

BLUE SPRING LAKE MANAGEMENT DISTRICT
Board of Commissioners Meeting
June 13, 2020
Aurelian Springs Park
1121 N. Blue Spring Lake Drive



Meeting Minutes

8:07 A.M. Call to Order

Board Members present at the meeting were Jim Hochman, Diane Knauer, Greg Bauer, Dick Natrop, Walt Christensen, and later, Weenonah Brattset. Staff members Cheryl Peters, Mary Jo McMahon, Greg Twelmeyer, and Jim Olson were also in attendance.

8:10 A.M. Public Comments

Jim Hochman asked for public comments from those in attendance; none were forthcoming. Jim announced that Cheryl Peters has been hired by the District to replace Mary Jo McMahon as Administrative Assistant, beginning immediately. Mary Jo will stay on to transition her workload to Cheryl over the next few months. Cheryl was introduced to the Commissioners and staff who were in attendance at the meeting.

8:13 A.M. Secretary's Report - Diane Knauer

Agenda – Approval of agenda for June 13, 2020 Board Meeting

A motion to approve the 6/13/2020 Board Meeting Agenda was made by Dick Natrop and 2nd by Greg Bauer. The motion carried without negative vote.

Minutes - Approval of minutes from April 25, 2020 Board Meeting

A motion to approve Minutes from the 04/25/2020 Board Meeting was made by Dick Natrop and 2nd by Greg Bauer. The motion carried without negative vote.

Update on Annual Meeting Location

Community Center – Diane Knauer

Diane reported that PEASD is not yet taking Community Center reservations for summer and the upcoming school year. Diane asked the Board if they would rather she try to reserve the gym so that there would be more room for Annual Meeting attendees to spread out. The Board asked Diane to pursue this option, when and if the school district begins taking reservations. Diane added that we have already paid the room reservation fee for the school facility.

St. Mary's Church and insurance – Mary Jo McMahon

Mary Jo reported that we have the meeting room at St. Mary's Church scheduled as a back-up if the school district does not allow us to use the gym or Community Center. Mary Jo added that the insurance certificate required by the Church was easily obtainable.

8:18 A.M. Sewer Report - Greg Twelmeyer

Sewer Flow

Greg reported that sewer flow has been high for the last 3 months, due to the increased number of property owners at the Lake during quarantine. The daily average in May was 31,000 gallons, while in past years it has been between 18,000 and 20,000 gallons per day in May. The additional flow will mean higher sewer bills from the Village. Greg Bauer stated that we have sufficient funds in the operating

account to cover the increase, but the amount we will be able to save for future maintenance and upgrades will be less. Greg Twelmeyer added that more flow through the system means more wear and tear on the pumps. Many communities, including BSLMD, have been having problems with residents flushing cleaning wipes, which clog the system. We have had two incidents where our lifts had to be serviced because of this. Greg suggested that the District plan to have all of the lift stations serviced and cleaned this fall, as he expects heavy usage to continue throughout the summer. The District has previously used PATS Services to perform this type of cleaning and maintenance. Jim Hochman asked Greg to contact the vendor to schedule this service.

LW Allen recommendations on SCADA computer system and software upgrades and replacement of 4 original panels

Mike Bewick from LW Allen was present at the Board Meeting and spoke about the status of the computer system used to monitor sewer operations. Mike had provided pricing in October for a new computer system and the latest version of the Wonderware SCADA software. The current District computer is running an old version of Windows (7), which Microsoft no longer supports. The latest Wonderware software will not work on the old operating system. In addition to upgrading the computer system, Greg Twelmeyer asked the Board to consider replacing 4 original panels so that they could be incorporated into the SCADA system. The old panels cannot be monitored by computer, and are so old that it is difficult to find parts to keep them maintained. Mike stated that the computer system would not have to be upgraded to incorporate the 4 additional panels, so the Board could consider two separate projects. Greg said that, if both projects could not be done this year, his preference would be to replace the panels first, and upgrade the computer system next year if that's what the Board would decide. New stainless-steel panels should last 30 years; our old panel are fiberglass and are more easily broken. Mike did mention that Wonderware has increased their prices 16% since he quoted the upgrade back in October. Wonderware does not raise prices often, but Mike couldn't say if they would go up again before next year. The computer upgrade is now estimated at \$12,000. The Board asked Mike to prepare a new quote that shows both the price of upgrading the computer system, and the price of replacing and integrating the new panels. Mary Jo asked Mike if any of the problems we are currently experiencing with the computer are the result of the operating environment in the shed, but Mike said that should not be a problem. Greg mentioned that the SCADA system was originally required by the Village back in 2014. Greg has not been in contact with the new Public Works Superintendent in the Village, Scott Halbrucker, but said he would contact Scott regarding how and when our sewer meters are read for billing purposes.

