



## **MEETING MINUTES OF THE BOARD OF COMMISSIONERS**

March 19, 2024

### **1. Call to Order**

The meeting of the Board of Commissioners of the Silver Lake Management District (the “District”) was called to order at 6:30 p.m. March 19, 2024. The meeting was held at the Silver Lake Community Center, 133 S. 1st St., Silver Lake, WI.

### **2. Roll Call**

Present:     Dee Andershock  
                  John Coffey  
                  Bill Hopkins  
                  Harry Laws (arrived at 6:46)  
                  Jim Purinton

### **3. Open Meeting Law Compliance Check**

The Open Meeting Law requirement for 24-hour notice of the meeting was satisfied. The March 19, 2024 Board Meeting Notice with agenda was posted on the District’s website ([www.silverlakemgmt.org](http://www.silverlakemgmt.org)) on March 9, and then posted at the Salem Lakes Community Library, the Silver Lake Post Office, and Salem Lakes Village Hall on March 13, 2024.

**4. Approval of Minutes of Board Meetings held September 12, 2023, and December 5, 2023**

- a. Motion to approve minutes of September meeting made by Hopkins, seconded by Coffey. Motion passed.
- b. Motion to approve minutes of December meeting made by Andershock, seconded by Hopkins. Motion passed, with abstention by Hopkins.

**5. Chairman's Report**

- a. 2024 HWM Treatment Program: Purinton said the contract with Wisconsin Lake & Pond Resource (WLPR) was executed and the WDNR permit will be applied for. The lake treatment of approximately 6.5 acres is scheduled for May.
  
- b. Meeting with Village of Salem Lakes: Purinton and Hopkins met with Cassandra Hiller on March 7 to discuss and coordinate items of mutual interest. This will be an annual meeting. Hopkins said the Village is considering an annual meeting of all lake districts in the Village.
  
- c. A similar coordination meeting with Kenosha County was held last year. Purinton will try to schedule another one this year with Coffey, Mark Jenks, County Conservationist, and the County Parks head.
  
- d. Received a few inquiries, including a) a lakefront property owner asked about nuisance plants near their beach and piers, and b) a rep from Clear Lake association (near Tomahawk) inquired about our invasive species program.
  
- e. Website: Updated for APMP review, CBCW, and a few other items.

**6. Discussion and Possible Action Concerning District Emails for Board Members**

- a. Open Meeting Law / Freedom of Information Act (FOIA): Hopkins advised the board that it would be prudent to have official emails for Board members to use for official business due to laws regarding FOIA.
- b. Proposal from Air Technology Services was reviewed and discussed.
  - i. Four Board Members to utilize SLMD email addresses.

- ii. Annual Cost of about \$550 with initial set-up @\$140/hr.
- c. Board Action: Motion to accept Air Technology proposal for four Board members to have SLMD email accounts made by Hopkins, seconded by Coffey. Motion passed.

**7. Discussion and Possible Action Concerning the Aquatic Plant Management Plan (APMP)**

- a. Purinton reviewed the process since Dec 5
  - i. Public Review Jan 5 – Jan 31
    - 1. Draft APMP and audio summary posted to website Jan 5
    - 2. Email sent to website list Jan 5
    - 3. WLPR received no comments by Jan 31 deadline
  - ii. WDNR had minor comments, WLPR made changes, and WDNR approved by letter dated March 15.
- b. Final 2024 APMP is now the basis for WDNR review of HWM/invasive species annual lake treatments.
- c. APMP Lake User Survey Top Lake Concerns
  - 1. Invasive Species Management
  - 2. Boating Safety and Enforcement
  - 3. Lake Levels/Outlet Dam
  - 4. Water Quality

d. APMP Budget v Cost & WDNR Grant Amount

**APMP Budget v Actual Costs**

<b>Item</b>	<b>Budget</b>	<b>Actual</b>	<b>Vendor</b>
Grant Application	1,750.00	1,750.00	WLPR
APMP Survey	3,175.00	3,175.00	WLPR
Lake User Survey	–	53.69	posters
Plan Draft	8,660.00	7,910.00	WLPR
<b>Totals</b>	<b>13,585.00</b>	<b>12,888.69</b>	

### WDNR Grant

	<b>Budget</b>	<b>Actual</b>	<b>Comment</b>
Initial payment	5,947.09	5,947.09	Received 2023
Final payment	1,946.86	1,479.86	Expected 2024
Totals	7,893.95	7,426.95	

e. Board Action: Adopt the 2024 Aquatic Plant Management Plan as guide to invasive species management and lake district priorities going forward. Motion made by Coffey, seconded by Hopkins. Motion passed.

