



MEETING MINUTES OF THE BOARD OF COMMISSIONERS

April 25, 2023

1. Call to Order

The meeting of the Board of Commissioners of the Silver Lake Management District (the “District”) was called to order at 7:00 p.m., Tuesday, April 25, 2023. The meeting was held at the Copper Bottom Bar & Grill, 28836 Silver Lake Road, Salem, WI

2. Roll Call

Present: John Coffey
 Donna Kubik (remote)
 Harry Laws (remote)
 Jim Purinton

Chairman Purinton said that the rules allowed two remote Commissioners and there was a quorum.

Guests attending: Dee Andershock, Bill Hopkins (Salem Lakes Village Trustee), and Paul Maggio.

3. Open Meeting Law Compliance Check

The Open Meeting Law requirement for a 24-hour notice of the meeting was satisfied. The April 25, 2023 Board Meeting Notice with agenda was posted on the District’s website (www.silverlakemgmt.org), at the Copper Bottom Bar & Grill, and at the Salem Lakes Community Library on April 16, 2023. The Meeting Notice was also posted at the Salem Lakes Village Hall on April 21, 2023.

4. Approval of Minutes of December 20, 2022 District Board Meeting

A motion was made by Donna Kubik, seconded by Harry Laws, to approve the Minutes from the December 20, 2022, District Board Meeting. The motion was approved.

5. Chairman’s Report

a. Village of Salem Lakes Trustees Election

Chairman Purinton noted that there is a vacancy on the District Board since Ted Kmiec was not re-elected to the Village Board and is no longer the Village's representative to the District. Village Trustee Hopkins said that the vacancy would likely be filled in May.

Purinton also said that he and Commissioner Laws attended the April 10, 2023, meeting of the Salem Lakes Village Board where Chairman Purinton made a Citizen Comment regarding the informal agreement with the Village Administrator concerning the District's takeover of the No-Wake Buoys in 2024.

b. March 21, 2023, Meeting with Kenosha County

Chairman Purinton and Commissioner Coffey met with Mark Jenks, County Conservationist, and Matt Collins, County Parks Director, to discuss each other's activities and interests. Meeting takeaways included Mr. Collins requesting that the coordination meeting be held annually. Mr. Collins also confirmed that the County will continue to install/remove the Swim Area buoys at the Silver Lake County Park.

c. 2023 Aquatic Plant Management Plan (APMP)

Purinton reported that the WDNR Grant in the amount of \$7,929.45 was awarded to the District in February. The WDNR also provided a Grant advance of \$5,947.09 to the District. The District will seek reimbursement of the remaining \$1,892.36 of the Grant after the APMP is completed in 2024. The Silver Lake Protection Association was advised of the Grant and is planning to provide its \$1,500 donation to the District for the APMP project in June.

The APMP will commence in summer 2023 with a full-lake plant survey and a widely distributed lake user survey (exact questions and distribution TBD with WDNR guidance and review). The APMP will then be developed in fall 2023 and will be focused on alternative strategies to manage invasive species, especially Hybrid Water Milfoil (HWM). WDNR and public review will follow prior to final WDNR approval in spring 2024.

d. 2023 Hybrid Water Milfoil Lake Treatment

Purinton noted for the record that the Board approved via email an expansion of the proposed 2023 lake treatment area to also include another approximate 1.7 acres north of the Village launching ramp, as well as a \$1,500 increase in the \$3,000 authorized for the expanded 2023 lake treatment. The expansion was in response to a request from a property owner who reviewed the proposed treatment area distributed to the District's email list in January. Purinton said that WLPR agreed that this area has had problems in past years and could be included in this year's treatment. The revised 2023 Treatment Area Map was posted to the District website. The contract for the expanded 2023 lake treatment with WLPR was executed, and the WDNR permit has been applied for. The 2023 lake treatment is expected to be undertaken in May.

