

**Spring Brook Watershed Lake Management District
Annual Meeting Agenda Saturday, 17 August , 2024, 9:30am at the Genesee Town Hall
S43 W 31391 STH 83**

Call to order and Pledge of Allegiance:

Open forum:

Chairman's Report: Tim Guy :

Secretary's Report: Jim McNelly – see attached

- Review and approve draft 2023 annual meeting minutes (see attached)

Treasurer's Report: Bruce Pritzlaff – see attached proposed budget

- Audit committee report
- Review and approve proposed 2025 budget (see attached)
- Approval of proposed tax levy

Lake/Dam Maintenance Reports:

- Dam Failure Analysis and Adoption of Modified County Shoreland Zoning Ordinance what does this mean to you?? (Kathryn Bell)
- Fisheries update (Dan Bell)
- History of Willow Springs Lake (Jim McNelly)

Nomination and election of one member to serve on the Board of Commissioners: Tim Guy has completed his three year term as a commissioner. He indicated a willingness to serve if re-elected, however he would encourage others in the district to consider service as a commissioner. There is a vacant 3-year term (Wisconsin State Statute 33). Contact Jim McNelly, if interested.

Authorize Board to establish the annual meeting date for 2025:

Adjournment:

Notice of Organizational Meeting: A meeting of the commissioners will follow immediately after adjournment of the annual meeting for the purpose of selecting officers to serve the lake district for the next year. Selection of officials to serve as Chair, Secretary and Treasurer will be done by elected commissioners.

If you have questions/comments or need accessibility accommodations contact Secretary McNelly at (262) 719-9691

Posted , Tuesday 30 July 20224 - Waukesha County countryclerk@waukeshacounty.gov, Mukwonago and Genesee Town Halls and Websites, Duane Grimm – Waukesha County Parks ; Waukesha County Invasive Species Coordinator, Heidi Bunk DNR Lake Specialist, SEWRPC Principal Planner Thomas Slawski.

Spring Brook Watershed Lake Management District (SBWLMD/District) Draft Annual Meeting Minutes

Saturday, August 19, 2023, 9:30 AM at the Secondary Spillway on Willow Springs Dam

Mukwonago, WI

Call to Order and Pledge of Allegiance: Chairman Guy called the meeting to order at 9:37 AM. All commissioners were in attendance, except for Jim McNelly and Peter Topczewski (Kathryn McNelly-Bell filled in for secretarial role). Public attendance included Ann Guy, Cheryl Pritzlaff, Chris Champagne, Brent Zylka, Erik, Casilynn and James Hansen, Paul Gruber, Bryn Heimann, Bobbi and Brian Psichulis. Chairman Guy lead the pledge of allegiance.

Open Forum:

Chris Champagne asked if mowing would occur on the dam structure crest and secondary spillway. Kathryn McNelly-Bell shared because there had been some areas where vegetation was not as established with the recent brushing that had occurred on the dam it was good to give the vegetation some time to re-seed itself and fill-in to help minimize erosion and to discourage goose populations which can lead to further degradation of ground conditions. She shared that the DNR dam engineer was making a site visit on 8/25/2023 to assess maintenance actions that had been undertaken required by DNR and for which the District received state grant funding. At that time, we can ask the DNR about mowing of the dam to see if they have recommendations or requirements.

Bobbi Psichulis asked about funding for the DNR required engineering analysis and maintenance activities. The District shared that a 50% cost share grant had been applied for and approved to help off-set the costs.

Casilynn Hansen asked if there had been any action by the Town to install a pier at the Town of Mukwonago Public Access off Willow Springs Drive. The commissioners present had no knowledge of action being taken by the Town to install a pier. It was shared with the District that the Town mower will not fit between the boulders at the Public Access.

Brian Psichulis expressed concerns of 4-wheeler/ATV access on the dam. The commissioners shared the District does not have enforcement action and that during the prior SBWLMD meeting on June 12, 2023 the Town Police said a report can be made to them.

Paul Gruber inquired about hunting on the dam and felt the dam is not public and the District is not a public organization. The commissioners indicated the District was a public, special purpose unit of government and does not have enforcement authority. This was addressed at the June 12, 2023 meeting with DNR wardens and Town Police present indicating there were no regulations which preclude hunting from the dam. Paul Gruber wanted to take a vote on hunting from the dam. Because this item was not on the agenda a vote could not be taken because it had not been public noticed on the agenda. This can be put on a future agenda, the District can invite the Town Police and the DNR Warden to the meeting.

Chairman's Report: Chairman Guy read his report into the record. Motion by Casilynn Hansen to approve the Chair's report; second by Paul Gruber; and unanimously approved.

Secretary's Report: The draft 2022 Annual Meeting Minutes were shared with the public – they were sent out with the agenda for this annual meeting to all residents of the District via email and in person by Jim McNelly. Motion by Brynn Heimann to approve the Secretary's Minutes as drafted; second by Paul Gruber; and unanimously approved.

Treasurer's Report: Treasurer Pritzlaff provided summary report dated July 1, 2022 – June 31, 2023. Motion was made by Casilynn Hansen to approve the annual treasurer's report as presented; second by Bobbi Psichulis; and unanimously approved.