Update on CMAR report

Mary Jo McMahon mentioned that the CMAR request had been received from the DNR. She and Greg Twelmeyer have completed answering the CMAR questions and Mary Jo has run the self-assessment. Mary Jo distributed copies of the completed CMAR to the Commissioners for their review and discussion. The CMAR process requires a resolution stating that the Board has reviewed and approved the CMAR response. Diane Knauer so moved, Dick Natrop 2nd. The motion carried without negative vote and Jim Hochman signed the resolution on behalf of the Board.

Further consideration for more current televising

Greg Twelmeyer stated that there is no need to televising more than once every 10 years. Some Districts televise sections of their system each year so that by the end of 10 years the entire system has been done, and then they start over. Because of the relatively small size of our system, we televised it all at once. Mary Jo also stated that none of the vendors contacted for quotes on repairing the sewer system would require us to re-televise.

Status on VisuSewer and alternate proposals for sewer repairs – Mary Jo McMahon

Mary Jo stated that she has prepared a Request for Quote based on the limited number of repairs recommended by Town and Country. She stated that she is not comfortable preparing a bid for the entire scope of work identified by VisuSewer, and would need assistance with that. Jim Hochman agreed to work out the RFQ details with Mary Jo. Discussion regarding who from Town and Country might also be required to assist and to serve as the point person to answer questions from the vendors.

Update on roof over the panel located near the pumphouse – Dick Natrop

Dick Natrop reported that Dick Rohloff has talked to a District resident about doing the required work. Dick Natrop said that he would follow up.

9:21 A.M. Dam Report - Jim Olson

Status of the dam and spillway

Jim referenced the report he wrote for the Informational Meeting website post as an update on where things stand with the dam. He said that there are several places where concrete patches are needed, and stated that hydraulic concrete has to be used because of the wet conditions. Jim asked if he should do these repairs or if the Board wanted to hire a concrete company to do it. Jim also suggested that we spray the entire concrete surface of the dam with Gunitite which would fill in all the little cracks. Jim mentioned that we last had this done 15 years ago, and that J F Brennan out of LaCrosse would be the vendor to perform this work. Brennan could also apply the needed patches. The Board directed Jim to ask J F Brennan for a quote to do the Gunitite application and patch work.

Update on progress to petition the DNR to raise the water level

Ballot Count

Mary Jo reported that the current ballot count is 116 in favor of petitioning the DNR to allow us to raise the water level, and 11 opposed. She distributed copies of the “no” votes to the Board so that they could read the residents’ concerns. Jim Olson stated that, while he favors asking the DNR to approve the higher level, he is opposed to running the lake at that full level. He is OK with running at a higher level than we currently are, but wants a little leeway in case of a sudden increase of water in the lake due to, for instance, a heavy rain. Diane Knauer suggested we ask the DNR for the highest level they would allow, and then we can decide to run it lower if we choose. Diane stated she would like to know how the residents living on the dam voted, and Mary Jo said she would provide that information.

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

Based on the large number of “yes” votes to proceed with the petition, Jim Olson said he will contact Alieus Engineering to ask them to perform a study of the structural soundness of the dam. Once that is completed, we will proceed to discussions with the DNR.

