

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**REGULAR MEETING**

**September 13, 2017**

**9:00 A.M.**

**CALL TO ORDER.**

President Miller, called the meeting to order at 9:04 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 (Absent)*  
Thomas Johnson, Commissioner  
David Reider, Commissioner  
Richard Beers, Commissioner

Visitors: John Weitzel – First National Investment Services  
Jared Scott – First National Investment Services

**DECLARATION OF A QUORUM.**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 21, 2017 AND THE SPECIAL MEETING OF AUGUST 21, 2017**

After a short discussion, President Miller made a motion to waive the reading of the minutes of the Special Meeting of August 21, 2017 and the Regular Meeting of August 21, 2017 and approve them as written. Commissioner Beers seconded the motion which carried unanimously.

**COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT**

None.

**FINANCIAL**

After reviewing the bills, President Miller made a motion to approve payment of bills represented by check numbers 25490 through 25524. Commissioner Reider 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 August 31, 2017 and place on file. The motion was seconded by Commissioner Beers and carried unanimously.

### **ADMINISTRATOR'S MONTHLY REPORT**

In addition to the monthly report already provided to the commissioners, administrator DeLuca advised the commissioners about the progress on lift station nine and the district office driveway resurfacing. Administrator DeLuca also informed the commissioners about the Lake Committee meeting and the discussion that was had about pellets. Commissioner Reider provided up to date information on the pellet progress so far. Commissioner Reider also made mention of a new emerging product called Phoslock. Commissioner Reider will continue with researching and collecting data concerning the current products in use and possible new products.

Administrator DeLuca also advised the board about a seasonal employee that the district will be utilizing to help with grant writing. Employee has been used in the past and is an excellent asset to the district.

President Miller made a motion to accept the Administrator's Monthly Report and place it on file. The motion was seconded by Commissioner Johnson which carried unanimously.

### **DISCUSSION/POSSIBLE ACTION REGARDING FIRST NATIONAL INVESTMENT SERVICES**

The vice president of First National Investment Services, John Weitzel, gave a presentation about the CD services available for the district. The district has a couple CDs coming to maturity and need to decide where the money should be allocated next.

### **DISCUSSION/POSSIBLE ACTION REGARDING CDS AND DISTRICT FUNDS**

Administrator DeLuca advised the board about different CD banking options in the area and the incentives that each holds. The commissioners discussed the

different CD options as well as money market options and the interest that each offers.

After much discussion, Commissioner Beers made a motion to move the maturing CD #6588483 to Settlers Bank for twenty-five months at 2.05% and then to start the process of moving the district's current money market funds to a money market account at Town Bank. Motion was seconded by Commissioner Reider, which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING TECHNOLOGY**

Administrator DeLuca advised the commissioners about the possibility of redesigning the district's website. The current website isn't mobile friendly and not easily maneuverable. Three different quotes were obtained for website redesign, the prices ranged from \$8,500 to \$14,000. After much discussion it was decided to table the decision until Commissioner Beers can obtain an additional quote.

Administrator DeLuca also advised that the sewer crew needs an additional iPad for when the new full time employee starts. The iPads are utilized in the field to enter data and look up sewer information. Commissioner Miller made a motion to purchase a new iPad for the sewer field staff. Commissioner Beers seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING LAKE LAWN MARINA SEWER EXTENSION**

Lake Lawn Resort is building a restaurant/club house and is looking to get permission to extend the sewer so they can hook up to it. Commissioner Beers made a motion to have Administrator DeLuca write a letter of approval to the City of Delavan stating that the Delavan Lake Sanitary District is in support of extending the sewer for the Lake Lawn Resort. President Miller seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING AUDIT PROPOSALS**

The District's contract with their current auditors is up. The district has received three quotes from different auditors. The district currently uses Schenck, but they don't use the same software as the Sanitary District. After a brief discussion and consult with the office staff, Commissioner Johnson made a motion to

accept the quote from Baker & Tilly. President Miller seconded the motion which carried unanimously.

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

The Delavan Lake Report has requested to have their promotional information put on the back of the District's bill for one billing cycle to get the word out. The Delavan Lake Report is an online informational source for current lake quality and news.

After much discussion, the commissioners decided to table all decisions about putting anything on the back of the bill. The commissioners decided to look into drafting up more inclusive lake information on the back of the bill with the District's own information being the forefront. The commissioners are legally bound to not solely promote one entity.

#### **DISCUSSION/POSSIBLE ACTION REGARDING PAYMENT FOR DISPOSAL SITE USED**

The Delavan Lake Sanitary District has been using a site on Palmer Road for dumping weeds for decades. The owner has just recently approached DLSD for compensation for the fuel and time he spends spreading the weeds after they are dumped.

After a brief discussion, Commissioner Reider made a motion to allocate five hundred dollars annually to Mr. Palmer for assistance in weed disposal. President Miller seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING BUDGET WORKSHOP & PUBLIC HEARING DATE(S)**

Administrator DeLuca advised the commissioners that they need to set up a public hearing date concerning the District budget. After a brief discussion, the commissioners decided to have the public hearing on November 3, 2017 at 9:00 a.m.

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

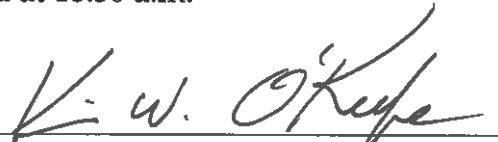
Commissioner Beers made a motion to move the next monthly meeting to October 18, 2017 at 9:00 a.m. Commissioner Reider seconded the motion which passed unanimously.

**COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT**

None

**ADJOURNMENT**

There being no further items to discuss, President Miller made a motion to adjourn the meeting. Commissioner Johnson seconded the motion which passed unanimously. The meeting adjourned at 10:50 a.m.

  
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Kim O'Keefe, Secretary

Date Approved: 10/18/2017