

**BLUE SPRING LAKE MANAGEMENT DISTRICT  
Board of Commissioners Meeting  
April 25, 2020  
Via Zoom Video Conferencing**



**Meeting Minutes**

**8:15 A.M. Call to Order**

Board Members present at the meeting via phone / video conference were Jim Hochman, Diane Knauer, Greg Bauer, Dick Natrop and Roger Igielski. Staff members Mary Jo McMahon and Greg Twelmeyer were in attendance. Lake residents Jim Biancalana and Natalie Biancalana were also present.

**8:20 A.M. Public Comments**

Jim Hochman asked for public comments from those in attendance; none were forthcoming.

**8:22 A.M. Secretary's Report - Diane Knauer**

Agenda – Approval of agenda for April 25, 2020 Board Meeting.

A motion to approve the 4/25/2020 Board Meeting Agenda was made by Roger Igielski and 2<sup>nd</sup> by Greg Bauer. The motion carried without negative vote.

Minutes - Approval of minutes from January 11, 2020 Board Meeting.

A motion to approve Minutes from the 01/11/2020 Board Meeting was made by Dick Natrop and 2<sup>nd</sup> by Greg Bauer. The motion carried without negative vote.

Board Policy document discussion

Diane mentioned that she had incorporated the latest changes requested from everyone and had re-distributed the document to the Board. There were no further changes requested.

Update on Master Calendar of Actions

Diane stated that she added an item to the Calendar for District Boundary Certification in March. She asked if there were any other changes at this time. All Board members indicated no further changes to the calendar.

Update on Community Center Annual Meeting Location

Diane said that we are penciled in on the Community Center calendar for the August Annual Meeting, but the school district will not verify that the meeting can be held there until July. Mary Jo McMahon added that we also have the meeting room at St. Mary's Church reserved as a backup.

**8:35 A.M. Sewer Report - Greg Twelmeyer**

Greg Twelmeyer reported that there have been additional sewer expenses in the past month because of generator issues, pump issues and some computer issues. Adams Electric has made the generator and pump repairs and everything is operating properly at this point. The Board discussed re-scheduling the LW Allen presentation regarding replacing the SCADA computer system after the Stay-At-Home order has been lifted by the State.

Report on sewer flow

Greg reported that there seems to be many more people on the lake than is usual at this time of year, so the sewer flow is higher than normal.

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

Greg stated that he has contacted Xylem Water Solutions / Flygt about replacing the panels, but because LW Allen is the SCADA computer vendor and we would still need to use their panels, Flygt could only bid on the installation work. The Board discussed waiting until after the LW Allen presentation to take further action.

Update on CMAR report request

Mary Jo reported that the CMAR request has not yet been received from the State.

Status on VisuSewer and alternate proposals for sewer repairs

Mary Jo reported that she had created a draft Request for Quote (RFQ) to send to the vendors who have been identified as having the capability of doing the sewer repairs. She said that she has sent the RFQ to Jim Hochman for review. However, it has been two years since the televising, and it is uncertain as to whether any of the vendors will do the work without re-doing the televising first. Before the Board moves ahead with the RFQ, Jim Hochman asked Mary Jo to contact the vendors to ask if they would use the 2-year-old data, or if they would want to re-televising. Greg Twelmeyer added that he would ask VisuSewer if they would still do the work as originally quoted, or if they would need to re-televising first. Jim Hochman said that he will speak with Town & Country Engineering again to get their recommendation. Jim asked Diane to add an item to the agenda for the Board Meeting scheduled for June 13 to revisit this issue.

Update on VisuSewer information copied to thumb drive for use in the sewer maintenance RFQ

Mary Jo stated that she has created 3 thumb drives that contain the pictures and summary reports from the 2018 VisuSewer televising.

Update on roof over the panel located near the pumphouse

Dick Natrop reported that Dick Rohloff was not comfortable taking on the project to build a roof over the sewer panel near the pumphouse. Dick Natrop will speak with a lake resident carpenter to see if he is interested in the project.

