

**Spring Brook Watershed Lake Management District  
Annual Meeting Draft Meeting Minutes**

**Saturday, August 22, 2020 9:00 AM at the Kincaid Sims Home S.63 W30961 Road X, Mukwonago,  
WI**

**Call to order and Pledge of Allegiance:** Meeting called to order at 9:05 with the pledge of allegiance. All commissioners were in attendance. Citizens in attendance included Kathryn McNelly-Bell, Karen McNelly, Glen Sims, Chris Champaigne, Bryn Heimann and Paul Gruber.

**Open forum:** Kathryn McNelly-Bell offered to host a face book page for SBWLMD to share information regarding Willow Springs Lake. Karen McNelly shared an observation of some pieces of glass near the secondary spillway and suggested people use caution when wading or swimming in that area. Kathryn McNelly Bell, who works for an engineering firm, offered to serve on a committee to study future dam repairs and flood modelling for the dam. Casilynn Hansen offered an observation that the lake has been exceptionally clear this year. Paul Gruber reported that he has seen northern pike from his pier on the north end of the lake. Casilynn offered to make a second sign for the summer open water recreation survey and to add a line indicating that SBWLMD is the sponsor of the survey. Kathryn McNelly Bell suggested that we should all remember to invite any guests we have visiting to fill out the open water recreation survey to help us characterize public opinion on the lake.

**Chairman's Report:**

- Sue Kincaid Sims reported that five meetings were held during the past year. The primary focus of SBWLMD is the maintenance of the dam. Water quality in the lake for 2019-20 improved over that observed in previous years. Recreational use for the same period was above that seen in other years. There were no emergency services calls during this period. Motion Paul Gruber and second by Peter Topczewski to accept Chair's report. The motion was unanimously approved.

**Secretary's Report: Jim McNelly**

- **Review and approve minutes 2019 annual meeting minutes.** Motion by Peter Topczewski and motion second by Casilynn Hansen to approve minutes as written. Motion was unanimously approved.

**Treasurer's Report: Casilynn Hansen**

- **Audit Committee Report:** Kathryn McNelly Bell indicated that all SBWLMD funds were accounted for and recommended that all financial transactions that occur within a period be attached to the bank statements with the treasurer's reports invoices and tax levy deposits for that given period of time, as a means of organizing the financial records a more efficient audit process.
- **Discussion of community event and funding mechanism.** Casilynn Hansen would like to see an annual community event. This was especially noteworthy since so many other community event were cancelled due to the Covid virus. She indicated she would place this on an agenda at a future SBWLMD meeting. Citizens should share ideas for events with her. Some citizen input brought up included a nature tour, ice fishing for kids, or a community picnic.

- **Review and approve proposed 2021 Budget** Motion Sue Kincaid Sims made a motion to approve the \$29052 budget as proposed. Motion was second by Peter Topczewski and unanimously approved.
- **Approval of proposed tax levy.** Motion by Sue Kincaid Sims and second by Peter Topczewski to approve a \$4500 annual tax levy for 2021. Motion was unanimously approved.

#### **Lake/Dam Maintenance Reports:**

- **Dam inspection update (Brian Psichulis) – sent out prior to meeting -** Motion by Peter Topczewski to approve dam inspection/maintenance report as written. Motion was second by Casilynn Hansen. Karen McNelly suggested that a token of appreciation be offered to those who helped with the inspections and maintenance this past year. This is to be placed on the agenda of a future SBWLMD meeting. Motion unanimously approved.
- **Fisheries update (Dan Bell) – sent out prior to the meeting -** Motion Sue Kincaid Sims to approve the report as submitted. Peter Topczewski second the motion, which was unanimously approved.

**Nomination and election of one member to serve on the Board of Commissioners:** Sue Kincaid nominated herself for another term. Secretary McNelly temporarily took over as chair for the remainder of the nomination process – three calls for nominations were made. No other nominations were received. Jim McNelly made a motion to suspend the nomination process and cast a unanimous vote for Sue Kincaid Sims. Karen McNelly seconded that motion, which was unanimously approved. Sue Kincaid Sims was elected to serve three more years.

**Authorize Board to establish the annual meeting date for 2021.** Motion by Peter Topczewski to allow the SBWLMD board of commissioners to select the annual meeting date at a later time for 2021. This motion was second by Casilynn Hansen and was unanimously approved.

**Adjournment** Motion by Peter Topczewski to adjourn, Motion second by Sue Kincaid Sims. Motion was unanimously approved. Meeting was adjourned at 10:10AM.