9:35 A.M. Town Report – Weenonah Brattset

Update on roads

Dick Natrop reported that the Town’s highway committee had met and is implementing a 5-year plan for road maintenance. They have obtained a grant to improve Little Prairie Road and rebuilding will begin this summer. Lowland Road is now a dead end at the railroad tracks. Weenonah reported that the Town is working with the Office of the Commissioner of Railroads regarding the need for warning lights at the Marsh Road crossing. Any residents wishing to write a letter expressing their concern over the safety of this crossing is encouraged to do so. Letters can be dropped in the new drop box near the

Town Hall. They will be forwarded accordingly. There was a discussion of rocks being placed next to the roads by various property owners around the lake. Weenonah said the rocks must be moved back behind where the fire number signs are posted. They are a hazard for nighttime drivers and pedestrians. In the winter the snow plow drivers will not plow the roads next to where the rocks are. They will pick up their plows so as not to damage them. Dick Natrop said he has spoken to the property owners about this, and will do so again.

Update of red fire number signs maintenance/replacement

Weenonah reported that new fire number signs will be ordered by the end of this month and all of the faded ones will be replaced.

Fire and EMS contract

Weenonah stated that the Fire and EMS contract that the Town has with the Village of Palmyra will expire at the end of 2021. Negotiations on a renewal of the contract will begin this year.

Update on town approval of ski club dates

Weenonah reiterated that the Town ceded its authority to the District years ago for lake issues, so there is no need to have the Town approve ski club activities.

Update on success of draining Spring Lake

Weenonah said that the new dam on Lower Spring Lake is 6 inches too low. The solution is to put a wood bar across the top of the dam to bring it up to the correct height. It was reported that draining the lake was not successful in addressing the weed problem because it wasn't cold enough this past winter to cause the weeds to die off.

9:55 A.M. Treasurer's Report - Greg Bauer

Bills for approval

Mary Jo McMahan reported that she received a bill from Proven Power with no indication as to who had made the purchase. Dick Natrop stated that it was for wheels for the mower, purchased by Dick Rohloff, and approved payment.

Update on the audit

Mary Jo stated that she had received a list of additional documents required for the audit from Johnson Block. She will prepare the documents and submit them. We should hopefully then be able to receive the draft audit report from Johnson Block.

Discussion of sewer charges on tax bills

Greg Bauer reported that the State Department of Revenue has said that it is OK for the District sewer bills to be included on our tax bills. However, he has not yet connected with the County Treasurer on this issue. If the County allows it, Jim Hochman suggested that we should present the idea at the 2020 Informational Meeting and take it to a vote at the 2021 Annual Meeting. Walt Christensen said that he would help Greg take this up with the appropriate officials at the County.

Quarterly financials update (Quarterly Meetings Only)

Greg Bauer passed around the current bank statements for full disclosure to the Commissioners. He mentioned that Mary Jo had transferred \$70,000 from the operating fund at the Bank to the LGIP savings account.

10:03 A.M. Operations Report - Dick Natrop

Update on plaques

Dick Natrop reported that Greg Bauer had talked to Steve Marcus and that Steve can make the memorial plaques that he has been looking for. Dick ordered 2 plaques from Steve Marcus.

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

Dick Natrop stated that Greg Bauer suggested R & W as a vendor who could fix the problem with the berm at the boat landing. He said he left a message with them, but R & W has not gotten back to him. Greg said he would contact them for Dick, since he made the original recommendation.

Update on Citizens Lake Monitoring

Dick reported that Paul Cannestra continues to be our Lake Monitoring representative and is actively working with the DNR. New water sampling to look at water clarity will be started next year.

Update on temporary closure of compost site

Dick mentioned that we had to close the compost site for a short time to safely burn the brush pile. He said there was 5 times more yard waste at the site than is usual in the spring, because of so many people at their summer homes early this year. The compost site was re-opened as soon as the burn had been completed.

Begin monitoring for Milfoil for spraying permit

Dick said that he and Dick Rohloff have been monitoring weed growth. There are currently a few areas on the east end of the lake, and one area in the middle of the west end where growth is heavier, but Dick does not think the DNR would grant us a spraying permit at this point

10:00 A.M. Website Report - Diane Knauer

Current number of residents registered

Diane reported that there are currently 133 resident accounts registered on the website.

New postings announce and news, community calenda.