f. 2024 SLMD activities which address the priorities:

i. Invasive Species: 2024 HWM Treatment Program. Still trying to figure out how to participate in the Clean Boats, Clean Waters program. APMP also recommended more thorough annual aquatic plant surveys because of Starry Stonewort – address in subsequent Board meeting for fall survey. The WDNR wants more study of Starry Stonewort, and there is grant money available.

ii. Boating Safety and Enforcement: A proposed 2024 water patrol program was discussed and approved later in the meeting.

iii. Lake Levels: Continue to record the lake levels on Village gauge. Coffey and Purinton will investigate whether the top of the dam is as high as allowed – will shoot laser to measure top of dam in upcoming weeks.

iv. Water Quality: Sampling of baseline lake chemistry sampling was discussed and approved later in the meeting. Possible future actions may come from that study.

g. APMP follow-up was discussed:

i. APMP will be an agenda topic at the Annual Meeting. Final APMP to be posted to website. APMP website page to be updated.

iii. Send in request for remainder of WDNR grant.

iv. Regarding discussion of nuisance plants for lakefront owners, Purinton noted that no permit is needed to hand rake or pull weeds in a

30' wide x100' area. WDNR requires a permit for larger area or non-manual removal methods. Hopkins noted that the Village will be paying \$800 for ILM to remove nuisance lily pads in the Village park swim area.

## **8. Treasurer's Report**

a. Treasurer Laws said he provided the 2023 1099 tax forms to vendors. He then continued with his report.

### **b. Board Actions**

i. Final 2023 Financial Report. Motion to approve made by Coffey, seconded by Laws. Motion passed. This report will be posted on the website.

ii. Independent Accountants Compilation Report prepared by Red Rock Business Advisors was reviewed. Motion to accept the report made by Laws, seconded by Hopkins. Motion passed.

iii. 2024 Year-to-Date was reviewed (see Exhibit A).

iv. Payment of invoices: Motion to authorize payment of \$336 attorney bill (for review of proposed water patrol contract with Kenosha County) made by Hopkins, seconded by Coffey. Motion passed. Later a motion was made to authorize \$55.19 reimbursement to Laws for materials procured for preparation of 1099's was made by Hopkins, seconded by Andershock. Motion passed.

v. Investment in CD's: Laws noted that the independent accountant recommended that available cash be invested to generate higher returns. Motion to authorize the investment of \$7,500 each in four CD's ranging in terms from 2-months to 9-months made by Laws, seconded by Hopkins. Motion passed.

vi. 2025 Proposed Budget: Laws presented a proposed 2025 budget, noting the recommended tax levy would be the same as the prior two years. Motion to approve the 2024 Proposed Budget and present it at

the Annual Meeting made by Laws, seconded by Coffey. Motion passed.

iv. Treasurer's Report: Motion to approve by Coffey, seconded by Hopkins. Motion passed.

**9. Discussion and Possible Action Concerning Baseline Water Quality Sampling**

- a. Summer sampling of Silver Lake water quality has been done since 1970's by volunteers under the WDNR's Citizen Lake Monitoring Network.
- b. UW-Stevens Point Extension Lakes recommends more detailed spring/fall sampling (at lake turnover) to determine the existing baseline of the lake's water chemistry. The analysis of the water sample will include alkalinity, ammonium nitrogen, calcium hardness, chloride, conductivity pH, Potassium, reactive phosphorus, sodium sulfate, total Kjeldahl nitrogen, total phosphorus, turbidity.
- c. Dave Engels, lakefront property owner, will take water samples this spring, send them to UW-Stevens Point lab for analysis, compare the results to other SE Wis lakes, and report back on the results. A second sample this fall will also be taken. Mr. Engels is particularly interested in chloride levels as it adds to the current SEWRPC-sponsored multi-year study.
- d. Board Action: Motion to approve the reimbursement to David Engels of up to \$425 for the UW-Stevens Point water sample testing this spring and this fall made by Laws, seconded by Andershock. Motion passed.

**10. Discussion and Possible Action Concerning Possible 2024 Water Safety Patrols**

- a. The Village of Salem Lakes discontinued the Village of Silver Lakes's water patrols after the Town of Salem's merger with the Village of Silver Lake.

