

DEHAVAN LAKE SANITARY DISTRICT

MINUTES

Regular & Closed Session

September 28, 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
Stan Riffle (Attorney)

Visitors: Mary Knipper
Greg Gifford
Steve Bieranowski

DECLARATION OF A QUORUM

President Miller declared a quorum present for doing business.

**APPROVAL OF MINUTES OF SPECIAL MEETING OF AUGUST 15, 2022,
REGULAR MEETING OF AUGUST 15, 2022, SPECIAL MEETING OF SEPTEMBER
9, 2022**

After review of the Special Meeting minutes of August 15, 2022, Commissioner Beers made a motion to approve the August 15, 2022 Special Meeting minutes as written and Commissioner Kasch seconded the motion which passed unanimously.

After review of the Regular Meeting minutes of August 15, 2022, Commissioner Beers made a motion to approve the August 15, 2022 Regular Meeting minutes as written and Commissioner Reider seconded the motion which passed unanimously.

After review of the Special Meeting minutes of September 9, 2022, Commissioner Beers made a motion to approve the September 9, 2022 Special Meeting minutes as written and Commissioner Kasch seconded the motion which passed unanimously.

FINANCIAL

After a review and discussion of the bills, Commissioner Beers made a motion to approve payment of bills represented by check numbers 28334 through 28387. Commissioner Reider seconded the motion which carried unanimously.

Administrator DeLuca reviewed the Allocation of Funds through August 31, 2022 and the Financial Statements for periods ending August 31, 2022. Commissioner Beers made a motion to accept the Allocation of Funds through August 31, 2022, and Financial Statements for periods ending August 31, 2022. Commissioner Reider seconded the motion which carried unanimously.

ADMINISTRATOR'S MONTHLY REPORT

Administrator DeLuca shared the generator ordered last year will not be produced until February of next year. The supply chain delays are concerning as we are having issues with the pumps at L.S. #2 and have some flooding and electrical problems at L.S. #2A. Fortunately, work at L.S. #4 has been completed and looks nice.

LAKE COMMITTEE REPORT

Mary Knipper shared dredging has stopped this week due to the DNR limiting dredging time to between July 1 and September 30. The east pond is not complete yet. There is a meeting at the Town Hall tomorrow for the team, Mid-America Dredging, and Batterman Engineering, to wrap up what is left to do next Spring and discuss how much they have excavated to date.

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 EASEMENT FOR 3443 SOUTH SHORE DRIVE

Homeowner still has not dropped off drawings so this item can come off the agenda until they do.

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

Based on the lengthy supply chain delays, Administrator DeLuca would like to order a generator for L.S. #10. There is currently a 55-week lead time on the Kohler model 125REOZJG. The cost for this generator is \$38,307. Commissioner O’Keefe suggested we try to negotiate a better price as the cost of commodities are going down significantly. Commissioner Beers made a motion to approve the purchase of a Kohler generator not to exceed \$35,000. Commissioner Reider seconded the motion which carried unanimously.

DISCUSSION POSSIBLE ACTION REGARDING PORTABLE GENERATOR FOR ALL LIFT STATIONS

The electrician that services us shared we are the only sanitary district without a portable generator for backup if a generator fails. Currently we rent a generator from PATS to start the bypassing. This can take between 8 and 16 hours to get accomplished. It costs approximately \$5,000 per month to rent a generator. This topic was brought before the Commission to start discussion for consideration. More information needs to be gathered to get a total price if this is something they would like pursued. It was suggested that we explore used options also.

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

Administrator DeLuca shared there is not enough information from Baxter and Woodman yet. This item was tabled.

