



MEETING MINUTES OF THE BOARD OF COMMISSIONERS

April 5, 2022

1. 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., Tuesday, April 5, 2022. The meeting was held at the Copper Bottom Bar & Grill, 28836 Silver Lake Road, Salem, WI.

2. Roll Call

Present: John Coffey
 Ted Kmiec
 Donna Kubik
 Harry Laws
 Jim Purinton

3. 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 March 29, 2022.

4. Approval of Board Meeting Minutes from December 29, 2021

A motion by Commissioner Coffey, seconded by Commissioner Kubik to approve the Minutes from the December 29, 2021, Board Meeting, and the Board passed the motion.

5. Chairman's Report

- a. Chairman Purinton reported documents were executed and signatures from the Treasurer and Secretary were obtained to open the District's checking account at Chase Bank.
- b. A Promissory Note was executed with the SPA and exchanged for a \$5,000 check.

- c. Treasurer Laws procured insurance coverage including Workmen's Compensation from the Horton Group.
- d. An agreement was signed with Image Management LLC of Racine, WI to develop the Silver Lake Management District's website.

6. Treasurer's Report

The 2022 Budget/Actual Treasurer's Report was presented for the Board's review and is attached. The Treasurer's Report will be presented at each Board Meeting.

7. Report on the 2022 Silver Lake Fundraising Campaign

- a. A Fundraising Campaign was developed by the SLMD/SLPA and sent to lakefront property owners, the SLPA membership and friends of the lake. The Campaign consisted of:
 - i. An e-mail to lakefront property owners on January 19, 2022.
 - ii. A USPS mailing to lakefront property owners on January 20, 2022.
 - iii. A follow-up e-mail solicitation on March 20, 2022.
- b. Commissioner Coffey reported that \$47,000 has been raised to date. The SLPA Board will be meeting to discuss and approve the payment of an invoice for legal services in the amount of \$23,000. for legal services. The SLPA will also pay for the treatment of invasive milfoil in Silver Lake in spring 2022. Any remaining dollars will be donated to the District for future lake treatments.
- c. John Coffey will present a report at the May 2022 Annual Meeting which will include the final fundraising amount, the implementation of the lake treatment program and any excess dollars available for donation to the SLMD.

8. Discussion & Possible Action Concerning the District's Website

- a. The domain name is www.silverlakemgmt.org
- b. Prior to this meeting, a link to the proposed website design was provided to the Board. After a brief statement regarding the Phase I development process, Commissioner Kubik asked for additions and/or modifications.
- c. Commissioner Laws asked for clarification regarding the "MailChimp" feature, and in particular, space/memory, security, and the ability to subscribe or unsubscribe at any time.
- d. Commissioner Laws motioned to approve the website going "live" once all additions, modifications, and a final review of the content was completed; seconded by Commissioner Coffey. Motion passed.

- e. The scope of services for Phase II and III website development will be identified and included in the 2023 Proposed budget. A suggestion by Commissioner Coffey to add “Local Businesses” on the website will be studied as part of the Phase II and/or III scope of services and a recommendation will be presented to the Board for their consideration.

9. Discussion and Possible Action Concerning the District’s Annual Meeting

- a. The Annual Meeting of the Silver Lake Management District will be held on May 28, 2022. Chairman Purinton distributed copies of the proposed Annual Meeting Notice, Call for Nominations, 2022 Budget/Actual/Expected and the Proposed 2023 Budget.
- b. The Wis. Stat. 33.30(3) Electors and Property Owners define who will be eligible to vote at the SLMD Annual Meeting:
 - i. Electors are all residents living in the district who are eligible to vote. They do NOT need to own property.
 - ii. Property owners are all those “as listed on the tax rolls” and include non-residents.
 - iii. The SLMD maintains a list of property owners within the Management District. This list includes Electors who own property. Electors who do not own property within the District are still unknown.
- c. Annual Meeting Notice
 - i. The legal requirement for the annual meeting notice is stated within Wis. Stat. 33.30(2)(a). The meeting notice package will be sent via USPS to the list of property owners by May 13, 2022. A Class 2 Legal Notice will be submitted to the Kenosha News.
 - ii. In addition to the Wis. Stat. requirements, the Annual Meeting Notice will be sent to property owners and friends using the SLMD’s e-mail list. The Meeting Notice will also be posted in the usual public places.
 - iii. The Annual Meeting Notice Package will consist of:
 - Annual Meeting Notice
 - Call for Commissioner Nominations
 - 2022 Budget/Actuals
 - Proposed 2023 Budget

