

**DELANVAN LAKE SANITARY DISTRICT**

**MINUTES**

---

**Regular & Closed Session**

**October 26, 2022**

**9:15 A.M.**

**CALL TO ORDER**

Acting President O'Keefe called the Regular & Closed Session meeting to order at 9:15 A.M. at the Delavan Lake Sanitary District located at 2990 County Rd F South, Delavan, Wisconsin.

**ROLL CALL** Present: Kim O'Keefe, Acting President  
David Reider, Commissioner  
Richard Beers, Commissioner  
Ted Kasch, Commissioner

Absent: Thomas Miller, President

Other: Administrator Jim DeLuca  
Charlie Handel  
Ray Seitz  
Eric Ritchey  
Doug Snyder (Engineer)

Visitors: None

**DECLARATION OF A QUORUM**

Acting President O'Keefe declared a quorum present for doing business.

**APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 28, 2022**

After review of the Regular Meeting minutes of September 28, 2022, Commissioner Beers made a motion to approve the September 28, 2022 Regular Meeting minutes as written. Commissioner Kasch seconded the motion which passed unanimously.

**FINANCIAL**

After a review and discussion of the bills, Allocation of Funds through September 30, 2022, and the Financial Statements for periods ending September 30, 2022, Commissioner Kasch made a motion to accept payment of bills represented by check numbers 28388 through 28434, Allocation of Funds through September 30, 2022, and Financial Statements for periods ending September 30, 2022. Commissioner Reider seconded the motion which carried unanimously.

**ADMINISTRATOR'S MONTHLY REPORT**

Administrator DeLuca shared Meadowlark Lane leading to Manor Lane is getting paved. Harvesters are getting pulled from the lake and equipment is being winterized. Commissioner Kasch made a motion to accept the Administrator's Report. Commissioner Reider seconded the motion which passed unanimously.

**LAKE COMMITTEE REPORT**

Commissioner Beers shared dredging has come to a stop as of September 25, 2022 and should start back up in May.

**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**

Service Line Warranties amended the contract they have with the District. They deleted Section 2 and 3 of the Agreement and changed the term of the agreement from a 3-year agreement to 6-year agreement.

After a brief discussion, Commissioner Beers made a motion to table this until the representative has an opportunity to present a sample of the letter and envelope they will be sending out to District residents and noted this should be a one-year agreement to be reviewed each year. Acting President O'Keefe seconded the motion which carried unanimously.

#### **DISCUSSION POSSIBLE ACTION REGARDING GENERATOR FOR L.S. #10**

Total Energy revised their quote on the L.S. #10 generator. However, instead of the price going down, the price increased. This is the same generator we requested, a Kohler model 125REOZJG, and the cost is now \$42,900. The lead time is currently 52 to 55 weeks. Commissioner Beers made a motion to proceed with the purchase of the generator for L.S. #10. Commissioner Kasch seconded the motion which passed unanimously.

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

After a brief discussion regarding purchasing a used generator, Acting President O'Keefe suggested we investigate EVANS, another company that supplies generators and is based in Mexico.

Administrator DeLuca shared Russ would create color coded cords for the generator to be used at the individual lift stations. There will be additional costs above and beyond the purchase of the portable generator.

Doug Snyder discussed another option. Rather than a generator for a backup system, he mentioned going to a manual pump. If the District went in this direction, all we would need to do is drop a hose down in the wet well and have a big trash pump that would physically hard pump. This would be a true backup as a generator would be an ineffective backup if all the electrical was down at a lift station. After a brief discussion it was decided to table this discussion until a list of pros and cons for using a manual pump versus a generator is provided.

#### **DISCUSSION POSSIBLE ACTION REGARDING RESOLUTION NO. 3 OF 2022 ADOPTING THE 2023 BUDGET**

Commissioner Beers made a motion to adopt Resolution No. 3 of 2022 Adopting the 2023 Budget. Commissioner Kasch seconded the motion which passed unanimously.

