

Phantom Lakes Management District  
June 24, 2021, 6:00 P.M. Meeting Minutes  
Virtual Meeting with Audio Call-In

**APPROVED**

**1. Call to Order**

- a. Meeting called to order at by Chairman Joe Graczyk at 6:03pm.

**2. Open Meeting Notice**

- a. The meeting was noticed and posted according to law.

**3. Roll Call**

- a. Board Members Present: Joe Graczyk, Joe Kirchner, Jake Jagmin, Adam Miller, Darlene Johnson, Dave Dubey, Joanne Tlachac. Also present: Dawn Couillard, Bethany Simon, Steve Verduyn, Tim Panazzo, Brad Bingham.

**4. Open Forum**

- a. No items were discussed.

**5. Announcements & Correspondence**

- a. Chairman Joe and member Darlene Johnson met with Alan Barrows from the Parks and Rec department to go over tax inclusion paperwork for apartments. Had to give documents and he will inform when he is complete – 30 days to do so. There are (2) lots that aren't on the tax key that should be. They are going to true up list and then update PLMD boundaries and parcels.
- b. Alan also brought up a grant that WI is offering us to do boat inspections at the boat launch. Grant of \$4,000 and Waukesha would employ the people who would be inspecting. At the end of season, we would give the money back – would cost us nothing. Joe G. is interested in taking this on. Jake says it failed in the past because people may be unreliable. Darlene says this is different because we don't have to do anything (training, hiring – college or graduating seniors). Darlene says benefit is that it goes towards Clean Waters and we can put in on other grant applications that we did this lake activity. Jake is in favor if it's a different program. Joe G. will pass along information when Alan sends for review.
- c. Darlene says there was a MythBusters for 3 common walleye myths from Wi Lake Partnership. Interesting topics in here.
- d. Bethany Simon brought up an email from Brian Glenzinski asking for possible locations for grant money for a wetland project. Steve says possibly the marsh would be a good area for the wetland project location for Brian Glenzinski. Ideal area is 20 acres. Bethany to forward email to Joe G.

- e. Joanne T. mentions that an email list of residents who would like to be informed of agendas and minutes should be assembled and sent out. She will forward to Bethany S.

## **6. Secretary's Report**

- a. 5-27-21 meeting minutes to be amended. Modification is specific to item 9 change immediate to immediately. Item 11 perform changed to preform. Item 3 and 9 Simons needs to be changed to Simon. Darlene Johnson made a motion to accept changes to 5-27-21 meeting minutes with modifications. Jake Jagmin seconds. Motion carries.

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

- a. Adam to go through all updated Treasurers Reports starting with Jan 2021. Need to reapprove all previous reports. Total deposits: \$58,823.69 Jake Jagmin made motion to approve Jan 2021. Adam Miller seconds motion. Motion Carries.
- b. Feb/March 2021 corrections to Treasurer's Report. Total deposits: \$26,085.87. Joanne Tlachac made motion to approve. Joe Graczyk seconds. Motion carries.
- c. April 2021 corrections to Treasurer's Report. Total deposits: \$1,644.75. Joe Graczyk made motion to approve. Adam Miller seconds. Motion carries.
- d. May 2021 corrections to Treasurer's Report. Total deposits: \$805.68. Joe Graczyk made motion to approve. Adam Miller seconds. Motion carries.
- e. June 2021 Treasurer's Report. Joanne caught a correction in the beginning balance, Adam updated beginning balance for June 2021 Report. Total deposits: \$0.00. Joe Graczyk motions to approve corrected report. Joanne Tlachac seconds. Motion passes.
- f. Last year we allocated a check for \$1000 for Lake Patrol as a donation. David D. says we started doing that donation when they started ice patrol. Steve V. says we have historically donated at the last month of the year. David says it doesn't matter when we send. Joanne clarified that this does not effect the budget for this year. Adam to cut check July 2021.
- g. Adam received laptop back from Melissa. It is in very poor condition. Has no QuickBooks password but is going to attempt to rebuild. Would like to allocate funds to a new laptop from the office supplies portion of the budget. Adam is going to try and recover QB license but we will budget in the future. \$1000 dollars for two licenses. Joe asking if we have funds to cover new license fee. Adam said we budgeted \$8000 for financial clerk and only used \$2224 last year and we could allocate new license fee from that.
- h. Allocate up to \$250 for postage, stationary. All at once. (100 stamps and envelopes with PLMD in corner).
- i. Budget for accountant for once per year for social security, payroll (not Taxes). Linda Hennika estimates \$500-\$1000 per year. Joe G. asking Steve V. what did we do in the past. Steve says Act Now handled it in the past. Davide says state law requires us to do it. This will also come from financial clerk budget.
- j. Joe Graczyk motions to purchase equipment (laptop and printer) to not exceed \$1250.00. Adam Miller seconds motion. Motion passes. Motion to purchase postage, stationary up to \$250 by Jake Jagmin. Joe Graczyk seconds. Motion passes.

- k. Adam would like to move \$12,000 from GOF account to equipment account. Steve Verduyn says usually comes at annual meeting but makes sense now. Adam would like to increase this to \$20,000. Brings our equipment to 50%. This would need to be brought up at annual meeting because it is already voted on. Next month (July 2021), Adam will move the \$12,000 over.

