**MEETING MINUTES OF THE BOARD OF COMMISSIONERS**

October 27, 2021

1. **Call To Order**

The first meeting of the Board of Commissioners of the Silver Lake Management District (SLMD) was called to order at 7:00 p.m., Wednesday, October 27, 2021. The meeting was held at the Copper Bottom Bar & Grill, 28836 Silver Lake Road, Salem, WI.

**2. Roll Call**

Present: John Coffey, Kenosha County Representative

Ted Kmiec, Village of Salem Lakes Representative

Donna Kubik, Interim Commissioner (remote attendance)

Harry Laws, Interim Commissioner

Jim Purinton, Interim Commissioner

1. **Open Meeting Law Compliance Check**

The Board Meeting Notice was posted at the Silver Lake Post Office, the Salem Community Library, and the Salem Lakes Village Hall on Thursday, October 21, 2021, as well as the Copper Bottom Bar & Grill on Friday, October 22, 2021.

1. **Election of Officers**

Chair--A motion by John Coffey, seconded by Ted Kmiec, elected Jim Purinton as Chairman of the Silver Lake Management District.

Secretary-- A motion by John Coffey, seconded by Harry Laws, elected Donna Kubik as Secretary of the Silver Lake Management District.

Treasurer -- A motion by John Coffey, seconded by Donna Kubik, elected Harry Laws as Treasurer of the Silver Lake Management District.

1. **Chairman’s Report**

Chairman Purinton thanked the many people and organizations who helped to create the Silver Lake Management District:

* The Silver Lake Protection Association Board, especially John Coffey, Dave Zyer, and Karen Erb, and the SLPA Lake District Committee, especially Harry Laws, Jeff Bell, Dave Engels, Donna Kubik, Jim Purinton, Jim Raker, and Randy Schelling.
* Kenosha County: County Executive Jim Kreuser, Corporation Counsel Joe Cardamone, Planning Director Andy Buehler, PDEEC, Supervisor Erin Decker, Supervisor Sharon Pomaville, and the County Board.
* Village of Salem Lakes: Board President Diann Tesar, Village Administrator Mike Murdock, Trustee Dennis Faber and the Village Board.
* The lakefront property owners who turned out twice to sign petitions and show their overwhelming support for the formation of the District.

Chairman Purinton then outlined the Board’s priorities leading up to the 2022 SLMD Annual Meeting:

* Perform activities pertinent to the start-up of the organization.
* Work with the Silver Lake Protection Association Board regarding a 2022 weed treatment program and to transition lake management to the SLMD in 2023.
* Hold the 2022 District Annual Meeting to elect three property-owner Commissioners, approve the District Budget and tax levy, and authorize a lake management program.

1. **Organizational Matters**
2. **Rules and Procedures**: A draft of the proposed SLMD Rules and Procedures was discussed and distributed for review and comment. A final draft will be presented to the next Board meeting for consideration and possible approval
3. **Public Notice of Board of Commissioner Meetings**

A motion by Ted Kmiec, seconded by John Coffey, was passed by the Board:

“The Chair will prepare the Board Meeting Notices to include date, time, location, and meeting agenda. The Board Meeting Notice will be posted at three locations near the meeting location, plus the District’s website (when operational), at least 24-hours in advance of Board meetings. Board Meeting Notices may also be provided to *The Kenosha News, West of the I,* and/or other media outlets.”

1. **District Registration, Banking, Insurance, and Accounting**
2. **District Registration:** Per Wisconsin Statutes, the Board must record the order creating the district with the Kenosha County Register of Deeds and then file with the Wisconsin Dept of Revenue and the Wisconsin Dept of Natural Resources.

A motion by Harry Laws, seconded Ted Kmiec, was passed by the Board:

“The Board authorizes the Chair to execute all required documents on behalf of the Board of Commissioners of the Silver Lake Management District that are required to record the order forming the District with the Kenosha County Register of Deeds pursuant to 33.245 of the Wisconsin Statutes.”

1. **Banking, Insurance, and Accounting:**

It was noted that the District has many start-up administrative activities that need to be completed. Harry Laws reported the District has opened Silver Lake Post Office Box 294 and has been assigned FEIN #36-4999169. It was noted the district’s checking account must be opened by the Chair, and this action is anticipated to be taken prior to the next Board meeting. Contact has been made with several insurance brokers regarding D&O Insurance. Harry Laws will make a report on insurance procurement at the next Board meeting. Treasurer Laws will also research bookkeeping systems and their costs and recommend a software system to the Board at the next meeting.

1. **Development of the District Website**

The Board was unanimous in supporting the development of a District website, noting that a website is a good way to satisfy open meeting and public record keeping requirements, while providing additional communication with property owners and the public.

Donna Kubik will research other lake district websites and website consultants, draft and RFP to solicit bids for professional services, and present a report and recommendation to the Board for its consideration and possible action at the next Board meeting.

1. **SLMD 2022 Budget and Source of Revenues**

The Board discussed necessary expenditures the Board will need to make in 2022. However, Chapter 33 of the Wisconsin Statutes requires lake district budgets be approved at district Annual Meetings held between May 22 and September 29. In the interim, District Boards “may raise funds to pay organizational costs and to operate the district until the receipt of tax voted by the first annual meeting” (Wis Stat 33.27(4)).

A draft 2022 SLMD Budget totaling $10,000 was distributed to the Board. Comments will be provided to the Treasurer before the next meeting. A final budget will be presented to the next Board meeting for consideration and possible action.

A discussion ensued on how best to manage the 2022 organizational start-up expenses as no tax revenues will be available until 2023. It was agreed that the Commissioners will solicit private donations to defray $10,000. Donation pledges will be provided to the Treasurer before the next meeting.

**f. The District’s 2022 Annual Meeting**

The Board agreed to tentatively schedule the Annual Meeting of the Silver Lake Management District for 10am on Saturday, May 28, 2022, in the Pavilion at the Copper Bottom Bar & Grill.

1. **SLMD Cooperation with Silver Lake Protection Association (SLPA), and Transition of Lake Treatment from SLPA to SLMD**

There was a discussion concerning the inability of the District to take over SLPA’s treatment of invasive weeds until 2023. A motion by Harry Laws, seconded by John Coffey, was passed:

“One of the highest priorities of the Silver Lake Management District is to facilitate the orderly transition of lake management responsibilities from the Silver Lake Protection Association to the District. However, the District is unable to levy taxes until year-end 2022. As a result, the Silver Lake Management District will seek to cooperate with the Silver Lake Protection Association regarding the 2022 invasive week treatment program and will, beginning in 2023, take over full responsibility for continuing the program to treat the invasive weed problem in Silver Lake.”

Chairman Purinton and Commissioner Coffey (also President of SLPA) were directed to approach the SLPA Board regarding the two organizations working together on the 2022 weed treatment program to possibly include a cooperative fundraising plan to cover the costs of the treatment. A status report on this topic will be provided at the next Board meeting.

1. **Communication with District Property Owners**

Secretary Kubik will take over the Property Owner Email List developed during the petition effort earlier this year.

Secretary Kubik will draft an update e-mail communication from SLMD to the Property Owner Email List for review and approval by the Chair, with subsequent review by Commissioners. The email update will be sent out prior to the next Board meeting.

1. **Next Board Meeting:** The SLMD Board will meet on Wednesday, December 29, 2021, 7:00 p.m. at the Copper Bottom Bar & Grill.
2. **Adjournment:**  The meeting was adjourned at 8:05pm.

Respectfully submitted,

Donna L. Kubik, Secretary