



## **VILLAGE OF ELKHART LAKE**

**Elkhart Lake, Wisconsin 53020**

### **MINUTES October 2nd, 2017**

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, October 2nd, 2017 at the Grashorn Memorial Civic Center in the Village of Elkhart Lake with the agenda having been duly posted on Thursday, September 28, 2017 at National Exchange Bank and Trust, the Elkhart Lake Post Office, Wisconsin Bank and Trust and the Municipal Office between the hours of 2:32 P.M. and 3:00 P.M. and on the Village website on Tuesday, September 28, 2017 at 3:10 P.M.

Kim Purkey called the meeting to order at 7:00 P.M. with the following Trustees present: Richard Baumann, Lynn Shovan, Richard Sadiq, John Schott, Geoff Bray and Steve Kapellen

Others in attendance include: Emmitt Feldner; Kim Purkey, Deputy Clerk/Treasurer Administrator.

### **Appointment of President Pro-tem-**

(Sadiq/Schott) moved and seconded that Steve Kapellen be appointed President Pro-Tem

Motion Carried Unanimously

The Pledge of Allegiance was recited.

### **Approval of Minutes –**

(Bray/Schott) moved and seconded that the September 5<sup>th</sup> & 18<sup>th</sup>, 2017 Board minutes be approved.

Motion Carried Unanimously

### **Treasurer's Report –**

(Sadiq/Bray) moved and seconded to approve the September Treasurer's report as printed.

Motion Carried Unanimously

**Public Comment – None**

### **COMMITTEE REPORTS**

September Building Permit Report – Purkey

This report was included in the Board packet in dropbox.

Administration & Finance - Sadiq

Highlights from September 26<sup>th</sup>, 2017 meetings:

2018 Budget

Public Works – Shovan

Highlights from September 21<sup>st</sup> & September 28<sup>th</sup>, 2017 meetings:

Lead Service Lateral Replacement -The committee recommended to start the replacement process.

Tree Commission – Kapellen

Minutes – May 3<sup>rd</sup>, 2017 meeting

Highlights – September 20<sup>th</sup>, 2017 meeting:

Emerald Ash Borer Update, Tree Maintenance Plan 2017 & Inventory will be updated by Pat Robison

Planning Commission-Rudnick

Highlights – September 20<sup>th</sup>, 2017 meeting:

Throttlestop Stormwater Approval, Parkland Fee

President's Report – Rudnick- None

**UNFINISHED BUSINESS: -None**

**NEW BUSINESS:**

Presenting of the 2018 Preliminary Budget

copies were included in the Board packets in dropbox and printed copies were presented for Trustees for review.

Act on Lead Service Lateral Replacement

(Sadiq/ Schott) moved and seconded to move forward with the replacement process.

Motion Carried Unanimously

Temporary Operator's Licenses- New

(Schott/Bray) moved and seconded to approve temporary operator's licenses for the Chamber of Commerce Shop & Sip event for Pirrko Jarvensivu- Nordic Accents; Nicola Wochinski-Nicola's Gift Cottage; Craig Forstner-Enchanted Floral

Motion Carried Unanimously

**TRUSTEE REPORTS:-**Bray reported he will be attending a meeting with Historical Society on October 25<sup>th</sup> to discuss the Lake Path.

Sadiq-expressed how heartsick we are with the events in Las Vegas and is happy we have an emergency plan in place.

**COMMUNICATIONS** – Purkey

None

**ADMINISTRATOR'S REPORT – None**

**ANY OTHER BUSINESS:**

None

(Shovan/Schott) moved and seconded to adjourn the meeting at 7:08 p.m.

Motion Carried Unanimously

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Kim Purkey, Deputy Administrator/Clerk

**MINUTES October 16th, 2017**

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, October 16th, 2017 at the Grashorn Memorial Civic Center in the Village of Elkhart Lake with the agenda having been duly posted on Thursday, October 12, 2017 at National Exchange Bank and Trust, the Elkhart Lake Post Office, Wisconsin Bank and Trust and the Municipal Office between the hours of 2:05 P.M. and 2:35 P.M. and on the Village website on Monday, October 12, 2017 at 1:30 P.M.

Rudnick called the meeting to order at 7:03 P.M. with the following Trustees present: Richard Baumann, Lynn Shovan, and Geoff Bray.

Others in attendance include: Emmitt Feldner; Kim Purkey, Deputy Clerk/Treasurer Administrator.

