



# **BOARD MEETING AGENDA**

## **May 24, 2025**

- 1. Call to Order (Current Chair)**
- 2. Roll Call**
  - a. John Coffey (Kenosha County Rep)**
  - b. Ron Gandt (Village of Salem Lakes Rep)**
  - c. Harry Laws (Elected – 2 yrs remaining on term)**
  - d. Jim Purinton (Elected – 1 yr remaining on term)**
  - e. Newly Elected Commissioner(s)**
- 3. Open Meeting Law Compliance**
- 4. Newly Elected Commissioner(s) Orientation**
- 5. Election of Officers (thru next Annual Meeting)**
  - a. Chairman (and transfer of gavel to new Chair)**
  - b. Treasurer**
  - c. Secretary**
- 6. Approval of April 9, 2025, Board Meeting Minutes (Exhibit A)**
- 7. Payment of Bills**
  - a. AM Mtg Expense Reimb: Dee Andershock \$206.55, Jim Purinton \$560.85**
  - b. SLMD Emails: AIR Technology Services \$655.20**
  - c. Other?**
- 8. Amendment to Board Rules and Regulations ONLY IF Resolution to Expand the Board to seven Commissioners Passed at Annual Meeting**
  - a. The Board Quorum is currently three members. No more than two Board members can meet or communicated with each other regarding District business.**
  - b. A Quorum is usually a simple majority. If the Board Quorum is changed to four Commissioners, three members could meet in person or via**

email to discuss Board business. This would make it possible, for example, for a Board committee of two Board members to discuss committee recommendations with the District Chair.

- c. According to UW Extension Lakes, most lake districts with expanded membership of seven commissioners change their Quorum to the simple majority of four members instead of three.
- d. Proposed Resolution: “Resolved that the Board of Commissioners of the Silver Lake Management District does hereby change the Quorum as stated in the District’s Board Rules and Procedures, adopted on December 29, 2021, to FOUR members from the current THREE.”

**9. Next Board Meeting Tentative Date & Location:**

- a. 6:30pm, Tuesday, Sept 9
- b. At Silver Lake Community Center, 113 S First Street.
- c. Possible agenda items: 2025 Water Safety Patrols, Silver Lake Water Quality Study, Bd Member Assignments (Invasive Species, Lake Levels/Outlet Dam, Annual Meeting)

**10. Adjournment**

**EXHIBIT A**

**MINUTES OF THE BOARD MEETING ON APRIL 9, 2025**



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

**April 9, 2025**

### **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 pm, Wednesday, April 9, 2025, at the Copper Bottom Grill, 28836 Silver Lake Rd, Salem, WI.

(The venue was changed because the Silver Lake Community Center was locked. A sign was attached to the door to the Silver Lake Community Center directing attendees to the Copper Bottom.)

### **2. Roll Call**

Dee Andershock (absent)  
John Coffey  
Ron Gandt  
Harry Laws  
Jim Purinton

Ron Gandt was recently appointed to the Board as the representative of the Village of Salem Lakes, where he also serves as a Trustee.

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

The required 24-hour notice of the meeting was satisfied. The April 9 Board Meeting Notice/Agenda was posted on the District website on April 3 and was physically posted at the Silver Lake Post Office, the Salem Lakes Village Hall, and the Community Library on April 4.

### **4. Approval of Minutes of December 17, 2024, Board Meeting**

Motion to approve the minutes made by Coffey and seconded by Laws.  
Motion passed (Gandt abstained)

