



VILLAGE OF ELKHART LAKE

Elkhart Lake, Wisconsin 53020

MINUTES February 3rd, 2014

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, February 3rd, 2014 at the Grashorn Memorial Civic Center in the Village of Elkhart Lake with the agenda having been duly posted on Thursday, January 30th, 2014 between the hours of 2:50 P.M. and 3:15 P.M. at National Exchange Bank and Trust, the Elkhart Lake Post Office, Community Bank and Trust and the Municipal Office and posted on the Village website at 2:45 P.M. on Thursday, January 30th, 2014.

President Rudnick called the meeting to order at 7:00 P.M. with the following Trustees present: Mike Wolf, Pam Garton, Steve Kapellen, and Lynn Shovan. Trustees Richard Sadiq and Richard Baumann were absent.

Others in attendance included: Emmitt Feldner; Jessica Reilly, Clerk-Treasurer/Administrator; Deputy Clerk-Treasurer/Administrator.

The Pledge of Allegiance was recited.

Approval of Minutes –

(Shovan/Garton) moved and seconded that the January 6th & 20th, 2013 Board minutes be approved.

Motion Carried Unanimously

Treasurer's Report –

(Kapellen/Garton) moved and seconded to approve the January Treasurer's report as printed.

Motion Carried Unanimously

Public Comment – None

COMMITTEE REPORTS

JANUARY BUILDING PERMITS – Reilly

This report was emailed to the Board.

ADMINISTRATION & FINANCE – Sadiq

Highlights of the February 3rd, 2013 meeting:

- 1) The Committee is going to continue to look at repairing the sound system or other options to upgrade the entire system.
- 2) The committee reviewed the pricing of the furniture, which they thought was high, so they are going to look at other options.
- 3) Fischer will probably continue the depot lease, but this needs to be discussed further.

JT. FIRE STATION – Rudnick

- 1) The inventory of the firehouse is almost complete.

- 2) The Committee discussed the utility usage.
- 3) The fire station outside lighting has been upgraded to LED lights.
- 4) The roof issues were discussed.
- 5) The salary and job description for the building maintenance position were discussed.
- 6) An emergency preparedness table top exercise is scheduled for April 24th and all board members should plan on attending.
- 7) The bylaws will be discussed at a meeting in February.

LIBRARY– Baumann – tabled as Baumann was unable to attend the Board meeting.

PRESIDENT'S REPORT – Rudnick

None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Schneelauf 5K Chili Run – Saturday, February 22nd, 2014 – Closing of Streets

(Shovan/Kapellen) moved and seconded to approve the course and closure of the streets for the schneelauf run on February 22, 2014.

Motion Carried Unanimously

Vehicle on Walkway Permit – Saturday, February 22nd, 2014

(Wolf/Garton) moved and seconded to allow the truck and trailer on the walkway on February 22, 2014 for the setup of the Schneelauf run.

Motion Carried Unanimously

Schnee Days Ice Cube Hunt – Village Park – Saturday, February 22nd, 2014

(Shovan/Garton) moved and seconded to approve the use of the Village Park for the ice cube hunt on February 22, 2014.

Motion Carried Unanimously

Operator's Licenses – New

(Wolf/Garton) moved and seconded that operators' licenses expiring June 30, 2015 be granted to Mary Nelson & Jenna Schanke for Marshall's One Stop.

Motion Carried Unanimously

TRUSTEE REPORTS: Wolf reported that the Public Works employees are doing a great job with the difficult winter.

COMMUNICATIONS: The Wisconsin Taxpayer, Columns, and Focus are available.

ADMINISTRATOR'S REPORT: The iPads are ordered and the hope is they will be available at the next Board meeting. At that time there will be an hour session to go over their use. The Board will just receive cases, not keyboards.

ANY OTHER BUSINESS: None

(Garton/Kapellen) moved and seconded that the meeting be adjourned at 7:21 P.M.

