

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

January 18, 2023

9:00 A.M.

CALL TO ORDER

President Miller called the Regular & 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
Kim O'Keefe, Commissioner
David Reider, Commissioner
Richard Beers, Commissioner (*via phone*)
Ted Kasch, Commissioner

Absent: None

Other: Administrator Jim DeLuca
Charlie Handel
Ray Seitz
Mary Knipper

Visitors: None

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

APPROVAL OF MINUTES OF REGULAR MEETING OF DECEMBER 16, 2022

After review of the Regular Meeting Minutes of December 16, 2022, Commissioner Beers requested a spelling correction be made on page 4389. Commissioner O'Keefe made a motion to approve the December 16, 2022 Regular Meeting Minutes with the spelling correction. Commissioner Kasch seconded the motion which passed unanimously.

FINANCIAL

After a review and discussion of the bills and the Allocation of Funds through December 31, 2022, Commissioner O’Keefe made a motion to accept payment of bills represented by check numbers 28521 through 28564 and the Allocation of Funds through December 31, 2022. Commissioner Kasch seconded the motion which carried unanimously.

ADMINISTRATOR’S MONTHLY REPORT

Administrator DeLuca shared an update on the status of our email security protections against service interruptions.

LAKE COMMITTEE REPORT

Mary Knipper shared the Town approved the USGS monitoring program for 2023. Regarding dredging, there are questions that will be going to the DNR for the 2023 dredging. As only a portion of the east pond was completed this past year, they need to know if they can be on site earlier than June 1, 2023 and if they can take out more than 16,000 cubic yards of sediment.

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

Mary Knipper shared the Walworth County Lakes Association is having their February Meeting on February 18th from 9 a.m. to 10 a.m. at the Delavan Club. Travis Motl will be the speaker talking about what is going on with the fisheries particularly on Delavan Lake. This meeting is open to the public and she encouraged attendance.

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

None

DISCUSSION/POSSIBLE ACTION REGARDING ILLEGAL LATERAL CONNECTIONS

None

DISCUSSION/POSSIBLE ACTION REGARDING COLD STORAGE HEATER

Administrator DeLuca discussed pricing on additional heating options for the cold storage building. After an in-depth discussion, it was decided to get a

quote for one unit to be located closer to the door and to table the discussion until then.

DISCUSSION/POSSIBLE ACTION REGARDING LS#4 ACCEPTABILITY OF WORK – RAVENSWOOD ASSOCIATION

Administrator DeLuca shared this was placed on the agenda to give Ravenswood a chance to express comments or concerns on the completion of the project. Ravenswood sent an email stating they are satisfied with the work done and did not plan on coming to this meeting.

DISCUSSION/POSSIBLE ACTION REGARDING LS#4 REMODEL – CONTRACT B – CHANGE ORDER 1

Administrator DeLuca shared there is a net decrease of \$9,434.23 dropping the contract price to \$70,883.77. Commissioner O’Keefe shared while there is an upfront savings using asphalt instead of concrete, asphalt has a maintenance factor that concrete would not have. For future projects, this should be taken into consideration should a similar situation arise.

DISCUSSION/POSSIBLE ACTION REGARDING FINAL PAYMENT REQUEST - LS#4 REMODEL – CONTRACT B

Administrator DeLuca shared Doug Snyder recommends final payment of Contract B for the LS#4 Remodel in the amount of \$70,883.77 be made to Payne and Dolan. He stated everyone is happy with the work completed. Commissioner O’Keefe made a motion to pay the LS#4 Remodel Contract B in the amount of \$70,883.77 as recommended by Administrator James DeLuca and our Engineer Doug Snyder. Commissioner Kasch seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING SEWER EXTENSION PUBLIC HEARING DATES

Administrator DeLuca discussed sending public notices out for the sewer extensions. This meeting is for informational purposes as well as to give the residents who will be assessed for the extension a chance to comment and address their concerns. After a brief discussion, the Commission suggested a Saturday morning and left the date open to be picked by Administrator DeLuca and Doug Snyder.

DISCUSSION/POSSIBLE ACTION REGARDING SEWER ORDINANCE

Administrator DeLuca went over areas in the Sewer Ordinance where changes may need to be considered. On page 1 under Section 10.11 – Title, “Delavan Lake Sanitary Sewer” should be changed to “Delavan Lake Sanitary Sewer Ordinance”. On page 2 under Section 10.2 – Definitions, a definition for Control Manhole should be added. On page 8 under Section 10.40 – Establishment of Service, permission for special exemptions should be added. After a brief discussion on Section 10.45 – Sewer Main Extensions it was decided this portion of the policy is fine as written. Administrator DeLuca shared changes made will require a public notice in the paper before directing our Attorney to do the final draft.

DISCUSSION/POSSIBLE ACTION REGARDING EMPLOYEE HANDBOOK

Administrator DeLuca went over changes to the Employee Handbook he would like to change as he would like the reimbursement for meals to be adjusted for inflation. He would also like the Commission to consider raising the Standby Pay from \$14 per day to \$25 per day. Commissioner O’Keefe made a motion to update the Employee Handbook to include the Administrator’s updates on page 19, 22, 41 and 67 as presented in the January 18, 2023 Commission Meeting with an effective date of February 1, 2023. Commissioner Reider seconded the motion which passed unanimously.

CLOSED SESSION

President Miller made a motion that the commissioners, upon duly made and carried, will immediately convene to closed session. Commissioner O’Keefe seconded the motion, a roll call vote was taken, and the motion carried 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 pursuant to 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 staff.

RECONVENE IN OPEN SESSION

Commissioner O'Keefe made a motion to reconvene in open session at 11:05 a.m. The motion was seconded by President Miller 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 February 15, 2023 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 11:08 a.m.



Kim O'Keefe, Secretary

Date Approved: February 15, 2023