The Pledge of Allegiance was recited.

**Public Comment – None**

**COMMITTEE REPORTS**

Public Works – Shovan

Highlights of October 16, 2017 meeting:

Committee is recommending that the Lincoln Street Crosswalk signals be upgraded to include a pushbutton activation control, repair conduit at service pedestal and install LED 12”lights at a cost of \$2917.

Library- Baumann

Highlights of October 9<sup>th</sup> meeting

Circulation is stable with an increase in adolescent reading. 15% of the budget is remaining.

Tourism – Baumann

Highlights of September 28, 2017 meeting:

Strategic Planning- New mission statement- Promote authentic experiences to make people fall in love with Elkhart Lake.

Northern Moraine Utility Commission-Tabled until November 6, 2017

Highlights – October 9, 2017 meeting

Groundwater well plans & specs, Blower replacement, Sanitary Sewer Chemical release, Collection System Mapping

President's Report – Rudnick- Thanks to Steve Kapellen for handling the last meeting in his absence.

**UNFINISHED BUSINESS: -**

2018 Preliminary Budget questions- none

**NEW BUSINESS:**

Presenting of the 2018 Preliminary Budget

Copies were included in the Board packets in dropbox and printed copies were presented for Trustees for review.

Bay Lakes Community Project Inventory- No action taken

**TRUSTEE REPORTS:-**Bray reported he will be attending a meeting with Historical Society on October 25<sup>th</sup> to discuss the Lake Path.

**COMMUNICATIONS** – Purkey

Wisconsin Taxpayer, Governing, The Municipality

**ADMINISTRATOR'S REPORT** – Purkey

Things have been running fairly smoothly in Jessica's absence. She has been available by e mail to help when necessary.

**VOUCHERS**

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

540	BAKER & TAYLOR	FOL, BOOKS, VIDEOS	\$1,671.47
549	EICHHORST, LORI	LIBRARY CLEANING	\$260.00
526	ELKHART LAKE BOY SCOUT TP 824	LIBRARY WREATH	\$15.00
584	EL WATER DEPARTMENT	LIBRARY WATER	\$9.86
552	FRONTIER	LIBRARY PHONE	\$93.83
558	KONE INC	LIBRARY ELEVATOR MAINT	\$960.00
560	MONARCH LIBRARY SYSTEM	SHARED AUTOMATION, WEB PAGE	\$963.83
528	MORAN, MARK	FOL- LIBRARY PROGRAM	\$400.00
529	NATIONAL EXCHANGE BANK	FOL, TECHNOLOGY, MISC SUPPLIES, PROGRAMS	\$323.33
532	WE ENERGIES	LIBRARY ELECTRICITY	\$270.42
579	WISCONSIN NEWSPRESS INC.	LIBRARY MARKETING	\$60.80

587	WPS	LIBRARY NATURAL GAS	\$20.19
		TOTAL LIBRARY	\$5,048.73

(Baumann/Bray) 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:

20168	CLERK S PETTY CASH FUND	SAMPLE ICE, GENERATOR CAP	\$5.46
20169	CORE & MAIN, LP	METERS	\$1,268.55
20170	DNR	TRAINING EXAM- FELDMANN	\$50.00
20171	EL WATER DEPARTMENT	WATER ARBOR DR	\$26.16
20172	FERGUSON ENTERPRISES INC	COUPLINGS FOR CURB BOXES	\$105.02
20173	FRONTIER	PHONE & INTERNET	\$86.31
20174	HAWKINS WATER TREATMENT	CHEMICALS	\$10.00
20163	NATIONAL EXCHANGE BANK	POSTAGE	\$23.75
20175	NORTHERN LAKE SERVICE, INC.	TESTING	\$200.00
20176	PUBLIC SERVICE COMMISSION	REMAINDER ASSESSMENT	\$268.20
20177	SOLEK, RICHARD	REIMBURSE TRAINING- WWOA REGIONAL OPERATORS	\$25.00
20164	VERIZON WIRELESS	CELL PHONE	\$45.65
20178	VILLAGE OF ELKHART LAKE	SEPTEMBER WAGES, BENEFITS	\$5,284.10
20165	WE ENERGIES	ELECTRICITY	\$1,049.68
20179	WISCONSIN PUBLIC SERVICE	NATURAL GAS	\$20.21
		TOTAL WATER	\$8,468.09

(Shovan/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:

