

**DEHAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular Meeting**

**April 15, 2025**

**9:00 A.M.**

**CALL TO ORDER**

President Miller called the Regular 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  
David Reider, Commissioner  
Ben Nixdorf, Commissioner

Absent: None

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

Visitors: Scott Cairns  
Kelly West  
Thavorn Hunt

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 11, 2025**

After a review of the Regular Meeting minutes of March 11, 2025, Commissioner O'Keefe made a motion to waive the reading of the minutes and approve March 11, 2025, Regular Meeting minutes as written. Commissioner Reider 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 12, Discussion/possible action regarding Lift Station 7, and item 18, Discussion/possible action regarding sewer repair – Lincoln Road, before returning to item 5, Financial. Commissioner Reider seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING LIFT STATION 7**

Doug Snyder shared Mid City was the only bidder for the lift station 7 project. Their base bid was \$1,233,000 with some alternate items. His estimate from approximately a year ago for this project was \$1,000,000. While this bid came in over his estimate, there are two items that are a part of that overage that were not part of the original scope for the project. One is the contractor replacing the entire driveway from South Shore Drive down to the generator building, and the other is 260' of force main replacement. The bid also included 3 alternates. Alternate A is an add-on for an intricate control system at a cost of \$23,600, Alternate B is a deduction of \$39,100 for not coating the wet well, and Alternate C is a deduction of \$51,000 for allowing a precast concrete valve vault rather than a cast in place vault. Doug recommended awarding the contract to Mid City, rejecting Alternates A & B but accepting Alternate C for a contract price of \$1,182,000. Commissioner O'Keefe made a motion to accept the bid from Mid City as presented rejecting Alternates A and B and accepting Alternate C. Commissioner Reider seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING SEWER REPAIR – LINCOLN ROAD**

Administrator DeLuca shared there is a failure in our sewer system on Lincoln Road that needs to be repaired and that it will be a time and materials job. The failure is a settlement/pitch issue that caused a pipe separation under porous pavers. The repair cost could be between \$60,000 and \$80,000 if the whole 150' is replaced. The road replacement is approximately \$200,000. Another option is to do a spot repair and budget for another lining later. This option may save us around \$90,000. A section of pipe had failed several years ago that was approximately fifteen feet away from the current failure. Getting to the root cause creating these failures became part of the conversation. After further discussion, moving forward with the spot repair was decided which may expose the root cause of these failures whereby a more extensive repair will be necessary.

#### **FINANCIAL**

After a review and discussion of the bills represented by check numbers 29754 through 29816 and Allocation of Funds through March 31, 2025, Commissioner O'Keefe made a motion to accept payment of bills and Allocation of Funds as presented, Commissioner Reider seconded the motion which passed unanimously.

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

Nothing additional to add to the written report.

#### **LAKE COMMITTEE REPORT**

None

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

None

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

None

#### **DISCUSSION/POSSIBLE ACTION REGARDING SEWER BILLING ISSUE AT DELAVAN LAKE YACHT CLUB**

The Delavan Lake Yacht Club experienced a water softener valve malfunction that spiked the water volume which went down the drain. They are requesting consideration of an adjustment to their sewer bill as the spike in usage is reflected in their billing. Their average bill would normally be around \$121. Administrator DeLuca shared staff felt the responsible thing to do would be to charge them for the additional clear water that went down the drain which would increase their average bill by \$182 for a total bill of \$303. Commissioner O'Keefe made a motion to follow the recommendation of staff and adjust the Delavan Lake Yacht Club bill accordingly. President Miller seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING SEWER CHARGE DISCREPANCIES DUE TO WATER LINE FAILURES AT NORTHWESTERN UNIVERSITY CAMP**

Administrator DeLuca shared Northwestern University Camp had a water leak that did not discharge into the sewer. While their current bill is \$1,596, their average billing is \$460. As the District did not assume any additional charges from WalCoMet due to the water leak, Commissioner O'Keefe made a motion to reduce the bill by \$1,326 which would bring the bill down to what their average bill would be. President Miller seconded the motion which passed unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING TOWNSHIP BUOY SERVICES**

Administrator DeLuca mentioned the Town of Delavan's boat used for placing buoys is dilapidating and they would like to go back to a joint effort with the District using the barge to drop off and pick up buoys on the lake. After a brief discussion, Administrator DeLuca is to talk with the Town regarding an agreement for working together placing and picking up buoys.

