

**BLUE SPRING LAKE MANAGEMENT DISTRICT
Board of Commissioners Meeting
November 02, 2019
Palmyra Town Hall
100 Taft St, Palmyra, WI 53156**



Meeting Minutes

8:06 A.M. Call to Order / Roll Call

Board Members present at the meeting were Jim Hochman, Diane Knauer, Weenonah Brattset, Greg Bauer, Dick Natrop and Roger Igielski. Staff members Mary Jo McMahon, Jim Olson and Greg Twelmeyer, and District resident Mike Sullivan were also in attendance.

8:16 A.M. Secretary's Report - Diane Knauer

Agenda – Approval of agenda for November 02, 2019 Board Meeting

A motion to approve the 11/2/2019 Board Meeting Agenda was made by Dick Natrop and 2nd by Greg Bauer. The motion carried without negative vote.

Minutes - Approval of minutes from August 31, 2019 Annual Meeting

A motion to approve Minutes from the 08/31/2019 Annual Meeting was made by Weenonah Brattset and 2nd by Dick Natrop. The motion carried without negative vote.

Minutes - Approval of minutes from August 31, 2019 Board Meeting

A motion to approve Minutes from the 08/31/2019 Board Meeting was made by Greg Bauer and 2nd by Dick Natrop. The motion carried without negative vote.

Diane mentioned that she would like to put together an annual calendar with the dates of ongoing activities, such as applying for the weed harvesting permit, performing the annual audit, etc. The Board agreed that this was a great idea. Diane and Mary Jo McMahon will work on the initial draft of the calendar.

8:21 A.M. Sewer Report - Greg Twelmeyer

Report on sewer flow

Greg Twelmeyer reported that the high, average and low flow readings for October were 38,800, 24,300, and 18,900 gallons. The high reading was recorded on October 3rd and is unusual for a non-holiday. There was a lot of rainfall during this time, and this may contribute to the high number. The other readings are in the normal range.

Update on CMAR

Greg and Mary Jo reported that the DNR has returned their response to the District's CMAR report. Their overall response was that everything looks to be in order and there are no other requirements at this time.

Status on VisuSewer and alternate proposals for sewer repairs

Mary Jo reported that she had contacted the companies that Dick Yde had suggested might be interested in performing the sewer repairs. Several of the companies indicated that they would be interested and asked for more information regarding the necessary repairs. Mary Jo had forwarded this information to Jim Hochman. Jim suggested that we send a copy of the CD that VisuSewer prepared to the interested companies and ask them to quote the work. Jim will forward the CD to Mary Jo.

Status on new computer and software from L W Allen

Greg Twelmeyer presented a budgetary quote in the amount of \$11,600 from LW Allen to replace the SCADA computer, operating system and Wonderware application software. LW Allen estimated an additional \$10,400 to install monitoring equipment for the stations which are not currently being monitored. The computer and older equipment have been experiencing problems lately. In addition, the computer is running Windows 7, which Microsoft will no longer support after the end of the year.

After discussion, the Board asked Greg to invite a representative of LW Allen to attend the next Board meeting to answer questions about the quote and the work that they are proposing to do.

Status on quote to replace the 4 original panels that remain in use

Greg presented a quote from Xylem (Flygt) in the amount of \$47,356 to replace the grinder pump panels at stations 1, 3, 5 and 6. After discussion, the Board opted to wait until after the LW Allen presentation to decide whether to proceed with the new panels.

Update on roof over the panel located near the pumphouse

Dick Natrop reported that he has not acted on this yet, but will ask Dick Rohloff about building the roof.

Report on Digger Hotline procedures

Diane Knauer had some questions about the process in place with regard to requests from Diggers Hotline. Greg Twelmeyer replied that, when he gets an email from Diggers Hotline, he locates the sewers and marks them with paint. Mary Jo added that Diggers Hotline bills us up front for a set amount of markings, then debits that account for each marking.

8:37 A.M Dam Report - Jim Olson Status of the dam

Jim Olson reported that the area around the dam is cleared of brush and ready to go for the DNR inspection. He also said that the walls of the spillway are beginning to crumble in some areas. Jim had Scott Biegemann of Biggy's Grading & Landscaping look at the walls and he has some ideas as to how to repair them. Jim said it is his understanding that the homeowners on either side of the spillway are responsible for the repairs, and that he is willing to take care of his side. Jim also stated that there is grant money available for these types of repairs, and he asked if the District would apply for the grant. A motion stating that: "The District shall apply for a Municipal Dam Grant to cover maintenance and/or repair work on the spillway on Lot 155 A and optionally on Lot 154A" was made by Jim Hochman and 2nd by Dick Natrop. The motion carried without negative vote. Weenonah Brattset was not present for the vote and did not vote on the motion.

Status of update on Emergency Action Plan (EAP) and Inspection, Operations and Maintenance Plan (IOM)

Jim Olson shared copies of the EAP and IOM documents for everyone to review. Jim led a discussion of the importance of the documents. Mary Jo has the District's copy and will make an electronic copy for the Board. Jim Olson is also distributing copies to the parties specified in the EAP.

