

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

July 15, 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
Carol Radford, Commissioner
David Reider, Commissioner
Ben Nixdorf, Commissioner

Absent: None

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

Visitors:

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

APPROVAL OF THE MINUTES OF REGULAR MEETING OF MAY 22, 2025

After a review of the Regular Meeting minutes of May 22, 2025, Commissioner O'Keefe made a motion to waive the reading of the minutes and approve the May 22, 2025, Regular Meeting minutes as written. Commissioner Nixdorf seconded the motion, and the motion carried unanimously.

FINANCIAL

After a review and discussion of the bills represented by check numbers 29860 through 29939 and Allocation of Funds through May 31, 2025, and June 30, 2025, and Financial Statements for periods ending May 31, 2025, and June 30, 2025, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. Commissioner Radford seconded the motion which passed unanimously.

ADMINISTRATOR'S MONTHLY REPORTS

Administrator DeLuca briefly discussed items mentioned in the monthly Administrator's Reports.

LAKE COMMITTEE REPORT

Blue-green algae, and buoys were topics discussed at the Lake Committee meeting.

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 is tabled. There is nothing to discuss on this topic as the Town of Delavan did not send us a letter of request.

DISCUSSION/POSSIBLE ACTION REGARDING CHANGE ORDER #1 – LS# 7 REPLACEMENT

Doug Snyder shared there was an alternate bid for a different pump as the Grunfos pump in the specs is no longer in production. A credit of \$20,950 was offered in the bid form for a pump that has the same design point needed. Commissioner O'Keefe made a motion to accept Change Order #1 – LS# 7 Replacement. Commissioner Nixdorf seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 3 OF 2025 ACCEPTING DEDICATION OF SHORES OF DELAVAN PHASE 1 SEWER IMPROVEMENTS

Doug Snyder shared this resolution brings Shores of Delavan Phase 1 into compliance with the DLSD Developer's Agreement with Shores of Delavan Phase 1. DLSD must accept the developer's improvements by resolution. Doug stated it has been constructed properly, has been inspected, and is ready for final acceptance through the resolution accepting the sewer improvements. Commissioner O'Keefe made a motion to approve Resolution No. 3 of 2025 as written. Commissioner Radford seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING SHORES OF DELAVAN FINAL ACCEPTANCE OF SEWER SYSTEM

This item was taken care of in the above discussion and action.

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

Doug Snyder shared we need another 30 days. The survey is still being done by Batterman Engineering and DLSD is still working on the easements for the property owners. This item was tabled until next month's meeting.

DISCUSSION/POSSIBLE ACTION REGARDING WEED HARVESTING IN CITY LIMITS/LAKE LAWN

Lake Lawn's harvester broke down and they are requesting assistance from DLSD with their weed harvesting until they figure out a plan to move forward. After an in-depth discussion, Commissioner O'Keefe made a motion to approve special weed harvesting services for Lake Lawn at \$500 per hour. Commissioner Reider seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RAIN GARDEN

After a brief discussion about removing the rain garden in front of the Delavan Lake Sanitary District building, Commissioner O'Keefe made a motion to approve staff removal and filling of the rain garden area. Commissioner Nixdorf seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING PAVING LS# 1 AND LS# 10

After a brief discussion to ensure an adequate subsurface is laid down prior to paving, Commissioner O'Keefe made a motion to approve paving at LS# 1 and LS# 10 in accordance with the Wolf Paving proposal updated to include compacted thickness, not to exceed \$35,000. Commissioner Nixdorf 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 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 staff.

RECONVENE IN OPEN SESSION

Commissioner O'Keefe made a motion to reconvene in open session at 9:05 a.m. The motion was seconded by Commissioner Reider which carried unanimously.

DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS

None

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 4 OF 2025 AMENDING RESOLUTION NO. 3 OF 2024 CORRECTING THE AMOUNT OF THE TAX LEVY

Commissioner O'Keefe made a motion to approve Resolution No. 4 of 2025 amending Resolution No. 3 of 2024 correcting the amount of the tax levy. The motion was seconded by President Miller 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 August 19, 2025, at 8:00 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 9:07 a.m.


Kim O'Keefe, Secretary

Date Approved: August 19, 2025