8:48 A.M. Dam Report - Jim Olson

Jim Olson was not in attendance, but Dick Natrop reported that the lake level has been raised to summer level.

Update on scanning Emergency Action Plan (EAP) and Inspection, Operations and Maintenance Plan (IOM)

Mary Jo reported that she scanned the EAP and the IOM into the District computer and has also filed the hard copy given to the Board by Jim Olson. Softcopy of the plans have been e-mailed to the Commissioners, but are not to be shared beyond that. Jim Olson has to keep track of all copies in case changes need to be made.

8:50 A.M. Town Report – Weenonah Brattset

Weenonah was not present, but had sent the Town Report to Diane Knauer in advance of the meeting.

#### Update on roads

Diane Knauer reported that Lowland Road will be permanently closed at the railroad crossing on or before the 15<sup>th</sup> of May. Dick Natrop added that the Town did get a grant to repair Little Prairie Road. If there is money remaining after the Little Prairie repairs, the Town will determine which additional roads might need repair. The Little Prairie work will begin after the 4<sup>th</sup> of July. Little Prairie will not be closed completely during repairs. There will be access for local traffic. Dick Natrop also reported that Blue Spring Lake roads are in pretty good shape, with only a few potholes in need of repair.

#### Update on red fire number signs maintenance

Diane Knauer reported that signs are being replaced; this is a work in progress.

Mary Jo reported that the Blue Spring Lake boat ramp is open and launching fees are being collected.

8:54 A.M. Treasurer's Report - Greg Bauer

#### Bills for approval

Bills paid during the first quarter were distributed as part of the meeting financial package. Mary Jo reported that there are currently no bills awaiting approval.

#### Audit update for Informational Meeting

Greg Bauer reported that Mary Jo has given the necessary documents for the audit to Johnston Block. We have not heard back as to the status of the audit. Mary Jo will call Johnson Block to follow up.

#### Budget Summary update for Informational Meeting

Greg Bauer addressed the Budget Summary that was distributed as part of the meeting financial package. He reported that expenditures are currently in line with the budget, but there may be some variability this summer if sewer repairs and a SCADA computer system upgrade are implemented. Diane Knauer asked which of the anticipated sewer expenses are included in the budget. Greg replied that the budget was created before we knew the extent of sewer expenses and that the \$22,000 in the budget will not cover everything. The Board discussed which of the anticipated expenses might be capital expense vs operating expense, and discussed the availability of LGIP funds to cover some of the cost. The Board decided to move \$70,000 in collected sewer payments from the bank checking account to the LGIP sewer fund. Mary Jo will make the transfer.

#### Discussion of Auto Pay for sewer charges

Greg Bauer stated that he has been in conversation with the WI Department of Revenue with regard to having District sewer charges included on property tax bills instead of billed and collected separately. Greg said it would be more efficient to include a \$600 sewer charge on the tax bill each year than to continue quarterly billing as we are doing now. This is a work in progress and no decision has been made, pending further discussion with Jefferson County and the Town of Palmyra. Greg stated that there would be advance notice to the District before any changes are made.

#### Quarterly update

The Board discussed the quarterly financial reports that were distributed in advance of the meeting. No major issues were noted.

9:13 A.M. Operations Report - Dick Natrop

#### Update on plaques

Dick Natrop reported that the Waukesha company he had contacted about supplying the plaques was not being responsive. He will continue to look for another vendor.

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

Dick Natrop stated the he and Dick Rohloff have spoken with several companies, but have not found one that has a back hoe with a long enough reach to repair the berm from the shore. They are still looking for a way to fix this, including using a back hoe on a barge. Dick acknowledged that this approach may be cost prohibitive. Diane Knauer questioned whether fixing the berm was a Town expense or a District expense, and Dick responded that it was something the District should repair since it was in the lake and not part of the launch itself. For now, a buoy is in place to mark the berm.

#### Update on red buoy for the Narrows

Dick Natrop mentioned that a new red buoy has been ordered, delivered and installed to mark the channel through the Narrows.