523	ASSOCIATED BANK GREEN BAY	FS BOND FEE	\$475.00
544	CORSON, PETERSON & HAMANN	ACCOUNTING TID 2, 3, 4	\$2,250.00
548	EDGARTON, ST.PETER, PETAK	LEGAL TID 2 VICTORY SOUTH, TID 4 WOLF	\$260.00
583	EHLERS	TID 2, 3, 4	\$600.00
585	KAPUR & ASSOCIATES	ENGINEER BADGER ROAD CSM, VICTORY AUTO	\$568.50
		TOTAL CDA/TID	\$4,153.50

(Bray/Baumann) moved that the CDA & TIF vouchers be paid as presented.

Motion Carried Unanimously

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

533	ADVANCED DISPOSAL	REFUSE, RECYCLING, YARD WASTE	\$7,563.60
534	AIRGAS USA, LLC	PW WELDING OXYGEN	\$52.80
535	ALPHA HYDRAULICS LLC	STREETS BACKHOE REPAIR	\$463.90
536	AMERICAN TEST CENTER INC.	FD- LADDER TESTING	\$1,287.00
565	ARNO PFEIFER INC.	STREETS GRASS SEED	\$56.25
537	ASSOCIATED BANK GREEN BAY	FS LOAN PRINCIPAL & INTEREST	\$173,457.50
538	AURORA EAP	EAP 4TH QTR	\$64.35
539	AUTUMN RIDGE LANDSCAPING	PARKS- WINTERIZE IRRIGATION	\$120.00
541	BATTERIES PLUS LLC	FD BATTERIES	\$12.00
581	BENEFIT ADVANTAGE	FSA MONTHLY FEE	\$35.00
586	BIRSCHBACH INSPECT SER. LLC	BUILDING INSPECTION	\$50.00
542	BOND TRUST SERVICES CORP	BOND INT STREETS	\$11,822.50
524	BRYN MAWR FIRE COMPANY	FD LADDER TRUCK	\$136,500.00

543	CLERK S PETTY CASH FUND	CLERK POSTAGE, STREETS FITTING/NUT	\$3.75
544	CORSON, PETERSON & HAMANN	ACCT. GENERAL	\$5,250.00
582	CUSTOM CRAFT TROPHY CO.	PW- WORK SHIRT EMBROIDERED	\$79.50
545	DAD S EXCAVATING INC.	STORM SEWER REPAIR MORaine/KETTLEVIEW	\$2,300.00
525	DELAGE LANDEN FINANCIAL	CLERK DRIVVE SOFTWARE	\$261.75
546	DREXEL BUILDING SUPPLY INC	GARAGE CONCRETE	\$8.44
547	ECOMANITY	FD PARKING LOT LIGHTS	\$264.90
548	EDGARTON, ST.PETER, PETAK	LEGAL MATTERS	\$1,525.00
583	EHLERS	BOARD 2017 DISCLOSURES	\$750.00
549	EICHHORST, LORI	CLEANING	\$260.00
526	ELKHART LAKE BOY SCOUT	CIVIC CENTER WREATHS	\$47.00
584	EL WATER DEPARTMENT	WATER	\$1,176.86
550	ENDURACLEAN	PARKS TRASH LINERS	\$47.00
551	FELDMANN SALES & SERVICE	PARKS MOWER OIL FILTERS	\$21.00
552	FRONTIER	PHONE & INTERNET	\$757.21
553	GROTA APPRAISALS, LLC	ASSESSMENT 4TH QTR	\$2,400.00
554	HAWLEY, KAUFMAN & KAUTZER	POLICE LEGAL	\$1,308.00
555	HONOLD & LAPAGE, INC	GARAGE DRAIN CLEANER	\$22.11
556	HORNE CONVENTURE LLC	POLICE FUEL	\$17.30
557	HSHS EWD	POLICE BLOOD DRAW	\$46.50
585	KAPUR & ASSOCIATES	PARKS ENGINEERING, PREMIERE DEV	\$1,721.93
527	LA FORCE, INC	FD REPAIR DOORS	\$2,420.07
559	MBM	POLICE COPIES	\$101.11
561	MOULTON, NANCY	BEAUTIFICATION - PLANTS	\$104.00
562	NAPA AUTO PARTS	MOWER OIL FILTERS; PLOW TRUCK FILTER	\$49.04
529	NATIONAL EXCHANGE BANK	DOG WASTE BAGS; CONCRETE SEALER, GRINDER, CUTTING SHEEL, HOZE NOZZLE; MASON TWINE; PW SHIRTS; POLICE TRAINING; BD IPAD COVER; POLICE UNIFORMS- MEEUSEN SWAT	\$2,005.30
563	NEUMANN PLUMBING	FD HVAC REPAIR/ REPLACE CIRCUIT BOARD	\$792.69
564	NORTHERN MORaine UTILITY	SEWAGE TREATMENT	\$25,422.18
566	POLICE PETTY CASH FUND	COURT POLICE POSTAGE; SQUAD HEADLIGHT	\$168.17
567	PROS 4 TECHNOLOGY, INC	365 PREMIUM, EMAIL ARCHIVE, BACKUP	\$1,221.50
568	RAY O HERRON CO., INC.	POLICE AMMO	\$927.47
573	SCHRC	BOARD HISTORICAL RESEARCH DUES	\$100.00
569	SHEBOYGAN CO TREASURER	FR BATTERIES,MIC;POL PRINTING;COURT CO ASSESS	\$1,929.58
570	STATE OF WISCONSIN	COURT STATE ASSESSMENT	\$1,318.70
571	STATE OF WISCONSIN-DSPS	BLDG INSP EXAM- LEIBHAM	\$25.00
530	SUPERIOR VISION INSURANCE	VISION INSURANCE	\$123.30
574	THE UNIFORM SHOPPE	POLICE NIEMI UNIFORM	\$94.90
572	TRANSAMERICA LIFE INSURANCE	CRITICAL ILLNESS	\$47.00
575	VANDERVART CONCRETE	GARAGE REBAR, CONCRETE SHOP FLOOR	\$170.81
531	VERIZON WIRELESS	TOURISM, PW; POLICE CELL PHONES; POLICE WIFI	\$207.46
532	WE ENERGIES	ELECTRICITY	\$7,741.20
576	WEISS IMPLEMENT INC.	PARKS LEAF CATCHER JOHN DEERE	\$37.10
577	WEX BANK	PW FUEL	\$688.20
578	WEX BANK	POLICE FUEL	\$469.76
587	WPS	NATURAL GAS	\$131.33
580	ZARNOTH BRUSH WORKS	STREETS SWEEPER PARTS	\$228.50

