

**BIG CEDAR LAKE PROTECTION AND REHABILITATION DISTRICT MEETING  
December 8, 2020 MINUTES**

Commissioners: Roger E. Walsh, Chairperson; Christopher C. Genthe, Treasurer; David Claussen, Secretary; Christina Fiasca, Dave Baldus, Pamela Konrath, Troy Zagel

**PRESENT: Roger E. Walsh, Chris Genthe, David Claussen, Christina Fiasca, Dave Baldus, Troy Zagel, and Pamela Konrath joined via telephone. Water Safety Patrol Chief and Operations Manager, Jeff Rollins, and Julie Riley, Office Secretary, were also present.**

**1. Pledge of Allegiance and Roll Call**

Roger Walsh led Commissioners in the Pledge of Allegiance at 6:31 p.m. Julie Riley called the roll. Those present and absent are listed above.

**2. Approval of the minutes of 10/21/20 meeting of the Commissioners.**

Troy Zagel made a motion to approve the minutes of the October 21, 2020 meeting of the Commissioners. Christina Fiasca seconded the motion. The motion was approved unanimously.

**3. Approval of purchases, leases, contracts, work orders or repairs whose cost exceeds \$500, including:**

- Discuss and approve cost of changing parking stall lines and traffic directional lines

There was discussion. Troy Zagel updated the Commissioners. He was not able to obtain additional quotes. He is in contact with the County regarding the work. Dave Baldus suggested signage and to have the handicap areas painted on the ground.

**4. Approval of Bills and Accounts**

Chris Genthe reviewed the register. Jeff Rollins explained. Chris Genthe moved for the approval of checks 9316-9329, and e-checks 3064a, 3066a-3087a, and 3089a-3100a. There was a recently received invoice for the concrete pad work for the new handicapped area. Roger Walsh requested that the invoice from JRC be included in the approved checks for this month's meeting. Check #9329 is for JRC. Dave Baldus made a motion to approve above checks. Christina Fiasca seconded the motion. Motion approved unanimously.

**5. Status Report from Stormwater Control Committee and discussion and action on retention ponds–Zagel**

Troy Zagel explained the status of the pond work being done around the lake. The work on the Gonring Drive pond is completed and is awaiting inspection per the Town of West Bend. The Genthe Pond work is expected to take place well into 2021, possibly next winter. Troy Zagel has been researching and collecting the necessary documentation for the work to be done next year and will update the Commission on his findings periodically. A yearly maintenance schedule will be put together to continue the efforts of maintaining the ponds annually. Dave Baldus suggested that photographs that were taken be posted to the BCLPRD website to inform

residents of the projects that the PRD has completed and where some of their efforts have been focused on this year.

**6. Appointment of Commissioners to the Standing Committees and discuss Reports of Standing Committees.**

Roger Walsh announced the following appointments of the Commissioners:

|                                       |   |
|---------------------------------------|---|
| Budgeting Committee-                  | Chris Genthe and Christina Fiasca   |
| Operations Committee-                 | Troy Zagel and Water Safety Patrol Chief, Jeff Rollins                      |
| Lake/Water Patrol Committee           | David Claussen, Pamela Konrath, and Water Safety Patrol Chief, Jeff Rollins |
| Protection & Rehabilitation Committee | Dave Baldus, David Claussen, and Water Safety Patrol Chief, Jeff Rollins    |
| Public Relations Committee            | Roger Walsh and Christina Fiasca  |

There was discussion. David Claussen made a motion to approve the appointment of Commissioners to the Standing Committees. Dave Baldus seconded the motion. Motion approved unanimously.

**7. Discuss status of easement from Town of West Bend regarding CD3 unit.**

There was discussion. Roger Walsh has contacted a surveyor and will be scheduling the survey based on their availability. He is hopeful that it will be completed in the next few weeks.

**8. Discuss status of Town of West Bend trench drain repair on Gonring Drive.**

There was discussion. Troy Zagel notified the Commissioners that the repairs are scheduled and are currently taking place. The Town of West Bend has temporarily closed Gonring Drive from North Lake Drive, east, to the landing on Gonring Drive. The work is expected to take until approximately December 18, 2020 to be completed. This notification has been posted to the BCLPRD Facebook page. The Town decided to wait until the summer boating season was over, to limit inconvenience.

**9. Report on 2020 Fall and pre-Winter Safety Patrol and other operations.**

Jeff Rollins gave the Commission an update. All the Harvesting equipment and patrol boats have been placed into storage, and the lifts and piers are out for the winter. Jeff had written a citation for illegal dumping. Winter patrol operations historically begin after January 1<sup>st</sup>, but the absence of ice may push that out a bit. Paper towel dispensers were donated by one of the BCLPRD employees and are in the process of being installed. Chief Rollins will be in contact with the Patrol Officers regarding availability and winter scheduling. Julie Riley updated the

Commission on the grant applications that have been sent in pertaining to Clean Boats, Clean Waters, and the Annual Grant for Patrol for the current year.