#### Update on Invasive Species Meeting in Oconomowoc on 01/16/20

Dick Natrop reported that he attended the Invasive Species Meeting but did not find it particularly helpful since no new information was provided.

#### Update on LRB-0471 Lake District Bidding Bill

Dick Natrop reported that this bill, which changes the requirement for Lake Districts to obtain multiple bids to \$10,000, was passed by the Senate, but defeated in the Assembly. Therefore, bidding guidelines have not changed. Our by-laws state that we will follow the State guidelines with regards to obtaining multiple bids for large projects.

#### Update on Citizens Lake Monitoring

Dick Natrop stated that Paul Cannestra will lead our Citizens Lake Monitoring program again this year. Paul has been in touch with the County and State regarding this program to ensure they know he is our District's contact person. Dick said that Paul has the satellite schedule and the required equipment and is familiar with the testing process.

#### 9:29 A.M. Website Report - Diane Knauer

Diane Knauer reported the following Website statistics:

Current number of residents registered - 2 new accounts have been added for a total of 199 members in 128 accounts.

Website activity – 78 visits to the Website with “Announcements and News” and the “Community Calendar” being the most accessed pages.

New postings – Meeting agendas and minutes and several news items have been added.

#### 9:32 A.M. Old Business

Six-month extension of the sewer contract with the Village

Jim Hochman reported that the District has signed an extension of our sewer agreement with the Village of Palmyra. A motion to accept the extension was made by Dick Natrop, 2<sup>nd</sup> by Diane Knauer. The motion carried without negative vote.

#### Update on quotes for this year's fireworks display

Mary Jo McMahon reported that we were only able to get one quote for the fireworks, and have signed an agreement with Wolverine. Jim Hochman questioned whether we should consider moving the fireworks out to Labor Day this year. Dick Natrop offered to call Wolverine to see if they would be available over the Labor Day weekend. Diane Knauer stated that she would like to see us have the fireworks on July 3<sup>rd</sup> as scheduled, even if the rest of the Independence Day activities are cancelled. Jim Hochman asked that we revisit this issue once we know if Wolverine is available for the later date.

Update on notification of certificates for Boater's Safety Course for residents

Roger Igielski stated that he has taken and graduated from the Boater Safety Course. He said we are still planning to distribute \$10 BSL Ski Team Gear coupons to anyone who completes the course by the Informational Meeting at the end of May. Mary Jo will create the coupon.

The Board then discussed if and when we should hold the Informational Meeting this year. The Board decided that the meeting would not be held. Instead, everyone with an agenda item on the Informational Meeting Agenda will create a document that includes the information they would have reported at the meeting. All documents will be sent to Jim Hochman for editing, and then to Diane Knauer for posting on the Website. All documents must be ready to post by May 15<sup>th</sup>.

The Board then discussed how and when to hand out flags and flares for the Independence Day activities, and the Ski Gear Coupons. Roger Igielski offered to contact Steve Marcus to see if the Ski Team would man a table at the triangle to distribute these items after the Safer At Home order has been lifted.

Update on generic language to use on agendas to cover votes that were not previously scheduled without breaking open meeting laws (ex: the vote to authorize the Municipal Dam Grant application)

Jim Hochman reported that he discussed this issue with counsel, and has been advised that there is no way to do this and still comply with Open Meeting Laws. In order for action to be taken by the Board, the subject of that action has to be specifically stated on the agenda.

Examine existing job descriptions and Board expectations

Mary Jo McMahon reported that job descriptions have been created for most positions and have been distributed to the Board for review. She asked that the Commissioners review and complete the job descriptions and send them back to her for editing. The job descriptions will be finalized at a future Board Meeting.

The following items were carried over from the Dam Report:

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

Since Jim Olson was not in attendance, Jim Hochman drafted an email to Jim asking for the name of the engineer at Alieus Engineering most familiar with the Blue Spring Lake dam. It is the Board's intention to contact the engineer and ask him to study the dam and give an opinion on whether or not we can safely operate at a higher lake water level.