Motion Carried Unanimously

MINUTES February 17th, 2014

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, February 17th, 2014 at the Grashorn Memorial Civic Center in the Village of Elkhart Lake with the agenda having been duly posted on Thursday, February 13th, 2014 at National Exchange Bank and Trust, the Elkhart Lake Post Office, Community Bank and Trust and the Municipal Office between the hours of 3:26 P.M. and 4:30 P.M. and on the Village website on Thursday, February 13th, 2014 at 4:30 P.M.

President Rudnick called the meeting to order at 7:00 P.M. with the following Trustees present: Richard Baumann, Pamela Garton, Mike Wolf, Steve Kapellen, and Lynn Shovan. Trustee Richard Sadiq was absent.

Others in attendance include: Jessica Reilly, Clerk/Treasurer Administrator.

The Pledge of Allegiance was recited.

AGENDA APPROVAL – No Changes

PUBLIC COMMENT – None

COMMITTEE REPORTS

ADMINISTRATION & FINANCE - Garton

Highlights of the February 17th, 2014 meeting –

- 1) The Committee is waiting for further information on the sound system.
- 2) The Committee gave the go ahead to order the new tables and podium for the civic center.
- 3) The Committee voted to renew the lease for LTD for the depot, with fewer hours than in 2013.
- 4) The Committee is recommending spending approximately \$9,000 for the secured access proposal.
- 5) The Committee is recommending approving more hours for the Clerk's office to help with water billing in March and April.

PUBLIC WORKS – Wolf

Highlights of the February 6th, 11th, and 17th, 2014 meetings -

- 1) The Committee discussed the water issues within the Village including the cost of running water. Wolf suggested talking to Northern Moraine about giving us a break on the sewer charges.
- 2) The Committee made no recommendations about having more people within the Village run water. The Committee wants to leave things as they are for the time being.
- 3) A few community members addressed the Committee and stated the Public Works employees did a wonderful job thawing out the water lines, also they expressed concerns about the pipe depth due to the reconstruction of Rhine Street (County Road A) in 1997. The Committee will look into this matter further.

JT. EMERGENCY RESPONSE – Kapellen

Minutes from the January 18th, 2014 meeting

Highlights of the February 13th, 2014 meeting –

- 1) The Committee approved the purchase of the EMS Shelter, bicycle, and defibrillator. The Committee also approved the potential use of the fire station for EMS training.
- 2) The Committee also approved the purchase of a pager for the emergency management director.
- 3) The Committee reviewed the by-laws and recommended approval to their respective Boards.

TOURISM COMMISSION – Shovan

The Board received minutes of the January 15th, 2014 meeting.

Highlights of the February 12th, 2014 meeting:

- 1) The Commission has decided that they do not need the way finding signs, but instead need trailblazing signs put up. Trailblazing signs are different from way finding signs.
- 2) The Commission also recommended changing some items on the website.

LIBRARY BOARD – Baumann

Highlights of the January 13th, 2014 meeting –

- 1) The library circulation was down 1.3% from 2012, but it is still the second highest it has been in 10 years.
- 2) The police chief issued tickets to people who have unpaid library fines.
- 3) The library is only one of two in the area that going to be in the nature backpack program trial through the Wisconsin DNR.
- 4) Eastern Shores Library System is still looking for a library director.

TREE COMMISSION – Kapellen

Highlights of the January 13th, 2014 meeting –

- 1) The Commission discussed the Arbor Day celebration for April 25th, as well as the poster theme.
- 2) The Commission also discussed planting the Arbor Day tree in section 1, which is the area for 2014.

NORTHERN MORAINES UTILITY – Reilly

Minutes of the December 9th, 2013 meeting were emailed.

Highlights of the January 13th, 2014 meeting –

- 1) The Commission is looking at obtaining rebates for the lift station upgrades.
- 2) The Commission is also looking at changes that need to be made to be in compliance with the CMOM Program.

PRESIDENT'S REPORT – Rudnick

UNFINISHED BUSINESS: None

NEW BUSINESS

Running Water Village-Wide

At this time the Village will not be changing any of its water running issues.