- b. Respondents to last summer’s Lake User Survey ranked Boating Safety and Enforcement as the #2 concern. Guests at the August 2023 SLMD Board meeting said water patrols were more important than spending money on No-Wake Buoys. The Board discussed water patrols at the Dec 5 meeting. In January, the opportunity arose to pursue water patrols with the Kenosha County Sheriff’s Department (KCSD).
- c. The Kenosha County Sheriff’s Department is expanding its inland lake marine unit in 2024 (new boat and personnel commitment). The KCSD held a meeting on January 25 with villages, towns, and lake districts offering water enforcement patrol services. SLMD attendees were Dee Andershock and Jim Purinton. KCSD’s activities will be eligible for WDNR Boat Enforcement Patrol Grant reimbursement of up to 75% of the cost of water patrols (minimum of 80 hours needed). KCSD will apply for the WDNR grant reimbursement which then is paid directly to the lake organization.
- d. A proposed water patrol program with KCSD will include at least a four-hour patrol each weekend starting Memorial Day and extending into August. KCSD to determine days and time of day of patrols. Maximum cost of \$7,000.
- e. Water patrol budgets for other lakes (excluding boat and equipment maintenance) were reviewed:

Lake	\$\$	Provider	Infor Source
Silver Lake	7,000	KCSD	Proposed
Camp/Center Lake	9,500	CCLD	2022 Budget
Hooker Lake	–	N/A	2024 Budget
Lake George	–	N/A	Village Admin
Paddock Lake	7,600	KCSD	Village Admin
Powers Lake	15,000	Town Randall	Town Randall
Twin Lakes	11,000	Village PD	2023 Vill Budget

f. Board Action: Approve the proposed water safety and enforcement program with KCSD for summer 2024 and authorize the execution of the contract. Motion made by Laws, seconded by Hopkins. Motion passed.

## **11. Discussion and Possible Action Concerning the 2024 Annual Meeting**

a. Annual Meeting Agenda: Purinton's proposed agenda was reviewed and endorsed.

b. Meeting Notice/Call for Nominations/Financials: Purinton presented drafts of the Meeting Notice, the Call for Nominations, and Financials (2023 Final, 2024 Year-to-Date, 2025 Proposed Budget). He requested that any comments, corrections, and suggestions be provided after the meeting. Laws will update the 2024 Year-to-Date as of April.

c. Purinton reviewed the Annual Meeting Checklist and discussed Board Member assignments and activities. In conformance with state law, Andershock will mail the Annual Meeting Notice materials to property owners and Purinton will publish a Class 2 Legal Notice of the Annual Meeting in the *Kenosha News*. Meeting Notice and materials will also be posted on the website and an email will be sent to the website mailing list. Other meeting preparation and in-meeting activities and assignments were discussed.

**12. Next Board Meeting**: Saturday, May 25, 2024, IMMEDIATELY AFTER THE ANNUAL MEETING. Agenda to include election of officers, payment of bills, and setting the next Board Meeting.

**13. Adjournment**: Motion to adjourn made by Laws, seconded by Hopkins. Motion passed. The meeting was adjourned at 8:10.

Respectfully submitted,

Dee Andershock, Secretary



# EXHIBIT A



## 2024 BUDGET v YEAR-TO-DATE

### CASH BASIS

as of 3/13/2024

	2024 BUDGET	2024 YTD	
<b>CASH RECEIPTS</b>			
Tax Levy	52,000	34,610	Note 1
Grants	1,982	-	Note 2
Donations	-	-	
Interest	-	-	
<b>TOTAL RECEIPTS</b>	<b>53,982</b>	<b>34,610</b>	
<b>CASH EXPENSES</b>			
Aquatic Plant Mgmt Plan	2,400	7,910	Note 3
HWM Treatment	25,000	-	Note 4
Water Safety Patrols	-	-	Note 5
No-Wake Buoys	10,000	-	Note 6
Administration		-	
Website	1,000	-	
Insurance	2,600	2,025	
Legal	500	-	
Annual Meeting	500	-	
PO Box	100	-	
Banking	100	-	
Audit	700	391	
Contingency	1,082	-	
Reserve for Future Projects	10,000	-	
<b>TOTAL CASH EXPENSES</b>	<b>53,982</b>	<b>10,326</b>	
<b>CASH SURPLUS (DEFICIT)</b>	<b>0</b>	<b>24,284</b>	
<b>PROJECTED CASH POSITION</b>			
Start of Year	<b>43,573</b>		
Current Cash Balance		<b>67,858</b>	

Note 1: Tax receipts are received Jan-August

Note 2: Remaining WDNR APMP reimbursement expected by 3Q 2024.

Note 3: Multi-year project below budget. Timing -- \$6,260 budgeted for 2023 but paid 2024.

Note 4: 2024 spring HWM treatment and fall 2024 lake survey expected to be ~\$10k below budget.

Note 5: Proposed 2024 water safety patrols (~\$7k) not budgeted

Note 6: No expense in 2024. Village kept responsibility for buoys.