Update on whether electronic signatures are acceptable to the DNR for the petition to raise water level

Diane Knauer reported that the DNR will accept electronic signatures on the petition when the Board is ready to submit it. After discussion, the Board determined that only the Certification of the Secretary (Diane Knauer's signature) was needed on the petition.

Diane Knauer asked the Commissioners to review a ballot she had created and let her know by May 3<sup>rd</sup> if there are any changes. The ballot will then be sent to every District resident and property owner to ask them to vote Yes or No on raising the water level. The ballot results and the engineer's report will be sent to the DNR along with the petition to raise the water level.

Resolution to petition the DNR to raise the water level

A motion was made by Diane Knauer that the Board petition the DNR to allow the Blue Spring Lake Management District to raise the lake water level of Blue Spring Lake to 97.1 feet (approximately 3 ¾ inches) each year from April 15<sup>th</sup> through October 31<sup>st</sup>. The motion was 2<sup>nd</sup> by Dick Natrop. The motion carried without negative vote.

10:32 A.M. New Business

Motion to approve Ski Team ski show dates

A motion to approve the Ski Team ski show dates of May 24<sup>th</sup> at 6:00 PM, July 3<sup>rd</sup> at 6:00 PM, and Sept 6<sup>th</sup> at 6:00 PM, pending Safer At Home restrictions, was made by Diane Knauer, 2<sup>nd</sup> by Roger Igielski. The motion carried without negative vote. This issue will now be forwarded to the Town Board for their approval.

Discuss Independence Day Planning in preparation for the Informational Meeting

The Board discussed the following Independence Day items:

- The Ski Club show will be on July 3<sup>rd</sup>
- The fireworks will be on July 3<sup>rd</sup> with a rain date of July 5<sup>th</sup>
- The Parade will be on July 4<sup>th</sup>, with a start time of 2:00 PM, check-in at 1:00 PM
- Steve Marcus will provide and set up the sound system
- Steve Marcus has verified that the Ski Club will hold a 50/50 raffle again this year and will announce the raffle winner after the parade
- Larry Larson will be the Independence Day chairperson again this year and will make arrangements for ice cream, trophies, contacting organizations to participate, etc.
- Jim Hochman will announce the trophy winners after the parade
- Frank and May Jane White and Irene Peplinski were nominated as this year's Honor Families
- Diane will post a News item on the Website stating that volunteers are needed for judging, and asking any interested parties to check in before the parade

Finalize the Informational Meeting Notice

Mary Jo will include a notice that the Informational Meeting has been cancelled with the ballots being mailed for the Lake Water Level petition. Diane will also post this information on the Website.

A question was raised about spraying for weeds on the lake this year. Dick Natrop said that he and our representative from Lake and Pond Solutions will address this with Susan Graham of the DNR. If the

DNR will grant us a spraying permit this year, Dick stated that he will ask if we can use ProcellaCOR for treating the milfoil growth.

11:02 A.M. Future Board Dates - Future Board Meetings dates are suggested dates only and are subject to change

May 23, 2020 – Informational Meeting – CANCELLED  
June 13, 2020 – Board Meeting  
August 08, 2020 – Board Meeting  
August 29, 2020 – Annual Meeting  
August 29, 2020 – Board Meeting immediately following Annual Meeting  
November 14, 2020 – Board Meeting

11:08 A.M. Notice to proceed to closed session

A motion to proceed to closed session for purposes of discussing the Sewer Contract with the Village of Palmyra was made by Dick Natrop, 2<sup>nd</sup> by Jim Hochman. The motion carried without negative vote.

A motion to end closed session and return to open session was made by Jim Hochman, 2<sup>nd</sup> by Dick Natrop. The motion carried without negative vote.

11:58 P.M. Adjourn

A motion to adjourn the meeting was made by Jim Hochman, 2<sup>nd</sup> by Dick Natrop. The motion carried without negative vote and the meeting was adjourned.