Paul Maggio commented that the herbicide chemical treatment is not a good long-term solution and that there are better, more environmentally friendly ways to treat the problem, including reducing the phosphorus and excessive nutrients coming into the lake. Purinton said that alternative mitigation strategies will be the subject of the Aquatic Plant Management Plan, and that the APMP will provide a framework for invasive species management going forward for the next five years.

e. Clean Boats, Clean Waters

Purinton noted that a Clean Boats, Clean Waters inspector training will be held at Lake Elizabeth in Twin Lakes on May 13th.

f. Lake Level

Purinton said that the lake level is up approximately 10” since last November’s low point. The water level is currently just above the top of the dam at about 7.62’ on the Village gauge. He will continue to record and post the monthly lake levels on the website.

g. Muskie Stocking

Purinton reported that the WDNR stopped stocking muskie in Silver Lake several years ago. The Fox Valley Muskie Association has been asking locally about the lake’s desire for a private stocking program. The Association has an extra ~160 muskie fingerlings that it is willing to stock in Silver Lake this fall at no cost. Purinton said that this is not a District responsibility per se, but that he would check with the WDNR, some avid local fishermen, and the Silver Lake Sportsman’s Club to determine interest in such stocking and then report his findings to the Association.

6. Treasurer’s Report

The statutorily required review of 2022 District financials was completed (see Exhibit A). Several firms that provide municipal audits were contacted, but all had more scope and cost than required for the District. Red Rock Business Advisors, owned by a District property owner, responded to the website email looking for CPA’s and was hired to provide the required review of 2022 District financials. Noting that the District’s 2022 Budget/Actuals were on a cash basis, Red Rock provided an accrual statement of the 2022 District revenues and expenses. After discussion, the Board agreed to include both the District’s cash basis and accrual basis statements in the 2022 financials posted to the website. Red Rock also raised other issues which resulted in clearer identification of the District’s Budget as being on a cash basis and the addition of a coding cover sheet for all invoices.

The 2023 Budget/Actual/Expected report was also reviewed (see Exhibit B). 2023 year-to-date revenues received include \$35,924 of the District’s tax levy and the \$5,947 WDNR Grant advance. \$3,096 expenses paid in 2023 include various website consulting costs, the District’s annual insurance, and the review of 2022 District financials. All invoices paid were less than previously Board-authorized amounts (up to \$1,500 of website consulting costs were authorized by Board email after the December Board meeting).

No new invoices were presented for payment.

A motion was made by John Coffey, seconded by Donna Kubik, to approve the Treasurer's Report. The motion passed.

7. Secretary's Report

Secretary Kubik presented a report on the updating of the website that has occurred since discussions at the last Board meeting:

- The "News" tab has been removed, the "History" section in the "About" tab has been updated, and photos have been added to the "Gallery" tab.
- "Aquatic Management Plan," "Environmentally Sensitive Areas," "Invasive Milfoil Management," and "Water Quality" sections were added to the "Stewardship" tab.
- "Boating Rules," "Clean Boats, Clean Waters," "Fishing," and "Lake Levels" sections were added to the "Lake Life" tab.
- All section additions were reviewed by the appropriate state and local agencies and Board Commissioners before uploading to the website.

Commissioner Coffey complimented Secretary Kubik and others who did the work to update the website.

Secretary Kubik also announced that she was resigning from the Board effective at the end of the upcoming Annual Meeting. Chairman Purinton thanked Donna for her service over the past years, including her contributions to the District Board and the prior committee that worked to form the District.

Purinton also said that pursuant to Wisconsin statutes section 33.28(7), he would be nominating Dee Andershock as replacement Commissioner for Board ratification at the next Board meeting. Bill Hopkins said he thought the position should have been posted. Purinton said he and other Commissioners pursued several candidates and that he was following the statutory procedure.

8.a. Repayment of the \$5,000 Loan from Silver Lake Protection Association (SLPA)

Purinton noted that the SLPA \$5,000 loan matures on June 30, 2023, and recommended that it be paid off as of May 15, 2023.

A motion was made by Donna Kubik, seconded by Harry Laws, to pay off the SLPA loan as of May 15, 2023, to include the \$5,000 principal and \$266.66 interest. The motion passed.

8.b. Silver Lake No-Wake Buoys

John Coffey reported that, as a follow-up to prior Board discussions, he would be leading a representative group from around the lake that will locate the No-Wake Buoys in preferred,

permanent positions this summer. Each buoy will have its location determined by GPS to facilitate replacement in the same locations in future years. Purinton noted that after the GPS locations were identified, the District will need to work with the Village to revise the Village ordinance regarding No-Wake areas for Silver Lake.

Bill Hopkins inquired about liability if the water level receded and there was an accident caused by a boat grounding at high speed outside the No-Wake Buoys. Several Commissioners made comments, one noting that boats were observed grounding at high speed outside of No-Wake Buoys during low water periods in 2021 and 2022, another asked if the Village (or predecessor Village of Silver Lake) had any experience with liability issues in all the years it has managed the No-Wake Buoys, and another pointed out that the No-Wake Buoys had nothing to do with identification of shallow water or other hazardous areas.

