

DELAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

May 22, 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
Carol Radford, Commissioner
David Reider, Commissioner
Ben Nixdorf, Commissioner

Absent: None

Other: Administrator, Jim DeLuca
Adam Handel
Ray Seitz
Doug Snyder (*Engineer*)
Kim Crosby
Shelly Weeks
Jake Lenell (*Auditor*)

Visitors:

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

DISCUSSION/POSSIBLE ACTION REGARDING 2024 AUDIT PERFORMED BY CLIFTONLARSONALLEN, LLP

Jake Lenell from CliftonLarsonAllen, LLP reviewed the 2024 audit report giving a general overview. After testing and reviewing the information requested by them, their opinion is an unmodified, more commonly known as a clean, opinion which is the highest level of assurance they can provide affirming the financial statements appropriately report the activities of the Sanitary District.

Commissioner O'Keefe made a motion to accept the Audit as written. President Miller seconded the motion which carried unanimously.

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 15, 2025

After a review of the Regular Meeting minutes of April 15, 2025, Commissioner O'Keefe made a motion to waive the reading of the minutes and approve April 15, 2025, Regular Meeting minutes as written. Commissioner Nixdorf seconded the motion, and the motion carried with a 4 aye, 1 abstain. President Miller, aye, Commissioner O'Keefe, aye, David Reider, aye, Ben Nixdorf, aye, Carol Radford, abstain.

FINANCIAL

After a review and discussion of the bills represented by check numbers 29817 through 29859 and Allocation of Funds through April 30, 2025, and Financial Statements for periods ending December 31, 2024, January 31, 2025, February 28, 2025, March 31, 2025, and April 30, 2025, Commissioner O'Keefe made a motion to accept payment of bills, Allocation of Funds and Financial Statements as presented. Commissioner Nixdorf seconded the motion which passed unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca discussed a minor Sanitary Sewer Overflow (SSO) that happened due to contractor equipment failure. As this is our first SSO, the DNR coached us through steps for reporting and handling it.

LAKE COMMITTEE REPORT

None

COMMENTS AND SUGGESTIONS OF CITIZENS PRESENT REGARDING AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION – ONGOING LAKE MANAGEMENT

Harvesting of the navigation channels has begun.

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

Administrator DeLuca shared this is a resolution that gives authorization to withdraw funds and sign checks. Commissioner O'Keefe made a motion to accept Resolution No. 1 of 2025 designating public depository and authorizing withdrawal of District moneys. President Miller seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING FINAL PAYMENT REQUEST – LS# 2A REPLACEMENT

Doug Snyder discussed his recommendation for final payment for the LS# 2A replacement project. He recommended closing the project and making the final payment in the amount of \$40,442.57. The final cost of the project is approximately \$70,000 less than the original bid due in part to receiving better credits than expected. There will still be an additional expense of approximately \$6,300 for the homeowner's sprinkler repair which the District agreed to cover after changes to the easement were made. Commissioner O'Keefe made a motion to make the final payment to Mid City Corporation as outlined in the Baxter and Woodman April 29, 2025 communication with a subject heading: Lift Station 2A Replacement – Final Payment Recommendation, \$40,552.57. Commissioner Nixdorf seconded the motion which carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING LS# 3

Doug Snyder gave an update on a meeting with property owners regarding the project and easements needed for it. He stated the meeting went well and is hoping to have the easements for next month's meeting.

DISCUSSION/POSSIBLE ACTION REGARDING RELEASE OF EASEMENT – PREMIER LAKESIDE STORAGE, LLC

Administrator DeLuca shared there was a public utility put in that location and the new owner wants to make it a private interceptor sewer that they would own and we would not have to maintain. The current owner would take out a private lateral permit so that the District tracks it as a private lateral. The District would abandon the easement over the sewer lines. Commissioner O'Keefe made a motion to release the easement for Premier Lakeside Storage, LLC, on condition that they obtain a private sewer lateral permit. Commissioner Reider seconded the motion which passed unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING DLIA CARP REMOVAL PROGRAM

After discussing the history and benefits of carp removal from Delavan Lake, Commissioner Nixdorf made a motion to table this item until next month and Commissioner O'Keefe seconded the motion. The motion carried unanimously.

DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 2 OF 2025 APPROVING THE 2024 CMAR

After a brief discussion Commissioner O'Keefe made a motion to adopt Resolution No. 2 of 2025 approving the 2024 CMAR to be submitted to the DNR. The motion was seconded by Commissioner Nixdorf and passed unanimously.

CLOSED SESSION

The commission dismissed the closed session as no new information was available.

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 June 10, 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 Reider seconded the motion which passed unanimously. The meeting adjourned at 10:00 a.m.



Kim O'Keefe, Secretary

Date Approved: July 15, 2025