d. Pre-meeting Check-in

- i. District Property Owners and Non-Owning District Electors must be present to vote.
 - No proxies, mail-in, or absentee voting.
 - Secret ballot election of Commissioners
 - Voice vote to approve 2023 Budget and any other items up for approval.
 - No quorum required.
- ii. One Vote Per District Property Owner
- iii. Commissioners Laws and Kubik will meet to create a Check-in/Ballot District Plan for the Annual Meeting. They will determine the number of check-in tables needed and recruit volunteers for each table.

A suggestion was made to have multiple tables each designed to process members according to their address, i.e., Rustic Shores, Newport Bay, South Cogswell Drive, North Cogswell Drive, Silver Lake Road, etc. Directional and table signage will be prepared to avoid long lines and confusion.

Chairman Purinton distributed a revised property list arranged in groups based upon address. Volunteers will be responsible for matching attendees to the list of District Property Owners and provide them with a ballot.

Non-Owning District Electors will be asked to sign a Voter Certification provided for the Board to review, and once the Certification has been signed, the Elector will be given a ballot.

The ballot will include the list of nominees known prior to the meeting and provide space(s) for any in-meeting nominees.

A Ballot Box will be located near the check-in tables. Commissioner Kmiec and Coffey will serve as election judges. They will be responsible for announcing the final call for Commissioner nominations, counting the ballots and announcing the results of the election.

- e. Annual Meeting Proceedings
 - i. The Annual Meeting of the Silver Lake Management District will be run by Chairman Purinton.
 - ii. The draft agenda was presented by Chairman Purinton be:
 - 1. Call to Order
 - a. Welcome
 - b. Thank You
 - c. Overview of Agenda
 - 2. Final Call for Commissioner Nominations
 - 3. SLPA Report: 2022 Silver Lake Fundraising Campaign & 2022 Lake Treatment
 - 4. 2022 Budget/Actuals
 - 5. 2023 Budget
 - 6. Final Call for Voting for Commissioners
 - 7. Election Results
 - 8. Communications Between Annual Meetings
 - a. Website
 - b. E-mail List
 - c. Quarterly Board Meetings Open to the Public
 - 9. Call for New Business
 - 10. Adjournment of the 2022 SLMD Annual Meeting
 - 11. Immediately following the Annual Meeting, per state statutes, the new Board of Commissioners will meet to elect the officers and set the next Board meeting date and location.
- f. Election of Three Commissioners
 - i. The existing Interim Commissioners' terms of office will expire at the Annual Meeting.
 - ii. Three elected commissioners will be selected at the Annual Meeting and serve 1, 2 or 3-year terms. One of the elected commissioners must be a resident of the State of Wisconsin.
 - iii. Commissioners need to be non-owning District Elector, District Property Owner, or an "official representative, officer, or employees of any trust, foundation, corporation, association, or organization which is an owner of property within the district in accordance with Wis. Stat. 32.285.
 - iv. Commissioner Nomination Requirements:
 - 1. Existing Interim Commissioners will stand for election
 - 2. Nominations received prior to Annual Meeting
 - 3. Nominations at start of the Annual Meeting
 - 4. Self-nomination allowed

- v. John Coffey and Ted Kmiec will be responsible for closing the nominations at the start of the meeting. Karen Erb, an independent party, has volunteered to help count the ballots during the business meeting. John Coffey and Ted Kmiec will announce the result of the election.

- vi. Determination of Election Winners and Terms of Office
 - 1. Election winners are the top three vote getters
One elected commissioner must be a resident of the State of Wisconsin.
 - 2. The term of office of each new commissioner will be determined by the number of votes they received (more votes – longer term).
 - 3. Ties will be broken in the manner determined by the election judges.

