

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular & Closed Session**

**August 21, 2024**

**9:00 A.M.**

**CALL TO ORDER**

President Miller called the Regular and Closed Session 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  
David Reider, Commissioner  
Richard Beers, Commissioner  
Kim O'Keefe, Commissioner

Absent: Ted Kasch, Commissioner

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

Visitors: Mary Knipper  
John Knipper  
Brian Kelly

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 17, 2024**

After a review of the Regular Meeting minutes of July 17, 2024, Commissioner Beers made a motion to waive the reading of the minutes and approve the July 17, 2024, Regular Meeting minutes as written. Commissioner O'Keefe seconded the motion which carried unanimously.

## **FINANCIAL**

After a review and discussion of the bills represented by check numbers 29419 through 29466, Allocation of Funds through July 31, 2024, and Financial Statements for periods ending July 31, 2024, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. Commissioner Beers seconded the motion which passed unanimously.

## **ADMINISTRATOR'S MONTHLY REPORT**

Administrator DeLuca shared Doug will discuss LS #7 later as it is an agenda item. Other discussion items are in the monthly report.

## **LAKE COMMITTEE REPORT**

Mary Knipper shared she and Ben Nixdorf met with the City of Delavan, Lake Lawn, and Fairwyn Builders representing the Harbor Club, to give a presentation on the water quality of Delavan Lake and mention that they are stakeholders as well as the Town of Delavan. They were surprised to hear that Delavan Lake was on the impaired waters list since 2018. Discussed was how the Town of Delavan along with the Sanitary District has worked to maintain the water quality and have carried the burden of the expense to do so. As stakeholders, they should be willing to enter an alliance with us and share in the value of maintaining the lake quality. They agreed and another meeting is set up for September to discuss the roll they would like to take and discuss what the Town of Delavan and the District are doing as well as the costs associated with what is being done. Mary also shared information that Walworth County will be hosting the annual tour for the Wisconsin Land and Waters Southeast Area Association. They have requested the tour focus on the projects done on Mound Road. The Town Board has approved hosting the tour.

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

Mr. Kelly came to this meeting to discuss his sewer connection at 2214 North Shore Drive. However, this item was placed on last month's agenda per a verbal phone request by Mr. Kelly which he did not show up to discuss. As this was not an item on the current agenda, no discussion could take place and Administrator DeLuca requested Mr. Kelly send a request in writing to be put on the next agenda. Mr. Kelly left stating he would send that request today.

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

None

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

Doug of Baxter and Woodman discussed the overview plan, GIS record information, the concept plan, and probable costs for the upgrading of LS #7. The pumps in the station are original and the can that houses the pumps needs to be replaced. With the new concept plan, LS #7 would have submersible pumps in the existing wet well and a valve vault would be built right next to it, generator building remodel and put a new generator in it with new transfer switch and motor controls. If possible, replacement of a portion of force main downstream of the station would also take place. Commissioner Beers made a motion to approve the engineering to move forward with LS #7 upgrade plans. Commissioner Reider seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING AREA 5 LAKE FRONT FORCE MAIN DRAINAGE PROJECT**

Administer DeLuca discussed a section in area 5 that has sunk significantly, and residents have complained about. As the sink hole is in our easement, it is our responsibility to repair it. Ray is in the process of getting estimates to do the repair as this may be an expensive fix due to the significant size of the sink hole.

**DISCUSSION/POSSIBLE ACTION REGARDING HARVESTER REPLACEMENT**

Adam shared harvester #82 is 21 years old and is having repairs done on a regular basis. He would like to replace it. As we cannot sell it for the next 6 years due to a grant we received for this harvester, leasing the harvester to others is an option. After a brief discussion, Adam is to investigate grant opportunities for a new harvester as well as any improved features that would impact productivity and safety. He should also put information together regarding Harvester #82 lease income potential and cost of repairs for the past 3 years.

**CLOSED SESSION**

Commissioner O'Keefe made a motion that the commissioners, upon duly made and carried, will immediately convene to closed session. President Miller 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 consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility pursuant to Section §19.85(1)(c), Wisconsin Statutes. Specifically, to be discussed is the performance and compensation of full-time staff.

### **RECONVENE IN OPEN SESSION**

Commissioner O'Keefe made a motion to reconvene in open session at 10:50 a.m. The motion was seconded by Commissioner Beers which carried unanimously.

### **DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS**

None

### **DISCUSSION/POSSIBLE ACTION REGARDING 2025 BUDGET WORKSHOP**

Administrator DeLuca discussed the budget presented to the commissioners. The equalized value for properties in the Township is estimated to go up approximately 11%. A discussion of the operating budget versus the ERU income as well as future projects and capital outlay took place. The mill rate may go down based on the actual increase of the equalized value once that is received which should be at the beginning of October. A final budget workshop will take place once we receive the actual equalized value number.

### **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, 2024, at 9:00 a.m.

## ADJOURNMENT

There being no further items to discuss, Commissioner O'Keefe made a motion to adjourn the meeting. Commissioner Reider seconded the motion which passed unanimously. The meeting adjourned at 11:42 a.m.

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Kim O'Keefe, Secretary

Date Approved: September 18, 2024