Regarding possible District takeover of responsibility for the No-Wake Buoys, John Coffey said that he was investigating various ways to do the installation/removal as well as the offseason R&M and replacement tasks. He said he would have better information by fall.

A motion was made by John Coffey, seconded by Donna Kubik, to approve the District's takeover of the No-Wake buoys on Silver Lake starting in 2024; details will be discussed and approved by the Board this fall. Purinton noted that any third-party work would need to be properly bid. The motion passed.

The Board agreed to make a presentation on the Board's actions regarding the lake's No-Wake Buoys at the Annual Meeting.

8.c. Annual Meeting Preparation

Chairman Purinton confirmed that the Annual Meeting has been set for 10:00am, Saturday, May 27 in the Copper Bottom Pavillion. John Coffey confirmed that the venue has been reserved.

Purinton reviewed the proposed agenda to include an election of one commissioner for a 3-yr term, a review of 2022 and 2023 YTD District financials, a vote on a 2024 District Budget, and presentations on the 2023 HWM Lake Treatment, the Aquatic Plant Management Plan, Invasive Species Education programs, and the Silver Lake No-Wake Buoys.

Paul Maggio requested that alternative lake treatment methods be discussed, but Purinton said that topic would be a subject of the Aquatic Plant Management Plan and would not be included as an agenda item at the Annual Meeting.

Donna Kubik and Harry Law agreed to be Election Commissioners for the Annual Meeting.

Purinton led a review of the draft materials to be used for the Annual Meeting, including the proposed Meeting Notice, the Proposed 2024 Budget, and the Call For Nominations.

A motion was made by Donna Kubik, seconded by John Coffey, to approve that the Proposed 2024 Budget be presented for approval at the Annual Meeting. The motion passed.

Purinton reviewed the various ways in which the Annual Meeting would be advertised and noted that these will exceed statutory requirements:

- Meeting Notice, Call For Nominations, and Proposed 2024 Budget would be mailed to the property owner list, emailed to the District website mailing list, and uploaded to the District website.
- A Class 2 Legal Notice will be placed in the *Kenosha County News*.
- The Meeting Notice will be physically posted at the Silver Lake Post Office, the Copper Bottom Bar & Grill, the Salem Lakes Library, and the Salem Lakes Village Hall.

Purinton led a discussion of the venue and layout, the elector check-in system (with volunteers who will utilize the list of property owners and voter certificates to distribute ballots). Purinton said he would, like last year, print posters to be mounted on easels for use during the meeting. Commissioners agreed to arrive early to help with set up.

9. New Business

No new business was introduced for discussion.

10. Next Board Meeting

The next meeting of the District Board will be held on May 27, 2023, at the Copper Bottom Bar & Grill immediately after the Annual Meeting. Board agenda items will include consideration of the replacement Commissioner, election of officers to serve through the next Annual Meeting, payment of bills, and the date and location of the next following Board meeting.

11. Adjournment

A motion to adjourn was made by John Coffey, seconded by Donna Kubik. The motion was approved, and the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

By Jim Purinton for
Donna L. Kubik, Secretary

EXHIBIT A
2022 DISTRICT FINANCIALS



2022 RECEIPTS AND EXPENSES

CASH BASIS
12/31/2022

	2022 BUDGET	2022 ACTUAL	Variance	
CASH RECEIPTS				
Tax Levy	-	-	-	
Grants	-	-	-	
Donations	4,000	4,158	158	
SLPA Loan	5,000	5,000	-	Note 1
SLPA Donation	-	5,805	5,805	Note 2
TOTAL CASH RECEIPTS	9,000	14,963	5,963	
CASH EXPENSES				
Website	4,590	5,853	(1,263)	
Aquatic Plant Mgmt Plan	-	1,750	(1,750)	Note 3
Administration				
Annual Meeting	500	459	41	
PO Box	-	110	(110)	
Banking	-	35	(35)	
Legal	500	-	500	
Insurance	2,180	2,178	2	
Acctg/ Audit	360	-	360	
Subtotal	3,540	2,782	758	
Contingency	870	-	870	
TOTAL CASH EXPENSES	9,000	10,385	(122)	
CASH SURPLUS (DEFICIT)	-	4,578		