- g. Approval of 2023 Annual Budget & Tax Levy
 - 1. The tax levy for 2023 will be \$52,000.
 - 2. Aquatic Plant Management Plan (APMP)
 - i. Following WDNR guidelines, the SLMD will conduct an Aquatic Plant Management Plan in 2023 and will update the Plan every 5 years thereafter.
 - ii. The \$10,000 expenditure shown in the proposed 2023 Budget is based upon discussions with the Wisconsin Lakes and Pond Resources.
 - iii. The SLMD will apply for a WDNR grant to offset approximately 50% of the cost of the Plan. The proposed budget does not include the grant due to the uncertainty of the award.
 - 3. Aquatic Plant Management (Lake Treatment)
 - i. \$25,000 has been allocated for the 2023 lake treatment. The expenditure is based upon the \$20,000 - \$25,000 estimate provided by the Wisconsin Lakes and Pond Resource.
 - ii. The Board will determine the treatment program in the first quarter of 2023 after it received the Fall 2022 Lake Survey Report which will include treatment recommendations.
 - 4. Commissioner Laws requested the expense category titled “Reserves” be changed to “Future Projects” for more clarity. The Board agreed with establishing this line item and contributing on-going dollars to fund a future “whole lake treatment”.
 - 5. Image Management will perform Phase II and III website services in 2023.
 - 6. The SLMD will repay the SLPA loan in 2023.
 - 7. The Annual recurring costs are typical administrative, insurance, legal and Annual Meeting expenses.

A motion by Commissioner Laws, seconded Commissioner Kmiec, recommending the presentation of the Silver Lake Management District's Proposed 2023 Budget to the membership at the May 28, 2022, Annual Meeting, incorporating revisions made at this meeting. The Board passed the motion.

- h. Annual Meeting Venue – The Pavillion at Copper Bottom Bar & Grill
 - i. John Coffey will confirm the reservation for use of The Pavillion on May 28, 2022. The Pavillion will be set up theatre-style and Commissioner Coffey will request the use of chairs for 100+ people.
 - ii. Copper Bottom will provide tables for the Annual Meeting, and once the number of tables are determined for check-in, the Ballot Box and hand-outs, they will be ordered.
 - iii. John Coffey will provide the PA System, and Jim Purinton will provide display boards. Commissioners Laws and Kubik will prepare the signage for the check-in tables and directional signage leading up to The Pavillion.
- i. The Board approved the Annual Meeting Notice, Call for Nominations, 2022 Budget/Actuals and the Proposed 2023 Budget for use as the Annual Meeting Notice materials for mailing and posting.
- 10. The next Board Meeting of the SLMD will be held on May 28, 2022, at the Copper Bottom Grill.
- 11. A motion by Commissioner Coffey; seconded by Commissioner Kmiec to adjourn. The Board passed the motion, and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Donna L. Kubik,
Secretary

SILVER LAKE MANAGEMENT DISTRICT

3/26/2022

**TREASURER'S REPORT EXHIBIT A
2022 BUDGET / ACTUALS**

	2022 BUDGET	Jan-Mar	Expected Yr-End	
REVENUES				
Tax Receipts	-			
Grants	-			
Donations	4,000	4,058	4,058	Note A
SLPA Loan	5,000	5,000	5,000	
Interest	-			
TOTAL REVENUES	9,000	9,058	9,058	
EXPENSES				
SLPA Loan Payoff				
Administration				
Annual Meeting	500		325	Note B
PO Box	-	58	58	
Cks/Banking	-	35	35	
Postage	-			
Legal	500			
Insurance	2,180	2,178	2,178	
Acctg/ Audit	360			
Subtotal	3,540	2,271	2,596	
Aquatic Plant Mgmt	-			
Info & Education				
Website	4,590	1,530	4,590	Note C
Convention	-			
Subtotal	4,590	1,530	4,590	
Reserves	-			
Contingency	870			
TOTAL EXPENSES	9,000	3,801	7,186	
SURPLUS (DEFICIT)	-	5,257	1,872	
CASH ON HAND	-	5,257	1,872	

Note A: Possible future SLPA donation resulting from
2022 Silver Lake Fundraising Campaign
Donation = Fundraising \$ less Legal Formation Costs
less 2022 Lake Treatment Cost

Note B: Mailing, presentation materials, and legal notices

Note C: Remaining \$ of Ph I Contract to be paid