**DISCUSSION POSSIBLE ACTION REGARDING RESOLUTION NO. 4 OF 2022  
LEVYING TAXES FOR 2022 PAYABLE IN 2023**

Commissioner Kasch made a motion to adopt Resolution No. 4 of 2022 Levying Taxes for 2022 payable in 2023. Commissioner Reider seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 5 OF 2022  
SETTING THE VALUE OF AN EQUIVALENT RESIDENTIAL UNIT FOR 2023**

Commissioner Beers made a motion to adopt Resolution No. 5 of 2022 Setting the Value of an Equivalent Residential Unit for 2023. Commissioner Reider seconded the motion which carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 6 OF 2022  
SETTING THE MONTHLY SEWER SERVICE CHARGE FOR 2023**

Commissioner Kasch made a motion to adopt Resolution No. 6 of 2022 Setting the Monthly Sewer Service Charge for 2023. Acting President O'Keefe seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING RESOLUTION NO. 7 OF 2022  
SETTING THE CONNECTION FEE CHARGE FOR 2023**

Commissioner Beers made a motion to adopt Resolution No. 7 of 2022 Setting the Connection Fee Charge for 2023. Commissioner Reider seconded the motion which carried unanimously.

**DISCUSSION POSSIBLE ACTION REGARDING CTH O SANITARY SEWER**

Doug of Baxter and Woodman shared WE Energies has not committed to moving the gas pipe and if they would be willing, could not get the pipe in a timely manner that would work with Walworth County's timeline. For County permitting purposes, we will need to be finished with this project before June so we do not interfere with their Hwy O road project. Thus, the \$1.6 million project discussed in April has been changed and this project with the new changes will cost approximately \$2 million. Doug went over the information provided to the Commission and described the changes to the pipe location and the extent of the project. There will be all new pipe on Hwy O. In long term cost, this is a better option than any options discussed before. This option has more than a 75-year life. Doug requested the Commission approve the final design concept and authorize the Administrator to spend up to \$5,000 for soil borings on the planned route with Giles Engineering Associates. Commissioner Beers made a motion to approve the proposal of October 19, 2022 by Baxter and

Woodman and proceed with approving the final design concept and authorize the Administrator to spend up to \$5,000 on soil borings on the planned route and follow the plan submission recommended in the letter dated October 19, 2022. Acting President O'Keefe seconded the motion which passed unanimously.

#### **DISCUSSION POSSIBLE ACTION REGARDING COLD STORAGE BUILDING**

Administrator DeLuca would like to expand our storage capability to accommodate the new equipment being purchased. He did get a quote from Pinno on a pole building to get an idea of the expense being discussed and recognized this is a project that would have to go out for bid. Acting President O'Keefe requested Administrator DeLuca reach out to the Town regarding available buildings they may have that we could lease for storage and look into any commercial facilities that may be available. This discussion is tabled until President Miller is present to have input.

#### **DISCUSSION POSSIBLE ACTION REGARDING FUTURE PROJECT FOR L.S. #2A**

Administrator DeLuca shared the new property owners are looking to have work done on their driveway. He thought this might be a good time to change this station to a submersible station as the fiberglass hut at the top of the hill could use updating. The wire junction boxes are full of sediment and this is a project that was going to be tackled in the future. Supply chain problems could cause this project to take up to two years to complete. After a brief discussion, it was decided to have Administrator DeLuca talk with the property owner regarding the District 3 to 5 year plan as L.S. #2A is not in our budget for this year. Commissioner Beers made a motion to authorize the Administrator to contact the property owner regarding the District's future plans for L.S. #2A that were discussed at the October 26, 2022 Regular meeting. Acting President O'Keefe seconded the motion which carried unanimously.

#### **DISCUSSION POSSIBLE ACTION REGARDING NEW DUMP TRUCK**

Administrator DeLuca shared that Kunes and Lynch were given the opportunity to price match the Ewald State Program quote, however, were unable to match it. Acting President O'Keefe made a motion to move forward with the recommendation to have staff order a new dump truck in November during the window of opportunity to do so. Commissioner Kasch 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. Acting President 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:

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**

Acting President O'Keefe made a motion to reconvene in open session at 12:35 p.m. The motion was seconded by Commissioner Beers which carried unanimously.

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

Commissioner Beers made a motion to authorize Administrator DeLuca to talk with the Realtor to present a counteroffer based on the discussion in closed session. Acting President O'Keefe seconded the motion which passed unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING ANNUAL HOLIDAY LUNCHEON DATES & LOCATION**

The luncheon is to be held on December 16, 2022 at a location to be determined.

**CONSIDERATION OF FUTURE AGENDA ITEMS**

Closed session on land for sale and/or purchase.

**DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE**

The next regular meeting date is scheduled to be held on November 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 Reider seconded the motion which carried unanimously. The meeting adjourned at 12:41 p.m.

*Richard Beers*

Richard Beers, Acting Secretary

Date Approved: November 16, 2022