Note 1: See both cash and accrual financial statements at

<https://silverlakemgmdist.org/meeting-minutes>

Note 2: Surplus from 2022 Silver Lake Fundraising Campaign

Note 3: Cost for preparation of WDNR Grant Application

Independent Accountants Compilation Report

For the accompanying financial statements of the Silver Lake Management District (SLMD), which are comprised of the Statement of Activities and the Statement of Financial Position for the year ending December 31, 2022, I have performed a compilation engagement. A compilation is different from a full review or audit, where the American Institute of Certified Public Accountants would require me to perform procedures to obtain assurance there are no material modifications that should be made to the statement to conform with Generally Accepted Accounting Principles (GAAP) or international Accounting Standards (IAS). A compilation engagement is not an audit or a review of the financial statements. For preparation of the report I traced all transactions from source documents and performed limited inquiries as to the accuracy or completeness of the information provided by SLMD and did not perform a full evaluation of internal controls. Accordingly the statements are the responsibility of the Board of Commissioners of SLMD, and I do not express an opinion, a conclusion, nor provide any assurance on them.

Based on my limited investigations, I am not aware of any material modifications that should be made to the Statement of Activities and Statement of Financial Position and consider them to be representative of the observed activity of the financial transactions of the Silver Lake Management District for the year ending December 31, 2022.

Handwritten signature of Gregory B. Bubp in black ink, appearing as "Greg B. Bubp" with a stylized flourish.

Red Rock Business Advisors
Gregory B. Bubp
February 15, 2023

Silver Lake Management District
Statement of Financial Position
Period Year Ending December 31, 2022

Assets

Cash & Deposit Accounts	\$	4,578
Other Assets		-
Total assets	\$	4,578

Liabilities and Net Assets

Interest Payable		192
Note Payable - SLPA		5,000
Total Liabilities	\$	5,192
 Net Assets - Deficiency		<u>(614)</u>
 Total Liabilities and Net Assets	\$	4,578

Silver Lake Management District
Statement of Activities
January 1, 2022 through December 31, 2022

Change in Net Assets:

Revenues:		
Individual Contributions/Donations	\$	4,158
SLPA Donations		5,805
		<hr/>
Total Revenues and Gains		9,963
		<hr/>
Expenditures		
Aquatic Plant Management		1,750
Information & Education		5,853
Operating Expenses:		
Annual Meeting		459
PO Box		110
Bank Charges		35
Insurance		2,178
Accrued Interest		192
Total Operating Expenses		<hr/> 2,974
		<hr/>
Change in Net Assets		(614)
		<hr/>
Unrestricted net assets, beginning of year		-
		<hr/>
Unrestricted net assets, end of period	\$	<hr/> <hr/> (614)

EXHIBIT B

2023 BUDGET/ACTUAL/ YR-END EXPECTED



2023 BUDGET / EXPECTED

CASH BASIS

4/30/2023

	2023 BUDGET	Actual Jan-Apr	2023 EXPECTED	Variance	
CASH RECEIPTS					
Tax Levy	52,000	35,924	52,000	-	Note 1
Grants	-	5,947	5,947	5,947	Note 2
Donations	-	-	1,500	1,500	Note 3
Interest	-	-	-	-	
TOTAL CASH RECEIPTS	52,000	41,871	59,447	7,447	
CASH EXPENSES					
Aquatic Plant Mgmt Plan	10,000		9,500	500	Note 4
HWM Treatment	25,000		4,500	20,500	Note 5
SLPA Loan Payoff	5,300		5,267	33	Note 6
Administration					
Website	2,500	531	1,381	1,119	
Insurance	2,500	2,202	2,202	298	
Legal	1,000		-	1,000	
Annual Meeting	500		500	-	
PO Box	100		60	40	
Banking	200		-	200	
Audit	700	363	363	337	
Contingency	200		-	200	
Reserve for Future Projects	4,000		-	4,000	
TOTAL CASH EXPENSES	52,000	3,096	23,773	28,227	
CASH SURPLUS (DEFICIT)	-	38,775	35,674		
PROJECTED CASH POSITION					
Start of Year	4,578	43,353			
End of Year			40,252		

Note 1: Tax receipts received February-August

Note 2: Advance payment from WDNR APMP Planning Grant

Note 3: SLPA Donation toward updated APMP

Note 4: Estimated cost of APMP during calendar year

Note 5: Cost of HWM treatment far below budget

Note 6: Loan pay off as of 5/15/23