DISCUSSION POSSIBLE ACTION REGARDING SERVICE LINE WARRANTIES OF AMERICA AGREEMENT

The contract we have with Service Line Warranties of America will automatically renew March 9, 2023. If we would like to cancel the contract a minimum of 90 days notice is required. Steve Bieranowski of NLC Service Line Warranty Program shared there are 200 residents who are enrolled in the insurance program. The Commission discussed their concern with Service Line Warranties of America using our logo on mailings and did not want that to continue happening. Steve suggested stopping mailings and using word of mouth and social media to make residents aware of the insurance program. After further discussion, Commissioner Beers made a motion to let the current contract expire and serve written notice to Service Line Warranties of America that the District will not be renewing the current contract. A new contract can be sent to the District for consideration based on conversation from this meeting. President Miller seconded the motion and the motion passed unanimously.

DISCUSSION POSSIBLE ACTION REGARDING THE LAKE OPERATIONS MANAGER POSITION

Charlie has given notice that he will be retiring at the end of the year in 2023. The Commission has a hiring freeze that needs to be lifted if the District is to hire someone for his position. Commissioner Beers made a motion to amend the hiring freeze and make an exception for the purpose of ongoing operations continuity and approve budgeting for the hiring of a full-time Lake Operations Manager to fill Charlie's position. Commissioner Kasch seconded the motion which carried with a 4 aye and 1 nay vote. President Miller, nay, Commissioner O'Keefe, aye, Commissioner Kasch, aye, Commissioner Reider, aye, Commissioner Beers, aye.

DISCUSSION POSSIBLE ACTION REGARDING NEW DUMP TRUCK

Administrator DeLuca shared this is another supply chain concern and had Eric investigate the cost to purchase a chassis using the state purchasing plan. It could take over a year to get the item. If we would like to replace the 2006 dump truck, which is starting to rot, we need to start looking now. The State Purchasing Program price on the GM truck is \$62,874.64. Monroe would do the dump body for \$53,078. Ewald out of Oconomowoc is the state designated supplier. Commissioner Beers shared he would like the District to give Kunes and/or Lynch the opportunity to price match if they can, to promote local shopping. Charlie shared that most of the equipment the crew drives is made

by Ford and believes for consistency, if we could get a Ford dump truck this would be better. More research is to be done.

DISCUSSION POSSIBLE ACTION REGARDING MANHOLE COATING

This is a project that we do regularly and the vendor we use to do our coating on the manholes will be in the area coating manholes. If we can take advantage of this, we should be able to save on the mobilization fee as we also have manholes that need to be coated. There are approximately 35 to 40 manholes that need coating. Commissioner Beers made a motion to approve the coating of manholes not to exceed \$24,500. President Miller seconded the motion which carried unanimously.

DISCUSSION POSSIBLE ACTION REGARDING WINTER ROAD DE-ICING OPERATIONS MEMO OF UNDERSTANDING

This is an agreement with the County to purchase salt from them at their contracted cost. For this price, they do require a signed Memo of Understanding. This is an annual agreement we enter to purchase salt for our lift stations and parking lot. Commissioner Reider made a motion to approve the Winter Road De-Icing Memo of Understanding. 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. Commissioner Reider 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 full-time staff.

RECONVENE IN OPEN SESSION

Commissioner Reider made a motion to reconvene in open session at 11:27 a.m. The motion was seconded by President Miller which carried unanimously.

DISCUSSION/POSSIBLE ACTION ON ANY CLOSED SESSION MATTERS

None

DISCUSSION/POSSIBLE ACTION REGARDING 2023 BUDGET WORKSHOP

None

CONSIDERATION OF FUTURE AGENDA ITEMS

None

DISCUSSION/POSSIBLE ACTION REGARDING SCHEDULING BUDGET WORKSHOP DATES

The Public Hearing is scheduled for October 26, 2022 at 9:00 a.m.

DISCUSSION/POSSIBLE ACTION OR CONFIRMATION OF NEXT MEETING DATE

The next regular meeting date is scheduled to be held on October 26, 2022 immediately following the Public Hearing being held at 9:00 a.m.

ADJOURNMENT

There being no further items to discuss, President Miller made a motion to adjourn the meeting. Commissioner Kasch seconded the motion which passed unanimously. The meeting adjourned at 11:38 a.m.



Kim O'Keefe, Secretary

Date Approved: October 26, 2022