	TOTAL GENERAL	\$396,277.52
	TOTAL PAYROLL	\$76,601.95
	Total October Expenses	\$472,879.47

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

Motion Carried Unanimously

**OTHER BUSINESS THAT CAN LEGALLY COME BEFORE THIS BOARD:** None

(Shovan/Schott) moved and seconded to adjourn the meeting at 7:08 p.m.

Motion Carried Unanimously

Kim Purkey, Deputy Administrator/Clerk

## ANNOUNCEMENTS

[www.elkhartlakewi.gov](http://www.elkhartlakewi.gov)

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:

WEDNESDAY, November 29, 2017 – 6:00 P.M.	CDA
MONDAY, December 4, 2017 – 7:00 P.M.	BOARD OF TRUSTEES
WEDNESDAY, December 13, 2017 – 7:00 P.M.	PLANNING COMMISSION
MONDAY, December 18, 2017 – 7:00 P.M.	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:** Geoff Bray (POB 736) 920-452-5397

**TRUSTEE:** Steven Kapellen (POB 271) 876-2177

**TRUSTEE:** John Schott (913 Grassy Lane) 920-698-2480

**TRUSTEE:** Richard Sadiq (POB 188) 876-3732

**TRUSTEE:** Lynn Shovan (POB 86) 876-2056

**TRUSTEE:** Richard Baumann (22 Cedar Lane) 920-781-2030

**NOTICE IS HEREBY GIVEN** that an election will be held in the election district of the Village of Elkhart Lake on Tuesday, April 3<sup>rd</sup>, 2018. The term for the Village President and the Village Trustees begins on April 17<sup>th</sup>, 2018. All terms are for two years unless otherwise indicated. The following officers are to be elected to succeed the present incumbents listed:

<u><b>OFFICE</b></u>	<u><b>INCUMBENT</b></u>
Village Trustee	Steven Kapellen
Village Trustee	John Schott
Village Trustee	Lynn Shovan

**NOTICE IS FURTHER GIVEN**, that the first day to circulate nomination papers is December 1<sup>st</sup>, 2018 and the final day for filing nomination papers in the office of the Village Clerk is 5:00 P.M. on Tuesday, January 2<sup>nd</sup>, 2018.