Staff Hour Increase for Water Billing

The Board discussed the need for an increase in staff hours, due to the manual changing of water bills.

(Shovan/Garton) moved to approve allowing an additional 48 hours to the clerk’s office to work on water billing for the first quarter.

Motion Carried Unanimously

Secured Access to the Civic Center

There was a discussion of the secure access for the civic center. The Administration & Finance Committee recommended going with the quote from Lappen Security with the alarm only costing \$300 a year to monitor.

(Garton/Baumann) moved to approve the quote of for secured access to the Civic Center and Village Offices.

Motion Carried Unanimously

Auto Club Request

The Board reviewed the request by the Shelby Car Club. The Board asked if they would be paying for the needed police. Reilly stated that they would have to pay for the police escort.

(Kapellen/Wolf) moved to approve the Shelby Car Club’s request, as presented, for the old historic race circuit drive and the closure of the street from S. Lake at Elm St. to the pedestrian walkway.

Motion Carried Unanimously

TRUSTEE REPORTS –

Wolf stated that the public works employees worked very hard with all of the frozen water pipes over the last few weeks.

COMMUNICATIONS – Reilly

Reilly reported that “Focus” and the “Researcher” are available for review.

ADMINISTRATOR’S REPORT –

Reilly distributed the third quarter 2013 financials for the water department and the Village in general.

VOUCHERS

The following library vouchers were approved by the Library Board and presented to the Board for payment:

72	ADP SCREENING & SELECTION	EXPENSES	\$2.52
77	BAKER & TAYLOR	LIBRARY BOOKS, VIDEOS, DON.	\$972.03
81	BURKART HEISDORF INSURANCE	INSURANCE	\$145.00
87	EICHHORST, LORI	CLEANING	\$171.13
89	FIRST COMMUNICATIONS	PHONE SERVICE	\$10.24
90	FRONTIER	PHONE SERVICE	\$81.36
91	GAHAGAN, RYAN	WINDOW CLEANING	\$25.00

93	KONE INC	ELEVATOR MAINTENANCE	\$233.19
97	NEWKIRK, ALEX	CLEANING	\$99.00
98	NEWKIRK, CHARLOTTE	CLEANING	\$54.00
107	TERMINIX	SPRAYING FOR INSECTS	\$102.82
84	WISCONSIN NEWSPRESS INC.	EXPENSES	\$25.88
114	WISCONSIN PUBLIC SERVICE	NATURAL GAS	\$333.95
65	NATIONAL EXCHANGE BANK	ELECTRONIC COLLECTIONS, DONAT.	\$466.26
69	WE ENERGIES	ELECTRICITY	\$387.02
		TOTAL LIBRARY	3,109.40

(Shovan Kapellen) moved that the Library vouchers be paid as presented.

Motion Carried Unanimously

The following Water Department vouchers were presented to the Board for approval and payment:

20025	BADGER OFFICE CITY	OFFICE SUPPLIES	\$32.95
20040	BURKART HEISDORF INSURANCE	INSURANCE	\$145.00
20026	CORSON, PETERSON & HAMANN S.C	3RD QTR ACCOUNTING	\$1,600.00
20027	CRYSTAL LAKE CRUSHED STONE	WATER - REPAIRS	\$189.32
20028	DAD S EXCAVATING INC.	WATER - REPAIRS	\$872.50
20029	DIGGERS HOTLINE, INC.	DIGGERS HOT LINE FEES	\$12.18
20030	ELKHART LAKE POST MASTER	POSTAGE	\$200.00
20031	FERGUSON ENTERPRISES INC	WATER - REPAIRS	\$327.98
20032	FIRST COMMUNICATIONS	LONG DISTANCE PHONE SERVICE	\$7.97
20033	FRONTIER	INTERNET & PHONE	\$61.24
20034	HAWKINS WATER TREATMENT GROUP	WATER CHEMICALS	\$10.00
20041	LULLOFF HARDWARE	EQUIPMENT	\$12.98
20035	MARTELLE WATER TREATMENT	WATER CHEMICALS	\$1,235.50
20036	NEW HOLSTEIN TRUE VALUE	WATER - REPAIRS	\$95.00
20037	PRL EXCAVATING, INC.	WATER - REPAIRS - E. RHINE ST.	\$1,750.00
20039	U.S. CELLULAR	CELL PHONE SERVICE	\$36.19
20038	VILLAGE OF ELKHART LAKE	JAN WATER WAGES	\$3,991.09
20042	WISCONSIN PUBLIC SERVICE	NATURAL GAS	\$218.81
20020	NATIONAL EXCHANGE BANK & TRUST	WELL 3 REPAIRS	\$45.29
20022	WE ENERGIES	ELECTRICITY	\$1,274.57
20021	VILLAGE OF ELKHART LAKE	DEC WATER WAGES	\$4323.8
20018	VILLAGE OF ELKHART LAKE	SEWER COLLECTIONS	\$10,880.42
20019	VILLAGE OF ELKHART LAKE	SEWER COLLECTIONS	\$13,947.21
20023	VILLAGE OF ELKHART LAKE	SEWER COLLECTIONS	\$5,661.96
20024	VILLAGE OF ELKHART LAKE	SEWER COLLECTIONS	\$1,469.23
20043	VILLAGE OF ELKHART LAKE	SEWER COLLECTIONS	\$2535.94
		TOTAL WATER	\$50,937.13

(Kapellen/Baumann) moved that the Water Utility vouchers be approved and paid as presented.

Motion Carried Unanimously

The following TIF & CDA vouchers were presented to the Board for approval and payment:

86	EDGARTON, ST.PETER, PETAK,	LEGAL TID 2 - SARGENTO	209.00
71	VINTAGE ELKHART LAKE LLC	CDA FAÇADE GRANT - 100 E RHINE STREET	10,000.00
70	GINAS CUSTOM FRAMING	CDA SPECIAL AWARD GRANT & LOAN- GINAS	10,000.00
		TOTAL	20,209.00

(Garton/Wolf) moved that the TIF/CDA vouchers be paid as presented.

Motion Carried Unanimously

The following general vouchers were presented to the Board for approval and payment:

72	ADP SCREENING & SELECTION	EXPENSES	\$7.58
73	ADVANCED DISPOSAL	REFUSE & RECYCLING COLLECTION	\$5,064.35
74	AIRGAS USA, LLC	GARAGE - SM. EQUIP & SUPPLIES	\$170.45
75	AURORA HEALTH CARE	EXPENSES	\$50.00
76	BADGER OFFICE CITY	OFFICE CHAIR SUPPLIES	\$438.89
61	BANYON DATA SYSTEMS	DIRECT DEPOSIT PROGRAM	\$995.00
78	BENEFIT ADVANTAGE	FLEX 125 PLAN FEE	\$36.00
79	BOARD OF COMMISSIONERS OF PUBLIC LAND	N. MORaine LOAN INT. & PRINCIPAL	\$87,112.96
80	BOND TRUST SERVICES CORP	BOND SERVICES	\$150.00
81	BURKART HEISDORF INSUR	INSURANCE	\$6,354.00
82	CAL & GUS MOTORS	POLICE VEHICLE MAINT	\$29.98
62	CITGO	POLICE & PW GAS & OIL	\$1,851.83
83	CORSON, PETERSON & HAMANN S.C	SERVICES (ACCOUNTING	\$7,900.00
85	DEER CREEK TECHNOLOGY	TRAINING	\$150.00
67	DNR	WATER PATROL EXPENSES	\$20.00
86	EDGARTON, ST.PETER, PETAK, &	SERVICES-LEGAL VILLAGE	\$555.50
64	EICHHORST, LORI	CLEANING	\$242.79
88	FELDMANN SALES & SERVICE	EQUIPMENT REPAIR AND MAINT	\$75.95
89	FIRST COMMUNICATIONS	PHONE SERVICE	\$55.36
90	FRONTIER	INTERNET & PHONE SERVICE	\$519.32
91	GAHAGAN, RYAN	WINDOW CLEANING	\$85.00
92	HAWLEY, KAUFMAN & KAUTZER SC	POLICE LEGAL	\$324.25
94	KRAUS SNOW PLOWS	PW MAINTENACE	\$80.00
95	LAKESHORE TECHNICAL COLLEGE	FR TRAINING	\$547.16
96	MEEUSEN, MICHAEL	CHIEF TRAINING	\$117.60
65	NATIONAL EXCHANGE BANK & TRUST	BOARD IPAD, EQUIPMENT, EXPENSES, POLICE UNIFORMS	\$4,475.14
98	NEWKIRK, CHARLOTTE	CLEANING	\$54.00
99	NORTHERN MORaine UTILITY	SEWAGE TREATMENT	\$11,620.66
100	PRINCIPAL	LIFE INSURANCE	\$93.58
101	SCHETTER ELECTRIC	CC REPAIRS LIGHTING	\$102.72