Diane reported that there have been many new postings and that there continues to be many people accessing the website.

Post instructions for nominating Commissioner for the Annual Meeting Ballot – Diane Knauer

Diane stated that she would like to publish the rules for nominating candidates on the website, and asked Mary Jo to also include them in the newsletter that will be sent with the second quarter billing.

Discuss recommended improvements

Permissions on website pages – Jim Hannes

Jim Hannes was not in attendance, but there was a discussion regarding his recommendations as to what content on the website could / should be restricted. It may not be necessary to have as many restriction classes as Jim recommended. In addition, Jim Hochman stated that he thinks there are things we cannot restrict due to open meeting laws. Jim said that he will ask counsel's opinion of what can and cannot be restricted on the website.

Approval/denial of non-resident registration requests

Currently the website is open to the public, but only District residents are allowed to register. Registered users have access to content that the rest of the public cannot access. At present, this is limited to the Resident Directory, and the Commissioners agreed that should continue to be available only to registered residents. There was a discussion regarding whether posting notices on the website meets the District's requirements for posting Agendas, Minutes, etc. Diane said she would double-check the rules regarding website postings.

10:30 A.M. Old Business

Update on this year's fireworks display

Dick Natrop checked with Wolverine, and they are available to provide a fireworks display Labor Day weekend, if we choose to move ours from Independence Day to Labor Day. The Board agreed not to move the fireworks, but to hold them on July 3rd as previously decided.

Update on certificates for Boater's Safety Course for residents

Roger Igielski was the only person who reported taking the Boater's Safety Course.

Discuss status of Independence Day Activities

Diane Knauer posted the Independence Day schedule on the website, and Mary Jo will send it in an email to all residents for whom we have email addresses. Thank you to the Ski Club for distributing flags and flares for the Independence Day celebration.

Parade of boats – Dick Natrop

The Board decided to proceed with a Boat Parade on Saturday, July 4th at 5:30 PM. This will be in lieu of the usual Parade held on Blue Spring Lake Drive so that we preserve social distancing guidelines. Residents will be informed via the website and email that they can decorate their boats with a patriotic theme if they wish. There will not be judging and trophies this year. Mary Jo will check with Larry Larson to make sure Schwann's ice cream was not ordered this year.

Update on six-month extension of the sewer contract with the Village

Jim Hochman reported that the Village is working on it but with no sense of urgency to put a new contract in place. In the meantime, we will continue to operate under extensions to the existing contract.

Examine existing job descriptions and Board expectations

The Board agreed to table the Job Description discussion until the August meeting when Roger Igielski is back so that all Board members can participate. Please send job description updates to Mary Jo.

10:40 A.M. New Business

Discuss feedback on Informational Meeting Reports

Jim Hochman asked if anyone had gotten feedback on the Informational Meeting Reports that were posted on the Website in lieu of the meeting this year. Commissioners reported very few comments, although Jim said he received 2 very nice ones. Walt Christensen commented that he found the reports to be well done and very helpful.

Discuss Annual Meeting Notice – Must go out to residents by 08/15/20 – Next meeting 08/08/20

Diane Knauer asked for recommendations for agenda items for the next Board Meeting and the Annual Meeting. Jim Hochman asked Diane to send him last year's agenda and he will create a strawman agenda for this year. Jim Olson mentioned that he will not be at meeting, but he will make sure Jim Hochman has the report from Alieus beforehand. Greg Bauer stated that he had heard from various District residents that there are questions about some of the building being done on District properties. Weenonah said that residents must get their plans approved, including any variances from zoning rules. Walt offered to ask Matt Zengle from the County zoning department to speak at the Annual Meeting to answer any questions.

Future Board Dates - all Board Meetings dates are suggestions and are subject to change

August 08, 2020 – Board Meeting

August 29, 2020 – Annual Meeting

August 29, 2020 – Board Meeting immediately following Annual Meeting

November 14, 2020 – Board Meeting

11:00 A.M. Adjourn

A motion to adjourn the meeting was made by Dick Natrop, 2nd by Diane Knauer. The motion carried without negative vote and the meeting was adjourned.