

Otter Lake Water Commission Regular Meeting Minutes

November 12, 2025

Chairman, Jake Rettberg, with all Commissioners present except, Mike McCarthy, Larry Mouser, and John Ulery convened the regular meeting of the Otter Lake Water Commission at 5:02 pm. Others present included Joe Hogan, Shannon Collins, Jason Brokaw and Meghan Theel.

MINUTES:

Dave Skinner made a motion to approve the minutes from the regular meeting on October 14, 2025. Terry Davis seconded the motion. The motion carried with a 5-0.

AUDIENCE TO VISITORS:

Jay & Molly Fahs spoke about an incident that happened on the campground with their daughter on September 13, 2025.

BILL LIST:

John Gudgel made a motion to approve the bills totaling \$279,487.40 for payment. Dave Skinner seconded the motion. The motion carried with a 5-0 vote.

RECREATION:

Park Financial Report:

Total income for October was \$39,024.88 with a year to date of \$536,706.16.

The total expense Otter Lake Park owes the Water Commission for October is \$20,615.77. With a total owed to date of \$0.

PARK MANAGER'S REPORT:

Shannon Collins reported:

- **Water Off:** Water shut off was completed on October 20, 2025. Everything went smoothly with that.
- **Lot Leases:** Lease payments were due on November 1, 2025. As with every year, we have a few paying the \$15 per day late fee. We currently have 4 people who have not paid their leases. At the time of this report, we have sent out letters to those of whom we still need signed copies of the lease and up to date driver's license. We currently have 5 leases that are not being renewed. On average we have 8 to 12 lease holders drop out at the end of each season. Currently there are 174 names on the waiting list.
- **Bait Shop:** The last operating day for the bait shop will be Saturday November 24 ,2025. As the gates will be closed on December 1st.
- **Last day of the Season:** My last day of the season will be November 24th as the Holiday will be on the 27th. I will be around during the off season; in the event anyone needs anything. I will be returning on March 1st. It really was a great year, and I look forward to returning in the spring.

- **Maintenance Crew:** The crew is busy with fall clean up. They recently replaced the post and painted the entry gate to the west side.

OLD BUSINESS:

None to report

NEW BUSINESS:

We have received the employee health insurance quote for United Healthcare since our current carrier is closing. After some discussion, Dave Skinner made a motion to approve the new health insurance contract with United Healthcare Choice plan as well as reimbursing the full-time employees deductible not to exceed \$500.00 per calendar year. John Gudgel seconded the motion. The motion carried with a 5-0 vote.

GENERAL MANAGER'S REPORT:

Joe Hogan reported:

- **Route 104 Update-** Petersburg Plumbing has fill and pressure tested the east side of the project from Pawnee's master meter to the existing 16" portion of water main on Route 104. They will now flush that part of the line and perform a series of bacteriological tests to ensure it is properly disinfected. They will also be starting to fill, and pressure test the west part of the new line in the upcoming two weeks.
- **Thayer Tank Warranty Repairs-** All necessary repairs have been made on the Thayer tank project. The contractor was on site last month to make the repairs. Dixon engineering will be here one more time to inspect what was completed.
- **2026 Budget-** We will discuss our draft budget at this meeting. Next month, we will vote on the finalized budget.
- **Christmas Party-** Reminder to RSVP. The party will be on Friday, December 5th from 6pm-9pm at Mick and Mary's in Thayer.

OPERATIONS SUPERVISOR'S REPORT:

Joe Hogan reported for Denzel Jines:

- **Water Quality-** October 2025 saw an average lake temp of 67 degrees and an average pH of 7.9. The lake level was recorded at 618.5'. MIB and Geosmin sample results are listed below. We are currently operating the UV system DIS mode only.

MIB and Geosmin Sample Results

October 13, 2025, Raw Geosmin 5.0 ng/L and finished Geosmin <2 ng/L

October 13, 2025, Raw MIB 17 ng/L and finished MIB 12 ng/L

- **Source and Supply-** The crew pulled the dredge out of the water. They then removed all cables and piping. We are done dredging for the year. The crew will do the maintenance on the dredge then winterize it for storage.
- **Treatment Plant and Distribution System Winterization-** The crew has been preparing the plant and distribution system for cooler temperatures. They've been working on insulating all our equipment and sites that needed it. They've also gone through the distribution system to check on all meter pits to minimize any freezing risks.

- **Distribution System Leak #1**- We experienced a water main break on Kennedy Rd in between Huntington Dr and Shady Ln. We cut out a 100" crack on our 10" CI main to restore service. While shutting the leak down we developed a leak on our valve at the intersection of Kennedy Rd and Dickey John. The leaky valve will be replaced and relocated to the east on Dickey John. We want to get the valve out of the road.
- **Distribution System Leak #2**- We experienced a leak in the distribution system on our 6" AC main in Glenarm in between 65 and 66 Covered Bridge Acres. We were able to clamp the leak without disrupting water service to any of our customers.

Executive Session:

At 6:20pm the Board entered Executive Session to discuss personnel. At 6:26pm the Board came out of Executive Session.

John Gudgel made a motion to approve the employee raises and contracts as discussed in Executive Session. Jake Rettberg seconded the motion. The motion carried with a 5-0 vote.

OTHER BUSINESS:

None to report

At 6:35pm John Gudgel made a motion to adjourn. Terry Davis seconded the motion. With no further business to discuss, the meeting was unanimously adjourned. The next Commission Meeting will be at the Commission Office - 6475 W Montgomery Road in Virden on Tuesday, December 9, 2025, at 5:00 PM

Meghan Theel
MINUTES WERE APPROVED BY THE BOARD 12/09/2025