

**DELAVAN LAKE SANITARY DISTRICT**

**MINUTES**

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**Regular & Closed Session**

**November 16, 2022**

**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  
Ted Kasch, Commissioner

Absent: None

Other: Administrator Jim DeLuca  
Charlie Handel  
Ray Seitz

Visitors: Mary Knipper

**DECLARATION OF A QUORUM**

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF PUBLIC HEARING OF OCTOBER 26, 2022,  
REGULAR MEETING OF OCTOBER 26, 2022**

After review of the Public Hearing Minutes of October 26, 2022 and the Regular Meeting Minutes of October 26, 2022, Commissioner Beers made a motion to approve the October 26, 2022 Public Hearing Minutes and October 26, 2022 Regular Meeting Minutes as written. Commissioner O'Keefe seconded the motion which passed unanimously.

**FINANCIAL**

After a review and discussion of the bills, Allocation of Funds through October 31, 2022, and the Financial Statements for periods ending October 31, 2022, Commissioner O'Keefe made a motion to accept payment of bills represented by check numbers 28435 through 28470, Allocation of Funds through October 31, 2022, and Financial Statements for periods ending October 31, 2022. Commissioner Kasch seconded the motion which carried unanimously.

**ADMINISTRATOR'S MONTHLY REPORT**

Administrator DeLuca shared Payne and Dolan wrapped up their work on L.S. #4. We still have not started the mechanicals on the lift station and are still waiting for parts for the control panel.

There was a public hearing Monday evening with Walworth County regarding the Highway O project. Ray, Doug, and Administrator DeLuca attended the meeting. Doug is getting the final documents ready for bid on the project. Bids are scheduled to be opened December 8, 2022 at 1:00 p.m.

**LAKE COMMITTEE REPORT**

Mary Knipper shared they are waiting for the punch list from Mid America Dredging to be completed. The site cannot be secured until all items on the punch list are done. Once that is done, a report will go to the DNR and County regarding the project. The Lake Committee is looking for clarification from the DNR for next year's window of time to dredge the ponds. She believes they are currently on track with the project.

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

None

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

None

**DISCUSSION/POSSIBLE ACTION REGARDING ILLEGAL LATERAL CONNECTIONS**

None

**DISCUSSION POSSIBLE ACTION REGARDING SERVICE LINE WARRANTIES OF AMERICA AGREEMENT**

Commissioner Beers made a motion to not engage in a contract with Service Line Warranties. President Miller seconded the motion. After a brief discussion, the motion passed with a 4 aye, 1 nay vote. President Miller, aye, Commissioner O'Keefe, nay, Commissioner Kasch, aye, Commissioner Reider, aye, Commissioner Beers, aye.

**DISCUSSION POSSIBLE ACTION REGARDING PORTABLE GENERATOR FOR ALL LIFT STATIONS**

Administrator DeLuca shared Doug is working on several other projects for us and has not had time to provide us with information on the portable pump option. He will put it back on the agenda when we have all the information.

**DISCUSSION POSSIBLE ACTION REGARDING COLD STORAGE BUILDING**

Administrator DeLuca shared there are other things going on that should take priority and felt this should be taken off the agenda at the present time.

**DISCUSSION POSSIBLE ACTION REGARDING 4453 S. SHORE – WE ENERGIES TERMINATION**

The District owns 4453 S. Shore Drive and would like to disconnect the gas at this property as we have zero gas usage and are paying a monthly base fee. Commissioner O'Keefe made a motion to disconnect the gas to 4453 S. Shore Drive. Commissioner Reider seconded the motion which passed unanimously.

**DISCUSSION POSSIBLE ACTION REGARDING DISTRICT FUNDS**

Administrator DeLuca discussed CD interest rate information provided to the Commission. After a brief discussion Commissioner O'Keefe made a motion to move \$500,000 into the Town Bank 6-month CD with an interest rate of 3.65%. Commissioner Beers seconded the motion which carried unanimously.

**DISCUSSION POSSIBLE ACTION REGARDING WISCONSIN HELP FOR HOMEOWNERS**

This is a low-income assistance program that can help low income residents. There is no fee to be part of this program however, we do need to sign an agreement with Wisconsin Help for Homeowners for them to send us payment for qualifying low-income individuals. Commissioner Beers made a motion to

move forward with participating in the program. Commissioner O'Keefe seconded the motion. After a brief discussion, the motion failed, and Commissioner O'Keefe made a motion to empower the Administrator to speak with Attorney Stan Riffle and proceed with the agreement if Stan has no concerns. Commissioner Beers seconded the motion which passed unanimously.

### **CLOSED SESSION**

Commissioner Beers 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 carried unanimously. The purpose of the closed portion of the meeting is:

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.

### **RECONVENE IN OPEN SESSION**

Commissioner Kasch made a motion to reconvene in open session at 10:08 a.m. The motion was seconded by President Miller which carried unanimously.

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

Commissioner Beers made a motion to authorize Administrator DeLuca to follow up with the recommendation made in closed session. Commissioner Reider seconded the motion 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 December 16, 2022 at 9:00 a.m.

**ADJOURNMENT**

There being no further items to discuss, Commissioner Beers made a motion to adjourn the meeting. Commissioner Kasch seconded the motion which carried unanimously. The meeting adjourned at 10:11 a.m.

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Kim O'Keefe, Secretary

Date Approved: December 16, 2022