Update on DNR inspection of the dam

Jim Olson reported that the dam is inspected by an engineering firm of our choice every other year, and by the DNR every 10 years. This is a DNR inspection year, and Rob Davis of the DNR was scheduled to do the inspection on Thursday, November 7th. Residents whose properties are part of the dam were sent notice of the inspection with the requisite 14-day notice. However, the DNR has now changed the date to Wednesday, November 6th. Jim asked if this would be OK, given that there is not time to re-notify the residents. Since very few residents on the dam are year-round and we don't want to delay the inspection, the Board decided that the inspection should proceed on the 6th. Roger Igielski will attend the inspection as a representative of the Board.

Jim asked the Board if he should lower the lake below the winter level for the inspection, but the Board decided this should not be done since the residents have not been notified. Jim said he would let the DNR know that we could do it for the next inspection provided we notify lake residents in advance.

Update on cost of having an engineer do a study to determine if we could strengthen the dam and then safely operate at a higher lake level

Jim Olson stated that he will ask Rob Davis on Wednesday if the DNR would allow the District to operate at a higher lake level if the District would commission an engineering study to determine if can be safely done. The Board will hold off on pursuing this until we know if the DNR would allow it.

Greg Twelmeyer asked why the lake level fluctuates. He mentioned that he was able to get his boat off the lift all summer, but then in September he could not. Jim Olson responded that, if heavy rain is in the forecast, he lowers the water level in advance. It appears the day that Greg was unable to get his boat off the lift corresponds with a time that Jim had lowered the lake level due to a forecasted rain event.

9:08 A.M. Town Report – Weenonah Brattset

Update on roads and the 08/17/19 advisory vote for borrowing money

Weenonah reported that the advisory vote taken to allow the Town to borrow money to fix roads, passed. Ed Miller has applied for a grant to cover part of the cost. If the Town is awarded the grant, they will fix Little Prairie Road. Because of the expense, they will not fix the road if they don't get the grant. Other roads will be repaired on an as needed basis. Lowland Road will be closed at the railroad tracks.

Update of red fire number signs maintenance/replacement

Weenonah asked Diane to put a notice on the District website asking property owners to make sure their fire number signs were cleared of brush and visible, and to contact Weenonah if their signs are faded and need to be replaced. Diane agreed to do so.

Update on possibility of speed humps installation.

Weenonah reported that she has checked into using speed humps on lake roads to slow traffic during the summer months, and the Town will not permit it. The temporary speed humps have to be anchored into the road and create holes when they are removed. This does more damage to the roads that would need to be repaired with very limited funds.

Weenonah also mentioned that the Town will discuss the use of UTV's on town roads at the next Town meeting. She thought District residents might be interested in this topic, and Diane agreed to put a notice on the website.

9:25 A.M. Treasurer's Report - Greg Bauer

Bills for approval

Greg Bauer stated that the Horton Insurance Group payment is due and needs Board approval. He stated that he had gotten quotes from Horton for increased coverage, and that the premium to increase to \$2,000,000 / \$4,000,000 - \$865 would be \$264 per year. Greg moved that we increase our insurance levels to this amount, and Dick Natrop seconded. The motion passed without negative vote. The Board authorized Mary Jo to pay the Horton bill with the increased coverage.

Launch Fee update

Mary Jo McMahon reported that the District collected \$3,147 in launch fees for the 2019 season.

Bids for next year fireworks

Mary Jo reported that she had sent an email to Wolverine to request a quote for 2020 fireworks, and that they have not responded. Mary Jo will follow up with them and will also request a quote from a second fireworks company.

Quarterly financials update

Greg Bauer reviewed income and expenses to date, as compared to the budget. The District is on track and in general is not overspending budgeted amounts. Jim Hochman discussed the need for increased legal and engineering fees associated with the sewer contract negotiations. Mary Jo distributed a list of property owners who have unpaid sewer bills that will now be sent to the Town of Palmyra for inclusion on their tax bills.

9:50 A.M. Operations Report - Dick Natrop

Update on plaques

Dick Natrop reported that he has not been pursuing new suppliers for the commemorative plaques, and has nothing new to report.

Update on sale of the old harvesters

Dick reported that we have sold the old large harvester for \$32,500. We paid Inland Lake Harvester \$1000 to get the harvester ready to ship, and also owe them a commission fee of \$3,250 for finding a buyer for the harvester. Mary Jo stated that we have not yet gotten an invoice from Inland for the commission payment, and she will call them to settle this expense. Net proceeds from the sale will be moved from the District's checking account to the LGIP savings account for Lake Operations. Dick also reported that we have not yet sold the small harvester, but there are two interested parties. Price negotiations are on-going and we hope to have a buyer soon.

Update on fixing the berm caused by power loading at the boat launch

Dick Natrop stated that we are still trying to get bids from 2 companies that Dick Rohloff has identified to fix the gravel berm at the bottom of the ramp. Dick Natrop said that we have tried to contact the companies, but they have not been returned our calls. He will continue to pursue this.