#### **DISCUSSION/POSSIBLE ACTION REGARDING 2502 MANOR LANE EASEMENT REDUCTION FROM 10 FT. TO 5 FT.**

Administrator DeLuca discussed the new five-foot easement and termination of the existing ten-foot easement that the District has on 2502 Manor Lane. The property owner understands that any plantings within the boundary of the easement may be torn out at his expense should the District have an emergency repair situation. If a project is planned, the owner will be given a twenty-day notice to remove any of the plantings at his expense. The District will also be reimbursed for survey expenses by the property owner. Commissioner O'Keefe made a motion to approve the new five-foot easement and abandon the existing ten-foot easement. President Miller seconded the motion which carried unanimously.

#### **DISCUSSION/POSSIBLE ACTION REGARDING LIFT STATION 10 SLIDE GATE**

Ray shared the flow at lift station 10 is high, the wet well is over 30 feet deep, and it is the highest maintenance station the District has. When cleaning it, a plug needs to be placed in the manhole before we do a bypass. A slide gate would allow us to close the valve off to stop the flow and do the bypass. As this still must go through a structural review by our engineer since we will be cutting into the floor, there will be an additional expense. Commissioner O'Keefe made a motion to approve the slide gate for lift station 10 not to exceed \$40,000 and Commissioner Reider seconded the motion. The motion passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING AREA 5 FORCE MAIN LANDSCAPING REPAIRS**

This is the area where we replaced the force main, and due to the wet soil and poor drainage conditions, the area has sunk. The landscape cost from Golden Tree and Landscaping Inc. is for the sunken portion in our easement. We are working with the homeowners on this as we want it to be a one-time fix. The homeowners contacted Warren Hansen for engineering services and Warren Hansen has given us a drawing showing plans for installation of under drains with catch basins. The work they plan on doing will be crossing our easement so the work will be done in succession with our project. Commissioner O'Keefe made a motion to approve Area 5 force main landscaping repairs not to exceed \$13,000 and President Miller seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING SEWER LINING AREA 10 & 2**

This is the area where the Town is going to be doing a road project. This is also an area where we discovered problems with our sewer system. The crew televised and found cracked pipes on Woodlawn Drive, Breezy Street, Delavan Drive and Inlet Shore Drive. The quotes are for lining the pipe and include credits for DLSD assistance providing water and doing initial sewer cleaning. Commissioner O'Keefe made a motion to approve the Visu-Sewer manhole to manhole proposal in the amount of \$13,750 and the Great Lakes TV Seal Inc. spot lining proposal in the amount of \$14,045, utilizing DLSD services to receive the credits offered on both proposals. Commissioner Reider seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 1 OF 2025 DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF DISTRICT MONEYS**

This item was tabled.

**DISCUSSION/POSSIBLE ACTION REGARDING DESIGNATING A COMMISSIONER TO SIT ON THE LAKE COMMITTEE**

Commissioner Ben Nixdorf volunteered to be the representative for the Sanitary District on the Lake Committee. Commissioner O'Keefe made a motion to approve Ben Nixdorf as representative for the Delavan Lake Sanitary District on the Lake Committee. Commissioner Reider seconded the motion which passed unanimously.

**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 May 20, 2025, at 9:00 a.m.

**ADJOURNMENT**

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Nixdorf seconded the motion which passed unanimously. The meeting adjourned at 10:25 a.m.

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Kim O'Keefe, Secretary

Date Approved: May 22, 2025