

# MEETING MINUTES OF THE BOARD OF COMMISSIONERS

December 29, 2021

# Call to Order

The meeting of the Board of Commissioners of the Silver Lake Management District (SLMD) was called to order at 7:00 p.m. Wednesday, December 29, 2021. The meeting was held at the Copper Bottom Bar & Grill, 28836 Silver Lake Road, Salem, WI.

# Roll Call

Present: John Coffey, (Remote Attendance)

Donna Kubik Jim Purinton

Absent: Ted Kmiec Harry Laws

# Open Meeting Law Compliance Check

The Board Meeting Notice was posted at the Silver Lake Post Office, the Salem Community Library, the Salem Lakes Village Hall, as well as the Copper Bottom Bar & Grill on Thursday, December 23, 2021.

# Approval of Board Meeting Minutes from October 27, 2021

A motion by Commissioner Coffey, seconded by Chairman Purinton to approve the Minutes from the October 27, 2021 Board meeting was passed by the Board.

# Board Administrative Matters

* 1. **Adoption of Board Rules & Procedures (Exhibit A)**

A motion by Commissioner Kubik, seconded by Commissioner Coffey to adopt the Rules and Procedures of the Silver Lake Management District as presented was passed by the Board.

# Report on Recording the District’s Authorizing Document Pursuant to Wisconsin Statutes 33.265

Chairman Purinton reported that the Order, which consists of the map of the SLMD, a list of Tax ID#’s for all properties within the SLMD, and the Kenosha County Board Resolutions forming the SLMD and appointing Commissioners, was recorded by the Kenosha County Register of Deeds on November 22, 2021. The recorded Order was forwarded to the Wisconsin Dept. of Revenue and the Wisconsin Dept. of Natural Resources as required.

# Additional Administrative Reports

Chairman Purinton made three additional reports to the Board.

On November 30, 2021, WDOR Local Govt. Services reported that the SLMD will “set up on the Wisconsin Department of Revenue systems effective January 1, 2022”, which means the SLMD will be an officially recognized local governmental unit capable of levying taxes, with the first levy to be included in the year-end 2022 real estate tax bills.

The SLMD Checking Account will be opened at Chase Bank, Bristol Branch. Checks will require two signatures.

After researching other lake district accounting practices, Treasurer Laws recommended an Excel software system for the District’s bookkeeping and reporting requirements.

# 2022 SLMD Budget (Exhibit B)

Chairman Purinton noted that, since the District will not have any 2022 tax revenues, the Board needed to consider alternative sources of revenue for the minimal 2022 Budget. He said two revenue sources have been arranged and pending Board approval.

The first source is a $5,000 loan from the Silver Lake Protection Association maturing on

June 30, 2023, and an interest rate of 4.0%. The loan will be repaid from District tax revenues received in 2023.

A motion was made by Commissioner Kubik, seconded by Commissioner Purinton and passed by the Board (Commissioner Coffey abstained) to accept the $5,000 loan from the Silver Lake

Protection Association, authorize the Chairman to execute the loan document on behalf of the Board, direct the Treasurer to deposit the loan proceeds in the District’s bank account, and direct that the repayment of the loan be included in the District’s 2023 Budget and tax levy.

The second source is donations. A motion was made by Commissioner Kubik, seconded by Commissioner Coffey, and passed by the Board to accept donations totaling $4,000 from Jim Raker, Jeff Bell, Donna Kubik and Jim Purinton, and direct the Treasurer to deposit the proceeds in the District’s bank account.

A motion by Commissioner Coffey to approve the proposed 2022 District Budget totaling $9000 was seconded by Commissioner Kubik and passed by the Board.

# 2022 SLMD Insurance Coverage

The Board reviewed the results of bids received from three insurance agencies with clarification provided by Chairman Purinton regarding the need for Workers Compensation.

A motion by Commissioner Kubik to accept the District’s 2022 Insurance Proposal from The Horton Group of Waukesha, WI; to authorize Chairman Purinton to execute the appropriate document(s) on behalf of the Board to effectuate the insurance coverage, and to authorize Treasurer Law to pay the $2,178 premium. The motion was seconded by Commissioner Coffey and passed by the Board.

# SLMD Website Design & Development

Commissioner Kubik gave an overview of her research into organizations providing website design and development services. The scope of design/development services for the District are to be performed in phases and scheduled over two years. Firms providing services to the lake districts of Powers Lake, Camp/Center Lake and Twin Lakes were short-listed and invited to submit proposals; one declined. An acceptable proposal was received from Image Management LLC of Racine, WI in the amount of $6,750.00 to be performed in phases.

Commissioner Kubik moved to accept the Image Management LLC of Racine, WI proposal not- to-exceed $6,750.00, and to provide Phase I website design/development services only in the amount of $4,590. It was further moved to authorize Chairman Purinton to execute the contract, and direct Treasurer Laws to pay the Phase I cost when due. Phase II ($765.00) and Phase III ($1,360.00) cost of services are to be included in the 2023 District Budget. The motion received a second by Commissioner Coffey and passed by the Board.

# SLMD Cooperation with the Silver Lake Protection Association (SLPA)

Chairman Purinton and Commissioner Coffey reported on the progress of discussions regarding the 2022 lake treatment program and a cooperative fundraising effort. The results of those discussions are:

* 1. The Silver Lake Protection Association will sponsor the 2022 Milfoil Lake Treatment Program if sufficient funds are raised, and
  2. The Silver Lake Protection Association will co-sponsor, with the District, a fundraising campaign to fund unpaid expenses related to the formation of the District and to pay for the 2022 Milfoil Lake Treatment Program.

The 2022 Silver Lake Fundraising Campaign:

1. Co-sponsored by SLPA & SLMD
2. Fundraising goal of $50,000
3. E-mail solicitation to everyone on the District Property Owner List by District Secretary
4. USPS mail solicitation to all District Property Owners at address of record by Chairman Purinton.
5. The solicitations will invite donations equal to District taxes they would have paid in 2021 ($0.77 per $1,000 of assessed valuation)
6. The solicitations will be sent on or about January 17, 2022

Commissioner Kubik moved to approve that the District co-sponsor the 2022 Silver Lake Fundraising Campaign with the SLPA, and authorize Chairman Purinton to sign documents on behalf of the District, including the solicitation letters, which will be similar to those presented at this Board meeting. The motion was seconded by Chairman Purinton and passed by the Board.

# The next meeting of the Silver Lake Management District will be held on Tuesday, April 5, 2022, at 7:00 p.m. at the Copper Bottom Bar & Grill, Salem, WI.

1. **There being no further business, the December 29, 2021, meeting of the Silver Lake Management District adjourned at 7:55 p.m.**

Respectfully submitted, Donna L. Kubik, Secretary



**Exhibit “A”**

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.
* **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.



**Exhibit “B”**

|  |  |
| --- | --- |
| **2022 BUDGET**  **REVENUES** | 12/29/2021 |
| Tax Receipts | ------- |
| Grants | ------- |
| Loan | 5,000 |
| Interest Income | ------- |
| Donations | 4,000 |
|  | 9,000 |
| **EXPENSES** |  |
| Insurance | 2,180 |
| Legal | 500 |
| Annual Mtg/Mailings | 500 |
| Accounting/Audit | 360 |
| Website | 4,590 |
| Acquatic Plant Mgmt | ------- |
| Contingency | 870 |
|  | 9,000 |