

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

August 19, 2025

8:00 A.M.

CALL TO ORDER

President Miller called the Regular & Closed Session Meeting to order at 8:00 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 (*via phone*)
Carol Radford, Commissioner
David Reider, Commissioner
Ben Nixdorf, Commissioner

Absent: None

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

Visitors: None

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JULY 15, 2025,
SPECIAL MEETING OF JULY 18, 2025**

After a review of the Regular Meeting minutes of July 15, 2025, and Special Meeting of July 18, 2025, Commissioner Nixdorf made a motion to waive the reading of the minutes and approve 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 29940 through 29984 and Allocation of Funds through July 31, 2025, and Financial Statements for periods ending July 31, 2025, Commissioner Nixdorf made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. Commissioner Reider seconded the motion which passed unanimously.

ADMINISTRATOR'S MONTHLY REPORTS

Administrator DeLuca shared the road projects taking place; our crew is busy adjusting and repairing manholes.

LAKE COMMITTEE REPORT

Commissioner Nixdorf shared time spent in the inlet and outlet was discussed as the residents there have several requests. Safety was also discussed due to someone drowning this past week.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

None

DISCUSSION/POSSIBLE ACTION REGARDING DLIA CARP REMOVAL PROGRAM

This item was tabled as we have not received an invoice from the Town of Delavan yet.

DISCUSSION/POSSIBLE ACTION REGARDING LS #3 EASEMENT STATUS AND PLANS

Doug Snyder shared a plat of the survey completed last week for the LS #3 area. In the next month he will lay out the proposed facilities on the plat and draft easements for each of the property owners as well as the association.

DISCUSSION/POSSIBLE ACTION REGARDING DISTRICT BOUNDARY CHANGE

Administrator DeLuca discussed a petition from Mr. Tomala who is purchasing a lot on the corner of Hwy 50 and Theatre Road. He would like the property to be included in our boundary so he can connect to our sewer which is across the street from the property he is purchasing. When we do the boundary adjustment, we would also, in the description, remove the small boundary that is inside the City of Delavan. The City of Delavan needs to abandon the sewer that goes under Hwy 50 and remove the District from the DOT permit for that sewer so the district will have no ties to the abandoned sewer. Commissioner Nixdorf made a motion to include the Stanley Tomala property identified as CSM 5177 into the district boundary. Commissioner Radford seconded the motion which carried unanimously. Commissioner Nixdorf made a second motion to adjust the district's boundaries with the City of Delavan pending the completion of the City of Delavan's responsibilities to abandon the sewer under Hwy 50. Commissioner Radford seconded the motion and the motion passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING INTERNAL RING COATING PROJECT

Ray Seitz shared this is something we do every year. Since receiving the quote, 4 additional manholes were discovered needing internal ring coating. He would like to include the additional manholes as the vendor is already working in the area. After a brief discussion, Commissioner Nixdorf made a motion to approve the FlexSeal kits and installation for up to 30 manholes by Underground Utility Specialties Inc. not to exceed \$17,500. President Miller seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING AQUATIC PLANT HARVESTER PURCHASES

Administrator DeLuca shared we would like to pursue grants to purchase two new harvesters. Adam would like to purchase one large harvester similar to what we have and a smaller harvester that could cut in the channels and smaller areas. The paperwork and process applying for grants takes time. While grants need to be applied for prior to purchase, the Commission is still able to decide whether to move ahead with the purchase anytime during the grant approval process. President Miller made a motion to pursue the grants for the aquatic plant harvester purchases along with the paperwork to submit to the DNR. Commissioner Nixdorf seconded the motion which carried unanimously.

CLOSED SESSION

Commissioner Reider made a motion that the commissioners, upon duly made and carried, will immediately convene to closed session. Commissioner Radford 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.

RECONVENE IN OPEN SESSION

President Miller made a motion to reconvene in open session at 8:55 a.m. The motion was seconded by Commissioner Radford which carried unanimously.

DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS

None

DISCUSSION/POSSIBLE ACTION REGARDING 2026 BUDGET WORKSHOP

Administrator DeLuca presented the budget on the television screen for everyone to review. The Commission discussed the operating, lake, and capital outlay budgets. After an in-depth discussion they agreed that the ERU rate should increase \$2 per month. The capital outlay for the lake was increased by \$100,000 in consideration of the harvester purchases which may change the district mill rate slightly. We will receive the actual equalized value for the district on October 1, 2025.

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 September 18, 2025, at 8:00 a.m.

ADJOURNMENT

There being no further items to discuss, President Miller made a motion to adjourn the meeting. Commissioner Nixdorf seconded the motion which passed unanimously. The meeting adjourned at 9:30 a.m.

Kim O'Keefe, Secretary

Date Approved: September 18, 2025