102	SHEBOYGAN COUNTY TREASURER	VEHICLE MAINTENANCE & EQUIPMEN	\$5,960.40
66	SPRING GREEN	PARKS LAWN SPRAYING	\$1,192.29
103	STAPLES	OFFICE SUPPLIES	\$29.37
104	STATE OF WISCONSIN	STATE/COUNTY ASSESSMENTS	\$1,871.50
105	SUN GRAPHICS	CLERK ENVELOPES, BUSINESS CARDS	\$455.88
106	TDN TREE SERVICES LLC	STREET DECORATIONS/CHRIRISTMAS	\$373.75
107	TERMINIX	GEN.BLDG.MAINT.(REPAIRS/SUPPL)	\$308.46
68	U.S. CELLULAR	CELL PHONE PW, POLICE, TOURISM	\$277.38
110	VORPAHL FIRE & SAFETY	FD FIRE EXTINGUISHERS	\$457.25
111	WAGNER, PETER	MILEAGE	\$23.73
70	WE ENERGIES	VILLAGE LIGHTING & STREET LIGHTING	\$9,065.79
112	WEIR, KATRINA	MILEAGE	\$21.28
113	WISCONSIN DEPT. OF JUSTICE	COMPUTER TIME	\$223.50
84	WISCONSIN NEWSPRESS INC.	EXPENSES	\$77.62
114	WISCONSIN PUBLIC SERVICE	VILLAGE NATURAL GAS	\$2,978.27
		TOTAL GENERAL	\$152,596.54

TOTAL PAYROLL \$ 48,722.24
Total February Expenses \$ 201,318.78

(Shovan/Garton) moved and seconded to approve the general vouchers for February and pay as presented.

Motion Carried Unanimously

(Kapellen/Garton) moved and seconded to adjourn the meeting at 7:45 p.m.

Motion Carried Unanimously

Jessica Reilly, Administrator/Clerk-Treasurer

ANNOUNCEMENTS

The following is the schedule for regular meeting of the Board of Trustees of the Village of Elkhart Lake and tentative meetings of the Planning Commission and CDA:

CHECK OUT THE VILLAGE WEB SITE www.elkhartlake.com

MONDAY, March 3, 2014 – 7:00 P.M.
MONDAY, March 17, 2014 – 7:00 P.M.

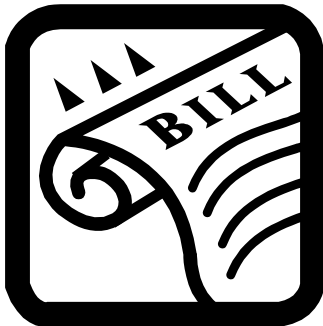
BOARD OF TRUSTEES
BOARD OF TRUSTEES

The Village of Elkhart Lake requests persons requiring auxiliary aids and service for participation in the above meeting contact the Clerk twenty-four (24) hours prior to the meeting. All meetings are held in the general meeting room of the Grashorn Memorial Civic Center, located at 84 North Lake St. in Elkhart Lake unless noted.