## **5. Citizen Comments: None**

## **6. Chairman's Report**

- a. Purinton reported on the March 18 meeting with the Village of Salem Lakes. Purinton and Dave Engels met with Cassandra Hiler (Village Administrator), Brad Zautke (Director of Public Works), Ron Gandt (Trustee and newly appointed Village representative to the SLMD Board). Purinton said the meeting's takeaways included the following:
  - i. Purinton will draft a District webpage, for Village review, on No-Wake, Hazard, and Mooring Buoys.
  - ii. The Village will not be able to hire a summer employee to staff a Clean Boats, Clean Waters program for Village lakes, even if lake districts in the Village paid for the cost.
  - iii. The Village has not changed its ordinance that prohibits mooring buoys on all village lakes. Purinton said he stressed that very shallow depths along the shore in the northeast portion of the lake make it necessary for owners to moor their boats out from shore and that the WDNR has given permits for mooring buoys in that location in past years.
- b. Purinton reported that he was not able to set up a coordination meeting with Kenosha County this year.
- c. Purinton asked if Board Meeting Minutes could be uploaded to the website prior to their approval at subsequent Board meetings if they are marked "Pending." He said the time between Board meetings is 3-4 months and this process would allow greater transparency. Discussion supported proceeding with this idea on a test basis.
- d. Purinton also noted that many municipalities now also upload Meeting Packets in addition to the Meeting Agendas to their websites. The Meeting Packets are the informational packages provided to the elected officials. He asked if the Board agreed that it would be a good idea to also upload the Meeting Packets with the Meeting Agendas, again in the interest of greater transparency. Discussion supported proceeding with this idea on a test basis.

## **7. Treasurer's Report**

- a. Laws presented the 2024 Final Year-End Financials and the 2024 Independent Accountants Compilation Report prepared by Red Rock Business Advisors. Motion to approve made by Coffey and seconded by Purinton. Motion passed.
- b. Laws presented the 2025 Year-to-Date Financials (Exhibit A).
  - i. Laws summarized revenues and expenses so far this year:

\$34,797.59 received in tax receipts and a \$2,951.21 WDNR reimbursement for 2024 water safety patrols. Administrative expenses totaled \$3,043.51 for annual insurance premiums, the 2024 outside financial review, and costs of preparing 1099's for District vendors.

- ii. Laws requested approval to reimburse David Engels for \$249.45 of expenses incurred regarding the fall 2024 water quality sampling and analysis. Motion made by Coffey and seconded by Laws. Motion passed.
- iii. Motion was made by Coffey and seconded by Laws to approve the 2025 Year-to-Date financials. Motion passed.
- c. Laws presented the status of the Chase Bank "Ladder" CD's.
  - i. In 2024, the Board authorized \$30,000 to be invested as follows: \$7,500 each in 3-month, 6-month, 9-month and 12-month CD's which would convert to 12-month CD's upon maturity. The \$30,000 was invested, \$7,500 each, in 3-month, 6-month, 9-month, and 12-month CD's.
  - ii. Chase then reported that they cannot do the "Ladder" investments for governmental clients like the District.
  - iii. As a result, the CD's have been/will be rolling over into the same 3-month, 6-month, 9-month, and 12-month durations at maturity.
  - iv. The Board also authorized an additional \$30,000 investment in Chase Ladder CD's but no CD's have been purchased pursuant to this authorization.
  - v. Laws proposed an alternative plan to invest all \$60,000 in 12-month CD's, \$7,500 per month, for eight months beginning in June 2025, cashing existing CD's as needed. Motion was made by Laws and seconded by Coffey to implement the revised Chase CD investment plan. Motion passed.
- d. Laws presented a proposed 2026 Budget, noting that a 2026 budget needs to be approved tonight by the Board for presentation and vote at the upcoming Annual Meeting.
  - i. Laws said the proposed budget includes reduced \$15,000 expenses for HWM Lake Treatment, \$14,000 for Water Safety Patrols, and \$15,000 for Water Quality Studies, as well as typical Administrative Expenses.
  - ii. Laws said that, since the District will be close to meeting its goal to hold sufficient funds in reserve for possible lakewide HWM treatment, he suggested a *reduction* in the 2026 tax levy. After discussion, it was determined that the tax levy should be reduced to \$47,000, a 10% reduction from the \$52,000 tax levy of 2023, 2024, and 2025.
  - iii. Laws made a motion, seconded by Coffey, to approve the

revised proposed 2026 Budget for presentation, review, possible revision, and approval at the Annual Meeting. Motion passed.

**8. Commissioner Comments: None**

**9. Update: 2025 Hybrid Water Milfoil (HWM) Treatment Program**

- a. Purinton reported that the Wisconsin Lake and Pond Resource contract for the 2025 spring HWM Lake Treatment and the 2025 Fall Survey was executed as authorized in December.
- b. The limited 2025 HWM Treatment, about 1/3-acre in the southeast portion of the lake, is targeted to be undertaken in May.
- c. A map of the 2024 Fall Survey and the 2025 HWM Lake Treatment were uploaded to the website.