## **8. Harvesting Report**

- a. Dawn Couillard provided an update on the harvester. Started pretty rocky. Able to startup up harvester weekend after Memorial Day, Friday June 4<sup>th</sup>. Chad from Aquarius helped, Drew helped who lives on the Lake. Village was also present. It went well but took a while because of people using launch. The next week was a mess with fuel line being changed out. Got that taken care of and has been running smoothly since. Dawn has taken a lot of calls from residents new and old. One concern – how many people aren't involved and don't know the process of what people do to get it done. Residents don't know how their money is being spent. Dawn asked for any ideas for shoreline weeds. Steve Verduyn says our floaters have always been an issue. Why can't the guys lower the boom about 6 inches to get the floaters as they drive by with the Harvester?
- b. There seems to be a recurring issue that residents don't really know what is going on with the harvester and everything that goes into getting it up and running. Board members discussed a possible budget for someone to revamp our website to get information to residents to be discussed at annual meeting. Discussed that Melissa may have made a list in the past of residents and their info for distributing information. Joanne suggested an interview on the website with Dawn explaining issues.
- c. We only have two operators and Brad will fill in once in a while. Drew is going to get trained and will work more in the fall.
- d. Adam Miller and Jake Jagmin are looking for replacement kit for hydraulic kit to make sure if it fails, we can still operate.
- e. We got two quotes for cutting the channels. We budgeted \$50,000 for labor which we won't use all of. Looking to spend \$10,000 this year. Adam Miller is proposing 2 cuts of the channel, one in July and one in August. Motion for Dawn Couillard to contract Bill Morris not to exceed \$6,000 for the first cut (July) by Joe Graczyk. Adam Miller seconds. Motion carries. Board will vote on the next cut at the July 2021 Meeting.
- f. Resident Tim Panozzo had some concerns about harvester but just wants to contribute. Has a lot of confidence in us. He will do a before and after with the drone for the July cut.

## **9. New Harvester**

- a. Adam Miller informed the board that our application has been received. Meeting is 2<sup>nd</sup> Tuesday of August (August 10<sup>th</sup> 2021). We are all encouraged to be there. Adam wants to set up meetings with perspective manufacturers (Inland and Aquarius). Any preferred dates? – Later in the day is better for people 3-330. Week of July 5<sup>th</sup>? One on a Tuesday, one on a Thursday. He will reach out with the information.

## **10. Lake Survey**

- a. Joanne was given task to find companies who do lake survey. We need to know when this is going to be to get quotes. We had two extensions in the past because we have public concern about the plan SEWRPC came up with. The survey that they did last time was very extensive – every 10 years. Next survey would not require so much information – cost would be less. Summer 2022 survey would give DNR enough time to renew permit as of May 2024. Have to apply for preapplication grant for 2022 survey by September 1<sup>st</sup> 2021. Final grant application has to be completed by Nov. 1<sup>st</sup>. We could wait until 2023 and push those dates back one year. Jake says if we apply now and that would be early which would be beneficial for special meetings and harvesting concerns – Jake thinks we should do this but Joanne says we could get extensions (possible additional cost?). There are other companies that would do the survey. SEWRPC has done the last several. Last one was a cost of \$18,300 with our share being \$6,039 according to the letter issued by SEWRPC. When the DNR gets a request for a grant, they have many different types. They categorize them and decide how much is distributed for each grant. We can get up to 67% of the cost covered – not guaranteed. SEWRPC won't bid against other companies due to legal requirements. None of the interested bidders know the amount they will charge until the DNR specifies what they need. SEWRPC were not advocates for the PLMD. Adam Miller suggests getting referrals from other management districts. Joanne asked for information from bidders for who they've done surveys for.

#### **11. Fireworks**

- a. Everything is on track for fireworks now. The Lyons could possibly do cleanup. They did Father's Day. Lyons asked Mukwonago High School bowling team to clean in exchange for donation for 300 dollars. 12 people takes an hour to clean up. Joe Graczyk and Dawn Couillard will be there to help clean up. Jake has a lawn vacuum to help with cleanup. Boats need to stay 450' away from shoreline. Could get mentioned in the MJS with dates. There is a goal for this to be an annual thing.

#### **12. Annual Meeting**

- a. Bethany Simon to reach out to venues. Ideally town of Mukwonago Hall. There is no charge to rent it out. David D. is to double check that we can rent it out on the day of the annual meeting in September. Could start resuming monthly meetings but most of the board members prefer virtual. Could specify 2 in person meetings per year besides annual at the annual meetings when we set future meeting dates. Annual is a 7pm and not 6pm.

#### **13. 2022 Budget**

- a. Preliminary budget discussions were had. Adam Miller will adjust based on recommendations and we will review line by line at the next meeting.

#### **14. Annual Newsletter**

- a. Do we still want to do it? Is it a requirement? When? Where send? Does that get send to property addresses? Or owners? Joe Graczyk says it goes to owner mailing addresses. Point Apartments – whoever takes care of tax bill. Bethany Simon to get a list from the county for the owners. Post newsletter on website as well. Call the place we used before to print the newsletter - Swift Print in Delavan. Needs to be sent to the printing

company about 2 months before annual meeting to get it to owners in time.  
Requirement of the annual meeting is a class one notice.

**15. Next Meeting July 22, 2021**

- a. 7-22-2021 at 6:00pm. Virtual Meeting. Bethany Simon to post Meeting agenda.

**16. Adjournment**

- a. Jake Jagmin made a motion to adjourn at 8:26pm. Joe Graczyk seconds. Motion carries.