THE DEADLINE FOR BEING PLACED ON THE AGENDA FOR ANY REGULAR BOARD MEETING WILL BE AT 5:00 P.M. ON THE WEDNESDAY PRIOR TO THE REGULAR MEETING MONDAY AND ONE WEEK PRIOR TO A COMMITTEE OR COMMISSION MEETING. The Municipal Office is located in the Grashorn Memorial Civic Center and is open on Monday through Friday from 9:00 a.m. to 4:30 p.m. Please call and make an appointment for special needs.

VILLAGE BOARD MEMBERS

PRESIDENT: Alan Rudnick (611 Otto Way) 876-3113
TRUSTEE: Mike Wolf (POB 506) 876-3100
TRUSTEE: Steven Kapellen (POB 271) 876-2177
TRUSTEE: Pam Garton (674 Birchwood Drive) 876-2376
TRUSTEE: Richard Sadiq (POB 188) 876-3732
TRUSTEE: Lynn Shovan (POB 86) 876-2056
TRUSTEE: Richard Baumann (22 Cedar Lane) 920-781-2030



**Pay your water bill
automatically!**
**Call the Village Clerk's Office at
920-876-2122
for more information.**



ATTENTION DOG OWNERS:

Updates to the Village’s Dog Leash Ordinance

8.27

It shall be unlawful for any person who owns, harbors, or keeps a dog to permit such dogs to **run at large** any time of year within the Village limits. Any dog which is off the premises of its owner or keeper must be under the control of an **attendant holding a leash**, maximum of 8 feet. Any dog on owner’s premise which is not leashed (15 feet maximum), fenced in, or under control of an attendant would be considered running at large.

VILLAGE ORDINANCE 8.32 ANIMAL FECES. Any person owning or having control of any animal shall **CLEAN UP** the feces of such animal immediately and dispose of it in a sanitary manner when the animal has defecated on the property of another or on **PUBLIC PROPERTY.**

The Village has installed Dog Refuse Stations throughout the Village to help in the cleanup effort. The stations are located at

- S. End of Walkway
- N. End of Walkway
- Near Village Square Park
- S. Lake Street near Elm St.
- Osthoff Avenue
- Lions Park
- E. Rhine St. near Charlene's
- E. Rhine St. near Cal & Gus

Please keep our beautiful village clean.



Reminder: It is unlawful for a dog to be within any public park or beach or the fireman’s park or beach except as provided in the Village of Elkhart Lake-Glenbeulah Athletic Association Park rules and regulations (1)b14.



Garbage is picked-up by advanced disposal service.

For any large item pick-ups you must call ahead to notify Advanced Disposal Service. The phone number is 1-888-688-4005.

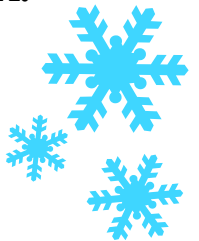


JUST A REMINDER: Winter parking regulations are in effect from November 15th through April 1st. This means no parking from 2:00 a.m. to 6:00 a.m. on the village street and as posted in public parking lots.

Reminder: Spring Elections will be held on April 1st, 2014. Three Village Trustees are up for reelection. If you have any questions, please call the Village Clerk's Office at 920-876-2122.



AS A REMINDER: YOU HAVE 14 HOURS AFTER A SNOW STORM TO REMOVE ICE AND SNOW FROM YOUR SIDEWALK. SNOW MAY NOT BE BLOWN OR PLOWED ON VILLAGE STREETS. Please shovel out any hydrants near your home.



Section 10.03 - Removing Snow from Sidewalks: residents must clean snow from sidewalks within 14 hours of any snowfall in a 24 hour period. Snow cannot be blown or plowed onto Village Streets. Residents must also shovel out any hydrants near their home.



**Dog Licenses are due
Monday, March 31st**

Please stop in at the Village Hall to provide proof of rabies vaccination and pay the fee (\$7.00 per spayed or neutered dog and \$14.00 per dog if not spayed or neutered.)