**NOTICE IS FURTHER GIVEN**, that if a primary is necessary, the primary will be held on February 20<sup>th</sup>, 2018.

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## **Garbage Collection Holiday Schedule 2017**

**Memorial Day** – Tuesday May 30<sup>th</sup>, 2017

**Independence Day** – No Effect on Service day

**Labor Day**- Tuesday September 5<sup>th</sup>, 2017

**Thanksgiving Day** – No Effect on Service day

**Christmas Day** – Tuesday December 26<sup>th</sup>, 2017

**New Year's Day** – Tuesday January 2<sup>nd</sup>, 2018



For more information, please contact the Clerk's Office at 920-876-2122 or [clerk@elkhartlakewi.gov](mailto:clerk@elkhartlakewi.gov). You may also stop in at the office at 40 Pine Street Monday-Friday, 9:00a.m.-4:30p.m.



**Vehicles violating this ordinance will be ticketed.**

**You will not be notified that snow needs to be removed.**

 <b>Village of Elkhart Lake</b> <b>Building Permit Application</b>	
Date: _____ <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>(Residential or Commercial (only))</span> <span>(Building Permit)</span> <span>(Decking Permit)</span> <span>(Fencing Permit)</span> </div>	
<b>OWNER</b> Name: _____ Address: _____ _____ Phone: _____ Email: _____	<b>CONTRACTOR</b> Name: _____ Address: _____ _____ Phone: _____ License #: _____ Contact Name: _____
<b>RESIDENTIAL PERMIT</b> <input type="checkbox"/> Building <input type="checkbox"/> Windows <input type="checkbox"/> Deck <input type="checkbox"/> Siding <input type="checkbox"/> Fencing <input type="checkbox"/> Accessory Building	<b>COMMERCIAL PERMIT</b> <input type="checkbox"/> Barter <input type="checkbox"/> Signage <input type="checkbox"/> Water System <input type="checkbox"/> Single Phase Service <input type="checkbox"/> Sewer <input type="checkbox"/> Three Phase Service
<b>PLUMBING/MECHANICAL PERMIT</b> <input type="checkbox"/> Bath <input type="checkbox"/> HVAC <input type="checkbox"/> Water Issues <input type="checkbox"/> Furnace <input type="checkbox"/> Dryer/Vent	
<b>Work Consists of:</b> _____	<b>Work Consists of:</b> _____
Construction License # _____ Phone: _____	Construction License # _____ Phone: _____
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>Use the area to the left to draw the buildings on your lot, providing dimensions from the buildings to the lot lines.</p> <p>Estimated Cost of Work: \$ _____</p> <p>Permit Fee: \$ _____</p> <p style="text-align: right; margin-top: 20px;">Applicant Signature _____</p>
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Approved</span> <span><input type="checkbox"/> Denied</span> <span>Date: _____</span> <span>Permit Number: _____</span> </div>	

Notes, conditions, correspondence

# Sewer Rate Increase

***The Elkhart Lake Village Board will be increasing the sewer rates effective July 1, 2017. The new rate will be \$6.75 per 100 cubic feet of water consumption.***

Please contact the Village Administrator/Clerk-Treasurer's Office at **(920) 876-2122** or [clerk@elkhartlakewi.gov](mailto:clerk@elkhartlakewi.gov) if you have questions related to water or sewer billing.

The 2016 Elkhart Lake Water Department Consumer Confidence Report is now available. To view it online visit

[www.elkhartlakewi.gov/departments/water](http://www.elkhartlakewi.gov/departments/water).

To obtain a paper copy, please stop in at the Clerk's Office at 40 Pine Street or call 876-2122 or email [clerk@elkhartlakewi.gov](mailto:clerk@elkhartlakewi.gov).



***Pay your water bill automatically!***

***Call the Village Clerk's Office at 920-876-2122***

***for more information.***

## ATTENTION DOG OWNERS!



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.

**VILLAGE 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 8.29:** 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

**Thank you to all who supported “Save the Caboose!”  
We couldn’t have done it without you!**

**Before...**



**During...**



**After!**



Fred Bauer and his crew did a great job restoring the caboose to its original look. Thanks to everyone who contributed to this restoration project. Next up is a project to build a cover for the caboose. This will guarantee the life of caboose for many years to come.