**10. Update: 2025 Water Safety Patrols**

- a. Purinton reported that the WDNR reimbursement for the 2024 water safety patrols was less than expected.
  - i. Expenses were audited by WDNR and reduced by about \$320.
  - ii. Then the reimbursement was made at 57% of approved expenses, not the 75% that was expected.
- b. Purinton reported that Commissioner Andershock attended a meeting at the Kenosha County Sheriff's Office in March with other lake districts and municipalities to review 2025 water safety programs. The District's proposed increased 2025 water safety patrols was confirmed.
- c. Purinton said that the 2025 Water Safety Patrols contract with the Kenosha County Sheriff's Department was executed and returned for final county approval and execution.
  - i. The contract form was the same as the 2024 contract, which was reviewed and approved by the attorney last year.
  - ii. The contract reflected the terms approved by the Board in December -- increased patrols (at least 4 hours on Saturday and 4 hours on Sunday every weekend from Memorial Day through Labor Day, rainy days excepted) at a cost not to exceed \$14,000.

**11. Discussion and Possible Action: Proposed Silver Lake Water Quality Plan and Proposed Web Page**

- a. Purinton said that Dave Engels, on behalf of the District, took spring and fall 2024 water samples to provide baseline data on the chemical composition of the lake water. The analysis of the samples was discussed at the December Board meeting.
- b. The proposed next step is a more detailed water quality study that would focus on sources of nutrients and salt compounds, storm sewer drainage, possible run-off from shoreline properties, and salt use in

adjacent County and Village roads. The study would also attempt to understand the reasons for frequent Village beach closures from high coliform levels.

- c. Motion was made by Laws, seconded by Coffey, to approve the following resolution, which was passed:

“Whereas Silver Lake has high levels of salt compounds and nutrients in its lake chemistry, there is a need to further study the various possible sources of those compounds and nutrients that affect the overall water quality of Silver Lake. The Board hereby requests that the Southeastern Wisconsin Regional Planning Commission (SEWRPC) prepare a proposal for Board consideration to include various noted study components.”

- d. Water Quality will be an agenda item at the Annual Meeting and will include a description of the 2024 spring and fall water chemistry analysis, as well as the proposed Water Quality Study.
- e. Purinton also asked the Board to review the proposed webpage and supporting materials titled “Water Quality – Causes, Effects, and Solutions.” The plan is to upload it to the website prior to the Annual Meeting.

## **12.Update: Lake Levels and Outlet Dam**

- a. Purinton reviewed the latest Lake Levels chart noting that lake levels during the summer of 2024 were 5” to 10” higher than those in 2023. He also noted that the lake is currently significantly lower than it was at this time in either 2023 or 2024.
- b. Purinton said the proposed revisions to the Lake Levels web page were provided for Board members’ review and comment and would be uploaded to the website by the end of April.

## **13. Discussion and Possible Action: WDNR 2025 Silver Lake Panfish Study**

- a. Purinton said there is evidence that the size of panfish (bluegill, pumpkinseed, crappie, perch, warmouth) has decreased in time in many Wisconsin lakes. Studies in Minnesota and Wisconsin show that reduced bag limits can increase the average size of panfish in certain lakes.
- b. The WDNR is considering undertaking a panfish growth overview study in Silver Lake. The spring 2021 Silver Lake Fisheries Survey demonstrated a below-average abundance of various panfish, particularly pumpkinseed and bluegill,
- c. Motion was made by Laws, seconded by Coffey, to approve the resolution noted below. The motion passed.



“Whereas the WDNR has determined that certain lakes are experiencing panfish overharvesting, and whereas the WDNR is considering undertaking a 2025 panfish growth overview study for Silver Lake, the Silver Lake Management District does hereby endorse the WDNR’s proposed study.”

