



## VILLAGE OF ELKHART LAKE

Elkhart Lake, Wisconsin 53020

### **MINUTES April 20, 2020**

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, April 20<sup>th</sup>, 2020 via conference call with the agenda having been duly posted on Thursday, April 16<sup>th</sup>, 2020 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office between the hours of 3:33 P.M. and 4:45 P.M. and on the Village website on Thursday, April 16<sup>th</sup>, 2020 at 3:25 P.M.

President Sadiq called the meeting to order at 6:00 P.M. with the following Trustees present: Geoff Bray, John Schott, Lynn Shovan, Bobbie Stroessner, Terri Knowles, and Mike Wolf.

Others in attendance include: Adam Hertenburger; Ross Werner; Emmitt Feldner; Jessica Reilly, Administrator/ Clerk-Treasurer.

### **Approval of Minutes –**

(Stroessner/Shovan) moved and seconded that the March 16<sup>th</sup>, 2020 Board minutes be approved with changes.

Motion Carried Unanimously

### **Treasurer's Report –**

(Shovan/Schott) moved and seconded to approve the March Treasurer's Report.

Motion Carried Unanimously

**Public Comment –** None

### **ANNUAL REPORTS**

Tourism – Director Kathleen Eickhoff

The report was given to the Board for review. Eickhoff stated stay calm and good luck.

### **COMMITTEE REPORTS**

*MARCH BUILDING PERMITS* – Reilly

This report was included in the Board packet on dropbox.

*LIBRARY* –Stroessner

The Board received minutes of the March 9<sup>th</sup>, 2020 meeting.

Highlights of the April 13<sup>th</sup>, 2020 meeting:

- 1) The library will be opening later in the week for curbside pickup, but the library is in a holding pattern until the rules change.

*TOURISM COMMISSION* –Knowles

The Board received minutes of the March 12<sup>th</sup>, 2020 meeting.

Highlights of the April 1<sup>st</sup>, & 16<sup>th</sup>, 2020 meeting:

- 1) The Commission updated their room tax budget for the year. The Commission is planning on using reserves and not anticipating much in 2<sup>nd</sup> quarter room tax revenue. The Commission understands that the budget will be fluid for the year.
- 2) The Commission released a Stay Safe, Stay Home message.
- 3) The Commission will be meeting more frequently during this time.
- 4) The Commission cancelled the May media tour.
- 5) They approved funding for the triathlon.

*ECONOMIC DEVELOPMENT*– Knowles

Highlights of the April 20<sup>th</sup>, 2020 meetings:

- 1) The Committee discussed the potential for CDA funding during this time. The Committee moved it to the Board for further discussion and guidance.

*ADMINISTRATION & FINANCE*– Shovan

Highlights of the April 20<sup>th</sup>, 2020 meetings:

- 1) The Committee recommends allowing the short-term rental ordinance (Village fee) to be for this year and next. They still need the state permit, but the fee will cover two years.
- 2) The Committee reviewed the Stay Safe, Stay Home message that went out. The Committee also had an update on COVID-19 and Village operations and other ways it is impacting the Village.
- 3) The Committee tabled the Victory fence discussion.

*PUBLIC WORKS*– Schott

Highlights of the April 20<sup>th</sup>, 2020 meetings:

- 1) The Committee reviewed the potential Highway 67 schedule for 2021. The Village will need to coordinate with Tourism as the schedule unfolds.

*NORTHERN MORAINÉ COMMISSION* – Schott

The Board received minutes of the February 10<sup>th</sup>, 2020 meeting.

Highlights of the March 9<sup>th</sup>, 2020 meetings:

- 1) The Commission has not heard from the DNR on its CMAR from 2018.
- 2) There have been trees trimmed and the Commission approved the bank authorization.

*MUNICIPAL BOARD OF CANVASSERS*–Reilly

Highlights of the April 13<sup>th</sup>, 2020 meeting:

- 1) Reilly reviewed the election results which included 460 voters, 367 of them were absentee voters. Congrats to Terri, John, and Lynn on being re-elected.

*PRESIDENT’S REPORT* – Sadiq

Sadiq stated thank you to all the people behind the scenes that allowed the election to go on.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

Approval of Agent – Sara Hawe- Elkhart Lake Endeavors LLC – DBA Elkhart Inn

(Schott/Bray) moved and seconded to approve Sara Hawe as the agent for Elkhart Lake Endeavors.

Victory Park Fencing

This was tabled at committee and tabled at the Board.

Short-Term Rental Ordinance Potential Extension

(Schott/Bray) moved and seconded to approve allowing the Village’s fee for the Short-term rental ordinance to last two years, if they rent this year they still need all state/county permits, but Village fee would cover 2020 and 2021.

Motion Carried Unanimously

Change of Agent R-Store #4514 – Jean Trakel

(Bray/Knowles) moved and seconded to approve Jean Trakel as the agent for R-Store #4514.

