

Spring Brook Watershed Lake Management District Draft Minutes
Monday 6:30 PM on 12 July, 2021,
Lauren Park Pavilion, W315 S8555 CTH EE, Mukwonago, WI53149

Order of Business:

6:30 PM Call Meeting to Order: Chairman Peter Topczewski called the meeting to order at 6:30 PM. All commissioners were present. Citizens in attendance included Kathryn McNelly – Bell and Cherie Pritzlaff. No attendees participated virtually via electronic format.

Open Forum (Citizens should raise their hands when they wish to speak during this segment): Bruce Pritzlaff stated that several dam maintenance activities have been identified, however no actions have been taken during the summer. He suggested that a work day be set for the near future to address some of them. Commissioner Hanson indicated that she had taken her mower to the town access and mowed the area around the parking lot. This item will be placed on a future agenda and a work-day established.

Correspondence: Secretary McNelly reported receiving a premium for liability insurance, which will be dealt with on later on the agenda. McNelly also reported receiving a notice from the Waukesha County Clerk's office requesting at least two business days advance notice for the county to post agendas. McNelly stated that all residents and representatives for property owners of SBWLMD and the Towns of Mukwonago and Genesee had been notified of the meeting on 9 July 2021. McNelly agreed to meet the Waukesha County administrative advance time requirement for future non-emergency meeting postings. McNelly reported that Baird and Company was hired by Waukesha County Technical College to update financial records on all special purpose units of government within its boundaries for purposes of the future finances of WCTC. McNelly returned the required survey.

Secretary's Report:

- Review and act on the attached Secretary's draft minutes for the June 7, 2021 meeting. Motion by Hanson to approve minutes as drafted, which was second by Topczewski. The motion was unanimously approved.
- Future meetings – decide future meeting format – virtual, in person or hybrid. This was briefly discussed and it was decided to hold future meeting face to face meeting CDC guidelines.

Treasurer's Report:

- Review June, 2021 Treasurer's report and tax levy receipts. Treasurer Hanson provided an oral report on changes since the 7 June meeting. Interest rates continue to be low on the Local Government Investment Pool. An addition of \$1.50 was received since the last printed treasurer's report. SBWLMD current total assets are \$47355.75. McNelly made a motion to approve the treasurer's report. The motion was second by Topczewski and unanimously approved.
- Take action on bills. Treasurer Hanson reported that we had received an invoice for liability insurance for \$1915. This is the same premium amount for this insurance as paid in 2020. McNelly made a motion to approved \$1915 to Bitco Insurance for liability coverage for SBWLMD. Topczewski second the motion which was unanimously approved.
- Review proposed 2022 annual budget. Treasurer Hanson provided a draft copy of a proposed budget for 2022. Funding lines remained unchanged, however the amount for dam maintenance/engineering was increased in anticipation of additional maintenance needs and an unchanged \$4500 tax levy for 2022. The draft budget is supported by existing assets. Motion by Topczewski and second by McNelly to present the draft 2022 budget to the electorate at the 2021 annual meeting. Motion was unanimously approved.

Watershed and lake information, dam maintenance and future needs discussion:

- Dam failure analysis, secondary spillway calculation, 10 year inspection committee update – see separate attachment. Committee Chair Kathryn McNelly – Bell provided an overview of the request for bids for the dam failure analysis, and the 10 year owner's inspection which meets DNR requirements. She recommended sending it out to several of the firms on the DNR approved engineers list with a caveat that SBWLMD reserves the rights to reject any and all bids. Motion by Topczewski and second by Hanson to approve the draft RFB. The motion was unanimously approved. Chair Topczewski thanked the committee (McNelly-Bell, Cherie Pritzlaff and Chris Champaigne for their diligence in completing this task during the pandemic.
- Water quality update and general lake conditions. Hanson reported the lake has been very clear and that the lily pads started to grow in a pattern similar to 2020. She also reported that a few more recreation user surveys have been received since the last report. The only issue identified has been the condition of the Town Access area and the need for an improved kayak/canoe launch site.
- Fish management update. McNelly provided a one page write up of his observations on the DNR boom shocker survey. Bell indicated that he had discussed a private stocking of walleye with Fish Biologist Ben Heussner and that he and several others were considering purchasing walleye fingerlings to stock in the lake under authorization of a DNR stocking permit.
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Annual Meeting Discussion:

- Date, place and time. Commissioners agreed to hold a face to face annual meeting at 6:30pm on Thursday 26 August. McNelly directed to find a public meeting location and set the agenda including election of commissioner, establishment of 2022 budget and tax levy and committee reports.
- Guest Speaker. Tom Slawski principal biologist for Southeast Wisconsin Regional Planning Commission will provide a presentation of the Lake Protection Plan for Spring and Willow Springs Lakes.

- Committee assignments – nominations, audit, fisheries, dam maintenance, and other. Karen McNelly and Bobbi Psichulis have agreed to perform the audit of financial function for SBWLMD. Commissioners were reminded that residents can serve on these other committee assignments and that they should talk to neighbors about serving.

Select dates for future meetings: Next meeting 26 August.

Adjournment: Motion Topczewski and second by Hanson to adjourn. Motion unanimously approved. Meeting adjourned at 7:20 PM.