#### **14. Discussion and Possible Action: 2025 Annual Meeting Agenda, Proposed 2026 Budget, Meeting Notice and Materials, Annual Meeting Details**

- a. Purinton said that the Board needed to take action on several items in preparation for the Annual Meeting. These items were discussed and approved:
  - i. Annual Meeting Notice/Agenda: Motion made by Laws, seconded by Coffey. Motion passed,
  - ii. Annual Meeting Notice Documents to include the Meeting Notice/Agenda, Resolution to Expand the Board by Two Elected Commissioners, Call for Commissioner Nominations, and Financials (2024 Final, 2025 Year-to-Date, 2026 Proposed Budget): Motion made by Coffey, seconded by Laws. Motion passed.
- b. Purinton discussed the Annual Meeting Checklist and Assignments:
  - i. The Copper Bottom Venue needs to be reserved (Coffey).
  - ii. The Annual Meeting Notice Documents need to be mailed to all lakefront property owners by May 2 (Laws and Andershock), a Class 2 Legal Notice also needs to be published (Purinton), a Meeting Notice email will be updated to the website and an email sent to the website mailing list (Purinton), and a physical Meeting notice will be posted in several locations (Laws and Andershock).
  - iii. Purinton will prepare Check-In and meeting materials.
  - iv. Various Board members will recruit volunteers for the Check-In (Coffey: Rustic Shores and Silver Lake Rd, Purinton: Newport Bay and Shorecrest, Laws: Cogswell Rd).
  - v. Coffey and Laws will be the Election Judges.
  - vi. Set-up is at 9:15.

#### **15. Any Other Topics**

- a. Wake Surfing is a current controversy on many Wisconsin lakes. Regulations limiting or prohibiting wake surfing on many Wisconsin lakes are being considered and, in some cases, passed. The Salem Lakes Village Board is having an informational meeting on April 23 on that topic.

**16. Next Board Meeting:** Immediately after the Annual Meeting on Saturday, May 24, 2025.

**17. Adjournment:** Motion to adjourn made by Gandt, seconded by Laws. Motion passed. The meeting was adjourned at 8:30pm.

**Respectfully submitted by Jim Purinton for Dee Andershock, Secretary.**



## 2025 BUDGET / YEAR-TO-DATE

### CASH BASIS

as of 4/9/2025

	2025 BUDGET	2025 YTD	Expected Rest of Yr	Expected 2025 Total	Budget v Expected	
<b>CASH RECEIPTS</b>						
Tax Levy	52,000	34,798	17,202	52,000	-	Note 1
Grants	-	2,951		2,951	2,951	Note 2
Donations	-	-				
Interest	-	-				
<b>TOTAL RECEIPTS</b>	<b>52,000</b>	<b>37,749</b>	<b>17,202</b>	<b>54,951</b>	2,951	
<b>CASH EXPENSES</b>						
HWM Treatment	25,000	-	6,000	6,000	19,000	Note 3
Water Safety Patrols	10,000	-	14,000	14,000	(4,000)	Note 4
Water Quality Studies			5,000	5,000	(5,000)	Note 5
Administration						
Website	1,000	-	1,000	1,000	-	
Insurance	2,600	2,388		2,388	212	
Legal	500	-	500	500	-	
Annual Meeting	700	-	700	700	-	
PO Box	100	-	65	65	35	
Banking	100	-	-	-	100	
Audit	700	600	-	600	100	
Contingency	1,300	-	-	-	1,300	
Reserve for Future Projects	10,000	-		-	10,000	
<b>TOTAL CASH EXPENSES</b>	<b>52,000</b>	<b>2,988</b>	<b>27,265</b>	<b>30,253</b>	<b>21,747</b>	
<b>PROJECTED YR-END SURPLUS (DEFICIT)</b>				<b>24,698</b>		
<b>TOTAL CASH &amp; INVESTMENTS</b>						
Start of Year	<b>66,357</b>					
Projected End of Year				<b>91,055</b>		

Note 1: Tax receipts are received Jan-August

Note 2: Unbudgeted WDNR reimbursement for 2024 Water Safety Patrols

Note 3: 2025 spring HWM treatment and fall 2025 lake survey expected cost of \$6,000

Note 4: 2025 water safety patrols contract not-to-exceed \$14,000

Note 5: Estimated 2025 portion of proposed Silver Lake Water Quality Study

**EXHIBIT B**

**SLMD BOARD RULES AND PROCEDURES**

**ADOPTED DECEMBER 29, 2021**



# BOARD RULES AND PROCEDURES

The following Rules and Procedures were adopted by the Board of Commissioners of the Silver Lake Management District at the December 29, 2021, Board Meeting.

