purchases or sales in the Town of Delavan.
- b. To confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved as authorized under Section 19.85(1)(g), Wisconsin Statutes. Specifically, to be discussed is the City of Delavan and Harbor Club.

RECONVENE IN OPEN SESSION

President Miller made a motion to reconvene in open session at 10:17 a.m. The motion was seconded by Commissioner O'Keefe which carried unanimously.

DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS

None

CONSIDERATION OF FUTURE AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE

The next regular meeting date is scheduled to be held on November 20, 2024, at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, President Miller made a motion to adjourn the meeting. Commissioner O'Keefe seconded the motion which carried unanimously. The meeting adjourned at 10:18 a.m.

Kim O'Keefe, Secretary

Date Approved: November 20, 2024