Audit Committee Report: Casilynn Hansen headed the audit committee to review the SBWLMD financials with Bobbi Psichulis. The audit included review for dates of July 1, 2022 – April 30, 2023. Casilynn reported that the records were in order and all the required documentation of expenditures and deposits were available, expenditures fell within the approved budget amounts and no discrepancies were found. Motion by Brian Psichulis to approve the audit committee report as presented; second by Brynn Heimann; and unanimously approved.

Review the Proposed 2024 Budget: The draft budget for 2024 was sent out with the agenda for this meeting. No comments were made regarding the proposed budget. Chris Champagne made a motion to approve; second by Paul Gruber; and unanimously approved.

Review of the 2024 Tax Levy Resolution: Treasurer Pritzlaff read the Spring Brook Watershed Lake Management District Resolution Approval of Budget and Tax Levy for year 2024. Brynn Heimann made a motion to approve the \$4500 tax levy for 2024; second by Brian Psichulis ; and unanimously approved. Chairman Guy and Treasurer Pritzlaff signed the Resolution.

Lake Dam Maintenance Report: Dam Ad Hoc Committee Chair Kathryn McNelly-Bell provided an update from our last annual meeting regarding maintenance work that had occurred along the dam during summer 2023 as well as repairs made to the trash rack surrounding the tin whistle. She also shared that the Towns of Mukwonago, and Genesee and Waukesha County had taken actions to allow for the County to adopt the Hydraulic Shadow into their Floodplain Zoning Ordinance. She thanked Brian Psichulis for completing the routine dam inspections as well as recreation use assessments. She also shared activities resident and the public can undertake to help protect the longevity of the dam. She stated that anyone had concerns pertaining to dam functionality that could constitute an emergency, that they should contact any of the commission or the local police. Paul Gruber had recent concern that he noticed water flowing into the dam, but he didn't think he saw water flowing out (into the Dunlop Marsh); Brian Psichulis had not noticed this occurring nor had Kathryn – she said she would look. [After the meeting Kathryn looked at the outlet end of the dam to Dunlop Marsh, standing over the top of the outlet flow appeared to be slow in part because water level in the marsh is high; the dam appeared to be functioning as normal and she confirmed flow was flowing from the outlet and into the Dunlop Marsh]. A motion was made by Bobbi Psichulis to approve the lake dam maintenance report; second by Brian Psichulis and the motion was unanimously approved.

Nomination and Election of a Commissioner: Chairman Guy called for nominations from the floor three times. No one other than Bruce Pritzlaff was nominated. A motion was made by Bobbi Psichulis to cast a unanimous ballot for Bruce Pritzlaff; second by Brian Psichulis and unanimously approved.

Authorization Board of Commissioners to Establish the Date for the 2024 Annual Meeting: Casilynn Hansen made a motion to allow the commissioners to set the date for the 2024 annual meeting; second by Brian Psichulis and unanimously approved.

Adjournment: Motion by Casilynn Hansen to adjourn the meeting at 10:22 AM; second by Paul Gruber; and unanimously approved.

Drafted by KMB 8/19/2023 2:20PM

SPRING BROOK WATERSHED LAKE MANAGEMENT DISTRICT PROPOSED BUDGET FOR 2025

| Budget Category | Approved | expended | approved | expended | Approved | expended | Proposed budget | Justification |
|--------------------|------------------|------------------|------------------|-----------------|------------------|---------------|------------------|---------------------|
| | 2022 Budget | 2022 | 2023 Budget | 2023 | 2024 Budget | 2024 | | |
| Insurance | \$ 2,800.00 | \$ 2,451.00 | \$ 2,800.00 | \$ 2,453.00 | \$ 2,800.00 | \$ 540.00 | \$ 3,000.00 | Increase in Premium |
| Office Supplies | \$ 100.00 | | \$ 100.00 | | \$ 100.00 | | \$ 100.00 | No change |
| WI Assoc. of Lakes | \$ 450.00 | | \$ 450.00 | | \$ 450.00 | | \$ 450.00 | No change |
| Legal Fees | \$ 500.00 | | \$ 500.00 | \$ 30.00 | \$ 500.00 | | \$ 500.00 | No change |
| Land Acquisition | \$ 1.00 | | \$ 1.00 | | \$ 1.00 | | \$ 1.00 | No change |
| Lake Mgt Plan | \$ 1.00 | | \$ 1.00 | | \$ 1.00 | | \$ 1.00 | No change |
| Dam Maintenance | \$ 35,000.00 | \$ 13,795.16 | \$ 30,000.00 | \$ 6,800.00 | \$ 39,000.00 | \$ 20.00 | \$ 40,459.00 | Future dam repairs |
| Contingencies | \$ 200.00 | | \$ 200.00 | | \$ 200.00 | | \$ 200.00 | No change |
| TOTALS | 39,052.00 | 16,246.16 | 34,052.00 | 9,253.00 | 43,052.00 | 560.00 | 44,711.00 | |

This proposed 2025 SBWLMD Budget is based on approval of a \$4500 tax levy and no unanticipated expenses during the remainder of 2024.

The annual budget is determined by the majority vote of the Lake District residents in attendance at the annual meeting. The approved annual budget is a projection of how much money may be needed by the Lake District to perform its work

during the year. The amount of the annual budget determines whether the mill tax rate will increase, decrease or stay the same during the

year. The history of expenditures authorized by the board of commissioners shows that they have conservatively used your tax

money and saved for future dam maintenance repairs. Prepared by the SBWLMD Commissioners for presentation at the 2024 Annual Meeting