## General

The Board of Commissioners of the Silver Lake Management District will comply with the relevant provisions of **Chapter 33, Wisconsin Statutes**, titled "Public Inland Waters" and **Chapter 19, Wisconsin Statutes** titled "General Duties of Public Officials."

## About Board Meetings

- **Quorum:** Three Commissioners will constitute a quorum. A maximum of two Commissioners can attend remotely if unable to attend in person.
- **Agenda:** Set by Chair prior to meetings. Included in the Board Meeting Notice. No Board actions on any items not included in the published Agenda.
- **Board Meeting Notice:** Board Meeting Notice prepared by Chair to include meeting time, date, location, and Agenda. Posted in at least three locations accessible to the public near the meeting location, as well as the District website, at least 24 hours in advance of the meeting.
- **Regular Meetings:** Held at least quarterly. Date, time, location of subsequent Board Meeting set by Board at prior meeting. Held in places accessible to the public with Board Meeting Notice provided in advance. In time of declared emergency, remote meetings may be held.
- **Special Meetings** (those not set at a prior Board meeting): Can be called by Chair, by written request of three Commissioners, or by District property owners pursuant to Chapter 33. Board Meeting Notice required for compliance with Wisconsin open meeting law.
- **Board Actions:** Motion with second required for approval of minutes and passage of resolutions, paying bills, awarding vendor contracts, approving Annual Budgets, etc. Voice vote unless roll call requested by a Commissioner.
- **Board Minutes:** Recorded by the Secretary, approved by the Board at the subsequent Board meeting. Posted on District website.

## About District Operations

- **Annual Budget:** Treasurer and Chair to draft Annual Budget for Board review and approval. Treasurer to present Annual Budget to Annual Meeting for final approval.
- **Tax Levy:** Treasurer to maintain the list of District property owners and file annual tax levy in the fall as required by the local municipal rules. Levy to be in Annual Budget approved earlier that year at the Annual Meeting.
- **Bank Account and Bookkeeping:** Treasurer to maintain the District's segregated bank account, keep the District's books, deposit District funds, prepare bills for Board approval, and provide financial reports to the Board at least twice a year. Treasurer to pay bills approved by Board. After-the-fact authorization by Board allowed for time-sensitive items.
- **Audits:** Treasurer to budget for, and facilitate an annual audit as required by Chapter 33.
- **Vendor Bidding:** Vendor contracts over \$2,000 will be competitively bid by the Treasurer or the designated Commissioner unless the Board approves otherwise. The Board must approve the contract award before the contract is executed. Only the Chair can execute contracts on behalf of the District. Sole-source contracts can be awarded by the Board in special situations when multiple bids were not received despite extra efforts, when the execution of the contract requires a specific contractor, or when the new work is an extension of a prior contract.
- **District Website:** The Secretary is responsible for updating and maintaining the District website and the email list of District property owners and interested parties.
- **Office/PO Box:** A physical office is not required. When there is no physical office, the District will maintain a PO Box.
- **Public Records:** Maintained for a minimum of five years. Agendas, Board Meeting Notices, meeting hand-out materials, meeting presentations, and Meeting Minutes will be maintained by the Secretary and, as appropriate, posted on the District website. RFP's, bids, vendor contracts, bills, bank records, financial statements, audit reports, etc. will be maintained by the Treasurer. All records to be available for public inspection.
- **District Public Communications:** Made by (signed by) the Chair. Reviewed by Commissioners prior to release.
- **Annual Meeting:** Held pursuant to Chapter 33 requirements. Date, time, location, and Agenda will be approved by Board at least 30 days prior to the Annual Meeting. Agenda to include approval of the Annual Budget and the tax levy for that year, as well as election of property-owner commissioner(s) for vacant/expiring positions by written ballot. A person not running for Commissioner will count the election ballots.
- **Between Meeting Communication and Consultation Among Commissioners:** Communications between two commissioners is encouraged, but discussions concerning District business outside Regular or Special Meetings among three or more commissioners is prohibited.