Roger Walsh introduced Mary Therese Breger Chairperson for Little Cedar Lake Board of Commissioners, and Jim Ketter Chairperson of the Silver Lake Protection District. He asked them to explain a proposal that they would like to inform the BCLPRD Commission prior to going into closed session.

Mary Therese Breger spoke on behalf of Little Cedar Lake and for Jim Ketter from Silver Lake. She explained that Little Cedar Lake and Silver Lake would like the BCLPRD to increase the number of Summer Water Safety Patrol Hours that were scheduled for the Summer 2020. She spoke with Water Safety Patrol Chief, Jeff Rollins about scheduling more hours and he tried to do so. However, the availability of the current Patrol Officers that the PRD employs made it difficult to offer much more patrol coverage. Jeff Rollins mentioned that he has been limited for many different reasons.

An incentive for patrol wages was suggested. Jeff Rollins agreed that offering an incentive may definitely be beneficial for the current officers as well as future applicants for additional patrol. Patrol officer availability is most of the time, in addition to their full-time patrol positions, BCLPRD schedule availability varies week to week and then holiday time as well. Mary Therese Breger informed that it is within both, Little Cedar and Silver Lake's budgets to offer incentive pay of \$10/hr. for the Summer Patrol for 2021.

**10. Motion to go into closed session pursuant to Sections 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of District Employees. At the conclusion of the closed session, the Commissioners may vote to return to open session to take action on matters considered in the closed session.**

Christina Fiasca made a motion to go into closed session. Dave Baldus seconded the motion. Julie Riley called the roll of Commissioners. The result was a unanimous vote to go into closed session. The commission went into closed session at approximately 6:56 p.m.

**11. Motion to return to open session.**

Chris Genthe made a motion to return to open session, Dave Baldus seconded, and the roll call vote was unanimous to return to open session at approximately 7:16 p.m.

**12. Approval of pay rate increases for the District's employees, effective 1/1/21.**

Troy Zagel made a motion to approve the following pay rate increases for the District's employees, effective 1/1/2021:

| Employee   | 2020 Wage Rate                   | 2021 Wage Rate       |
|--|----------------------------------|----------------------|
| Weed Harvester Ron Schmoldt  | \$19.50                          | \$20.50              |
| Weed Crew Supervisor (Little Cedar) Jeff Geib  | \$20.00                          | \$21.00              |
| Weed Crew Supervisor (Big Cedar) Bob Lee   | \$20.00                          | \$21.00              |
| Maintenance Mitch Zerwinski  | \$20.00                          | \$21.00              |
| Mechanic Greg Stanford   | \$25.00                          | \$26.00              |
| Operations Manager Jeffrey Rollins   | \$38.00                          | \$40.09              |
| Office Administrator Julie Riley   | \$19.00                          | \$20.00              |
| Accountant Angie Jackson   | \$24.00                          | \$25.00              |
| Public Works Employees   | TO BE DETERMINED ON APRIL OR MAY |                      |
| Water Safety Patrol Officers:  |                                  |                      |
| Jay Zautner  | \$28.76                          | \$29.62              |
| David J. Darin   | \$27.93                          | \$28.76              |
| Mike Lane  | \$28.76                          | \$28.76              |
| Michael Hersh  | \$28.76                          | \$29.62              |
| Randy Boudry   | \$24.00                          | \$26.00              |
| John Ballard   | \$25.00                          | \$27.00              |
| Hannah Karnitz   | \$22.00                          | \$23.00              |
| Donald Haffner   | \$23.00                          | \$23.00              |
| Peter Mulock   | \$25.00                          | \$26.00              |
| Justin Clemens   | \$22.00                          | \$22.00              |
| Shawn Larson   | \$22.00                          | \$23.00              |
| Pay Range for Water Safety Patrol Officers   | \$21.00 to \$28.76               | \$21.00 to \$29.62   |
| Mark Riley (NOTE: Assistant Chief/<br>Operations Manager)  | \$28.76                          | \$30.50              |
| Jeff Rollins Water Safety Patrol Chief<br>Plus Uniform allowance   | \$38.00<br>\$300.00/yr.          | \$40.09<br>\$300/yr. |
| Bonus after 75 hours worked annually   | \$1.50/hr.                       | \$1.50/hr.           |
| Bonus for working on a Holiday   | \$2.00/hr.                       |                      |
| Bonus for working on a Holiday or on a Saturday or<br>Sunday from May 1 to September 15. (Note: this is<br>applicable to working on any of the 3 lakes.) | 0.00                             | \$10.00/hr.          |

David Claussen seconded the motion. Motion was approved unanimously.

### 13. Adjourn

Troy Zagel made a motion to adjourn. David Claussen seconded. The meeting adjourned at 7:17 p.m.

Prepared and submitted by Julie Riley on behalf of David Claussen, Secretary.