Report on new weed harvester christening

Dick reported that the New Harvester was christened over Labor Day weekend and all in attendance had a fun time. The new harvester is now off the lake and stored in the District shed for the winter.

Update on weed spraying permit for 2020

Dick reported that we will be applying for a spraying permit for 2020 in the spring, as soon as weed growth shows what and where we need to spray. Dick mentioned that this year there was heavy Eurasian Milfoil growth in the middle of the small bay, which will most likely be there next year as well. This will need to be treated. The Board discussed Milfoil, Starry Stonewort and other invasive species. Dick said it has been several years since we've done an extensive chemical treatment and he believes it will be warranted next year. Dick also said he sends the DNR a report of how many weeds we harvest during the season. This year is was a total of 65 ½ loads.

Volunteers to man the launch to check for species or wash?

The Board discussed practices that could be taken to slow the growth of invasive plant species in the lake, including the installation of a wash station and having volunteers man the launch to ensure boaters check to make sure they are not transporting invasive species. The Board will continue to consider options and did not take action at this time.

Dick Natrop mentioned that the red buoy that is anchored in the Narrows during the boating season needs to be replaced. He will order a new one. Dick also mentioned that residents have reported muskrats on the lake, and Dick Rohloff has been trapping them.

10:09 A.M. Website Report - Diane Knauer

Diane Knauer reported that the current number of registrations for the website is 194 members and 124 accounts. Activity has been good with most visitors viewing the calendar and news and announcements pages. Diane had added the lake level lowering and Board meeting dates to the calendar. Diane posted the Announcement and News articles regarding Starry Stonewort and the harvester christening. Diane also reported that we have added the website address to the BSLMD logo so that it appears on all correspondence containing the logo, including Board Meeting agendas and minutes.

10:13 A.M. Old Business

Six-month extension of the sewer contract with the Village – Jim Hochman

Jim Hochman reported that a 6-month extension of the sewer contract between the District and the Village of Palmyra has been signed.

10:17 A.M. New Business

Determine date for Independence Day fireworks – Dick Natrop

The Board decided that the 2020 fireworks will be held on Friday, July 3rd with a backup date of Sunday, July 5th as was recommended at the Annual Meeting. The Board also decided that the parade would be on Saturday, July 4th and the starting time would remain at 2:00 PM.

Boater's Safety Course for residents – Roger Igielski

Roger Igielski reported that he looked into the Boater Safety course provide by the DNR, and said that it is a 3-hour online course that costs \$35. Roger also investigated in-person courses, and found that the US Coast Guard Auxiliary teaches a class. The cost for this in-person class is also \$35 per person. The Auxiliary teaches the class in Illinois, but Roger will check to see if they would do the class for us here in the Community Center. Diane mentioned that other lakes might be interested in joining us to sponsor this class, which could off-set some of the cost. The Board discussed whether there would be enough interest by the residents in attending an 8-hour class on a Saturday. The Board discussed a second option of sponsoring a group get-together to view and take the online class at the Community Center. The weekend before Memorial Day was suggested as an appropriate time to hold the class. Roger said

he would do some additional follow-up on the two options and report back to the Board. Greg Bauer asked if there could be a follow-up session specifically for kayakers.

Roger also suggested that we create a space which would perhaps include a picnic shelter at the triangle for District residents to use for get-togethers. He mentioned a similar concept in place at Pretty Lake. The Board was very receptive to this idea, and Roger will investigate it further.

Hours/rules printed on new envelopes – Mary Jo McMahon

Mary Jo said we still have many envelopes left from the initial order and probably will not have to order more until 2021. At that time the envelope can be redesigned to include lake hours and rules.

Board Policy document – Jim Hochman and Diane Knauer

Jim Hochman complimented Diane Knauer for doing a great job on the first draft of the policy manual. Jim suggested that the Board circulate any updates to Diane between now and the next meeting. The Board discussed the approval process for expenditures over \$500, since bills often come due before a Board Meeting is scheduled. It was decided expenditures over \$500 will require approval of two Commissioners (e-mail accepted) prior to purchase, with notification at the next Board Meeting. With respect to expenditures for lake operations, Dick Natrop has given employees approval to make purchases for repairs up to and including \$500 but are required to have Dick's approval prior to purchases from \$500 to \$2,000. Purchases over \$2,000 will require approval of two Commissioners (email accepted) prior to purchase, with notification at the next Board Meeting.

Examine existing job descriptions and Board expectations - Jim Hochman

The Board asked Greg Twelmeyer, Jim Olson and Mary Jo McMahon to review the job descriptions currently on file for their job responsibilities. Jim and Greg reviewed and returned their copies during the meeting. Jim Hochman asked all Board Members to read all job descriptions and circulate any changes they thought should be incorporated.

11:01 A.M. Next Board Meeting Date
January 11, 8:00 AM at the Town Hall

11:03 A.M. Adjourn
A motion to adjourn the Board Meeting was made by Diane Knauer and 2nd by Dick Natrop. The motion carried without negative vote and the meeting was adjourned.