Direction for CDA Funding Guidelines

The Board discussed at length potential funding the CDA may be able to provide local businesses. The CDA has a limited budget. Bray stated that these guidelines could be created for natural disasters in case something in the future happens. It should be for all disasters. Shovan concurred that the guidelines could look at funds for a disaster. Wolf stated that the CDA funds are not meant for disasters; this should be other funding. Knowles stated they could discuss with businesses if the limited funding the CDA could provide would even make or break a business. Schott stated the CDA could look at it and see if developing guidelines was of value. Sadiq stated that the CDA could look at the natural disaster funding, but also that CDA needs to see if the amount available can even make a difference to the businesses.

(Wolf/Schott) moved and seconded to have the CDA meet and look at how they would use funds and bring it back to the Board.

Motion Carried Unanimously

**TRUSTEE REPORTS:**

Stroessner stated thanks to the election workers for keeping everyone safe. Shovan concurred. Schott stated that he is working with the ROOTS organization to try to secure some funding for ash tree replacement. Knowles asked about water bills and payment plans. Reilly stated payment plans are always an option and no late fees are currently being charged. Wolf thanked the employees for their hard work during this time.

**COMMUNICATIONS – Reilly**

The Research is available.

**ADMINISTRATOR’S REPORT – Reilly**

Reilly thanked her poll workers, public works, police, and library for all their help with the election. The poll workers were fabulous and went above and beyond in these trying times. Reilly discussed the differing schedules in the departments and other steps the employees are taking to follow COVID-19 guidelines.

**VOUCHERS**

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

7333	NATIONAL EXCHANGE BANK & TRUST	CREDIT CARD	\$ 26.75
7334	WE ENERGIES	ELECTRICITY	\$ 857.63
7335	CORE & MAIN, LP	WATER METERS	\$ 630.78
7336	CORSON, PETERSON & HAMANN S.C.	WATER ACCOUNTING	\$ 2,800.00
7337	ELKHART LAKE WATER DEPARTMENT	WATER ARBOR DRIVE	\$ 24.75
7338	FERGUSON WATERWORKS #1476	WATER CURB STOP	\$ 441.22
7339	FRONTIER	PHONE & INTERNET	\$ 126.37
7340	HAWKINS, INC	WATER CHEMICALS	\$ 20.00
7341	HEMBEL, JUSTIN	WATER BILL REFUND	\$ 16.49

7342	NEW HOLSTEIN TRUE VALUE	WATER PAINT	\$ 19.47
7343	U.S. CELLULAR	WATER CELL PHONE	\$ 64.58
7344	VILLAGE OF ELKHART LAKE	WATER WAGES, BENEFITS	\$ 5,608.75
7345	WISCONSIN PUBLIC SERVICE	NATURAL GAS	\$ 103.56
7346	WORKHORSE SOFTWARE SERVICES	WATER ACCOUNTING & PAYROLL SUPPORT	\$ 785.96
		TOTAL WATER	\$ 11,526.31

(Stroessner/Shovan) 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:

24088	DEMPSEY LAW FIRM, LLP	LEGAL	\$ 472.50
24103	KAPUR & ASSOCIATES	TID 2 ENGINEERING	\$ 5,820.50
		TOTAL CDA/TID	\$ 6,293.00

(Shovan/Schott) moved that the CDA & TIF vouchers be paid as presented.  
Motion Carried Unanimously

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

24070	OFF THE RAIL	ELECTION FOOD	\$ 69.63
24071	QUIT QUI OC GOLF COURSE	ELECTION FOOD	\$ 119.40
24072	BENEFIT ADVANTAGE	FSA MONTHLY FEES	\$ 35.00
24073	BOND TRUST SERVICES CORP	FS BOND INTEREST PAYMENT	\$ 32,596.25
24074	NATIONAL EXCHANGE BANK & TRUST	CREDIT CARD	\$ 2,312.66
24075	SUPERIOR VISION INSURANCE	VISION INSURANCE	\$ 125.39
24076	TRANSAMERICA LIFE INSURANCE CO	LIFE INSURANCE	\$ 47.00
24077	WE ENERGIES	ELECTRICITY	\$ 8,197.66
24078	A & M TREES	TREE COMMISSION ARBOR DAY TREE 2019	\$ 450.00
24079	ADVANCED DISPOSAL	REFUSE, RECYCLING, YARD WASTE COLLECTION	\$ 5,595.52
24080	AIRGAS USA LLC	FIRST RESPONDER OXYGEN CYLINDERS	\$ 450.33
24081	AURORA EAP	EAP 1ST QUARTER	\$ 70.20
24082	BAKER & TAYLOR	LIBRARY BOOKS, AUDIOBOOKS	\$ 2,333.62
24083	BELCO VEHICLE SOLUTIONS, LLC	TOURISM & STREETS GRAPHICS SIGNS	\$ 210.00
24084	BENEFIT ADVANTAGE	FSA MONTHLY FEE	\$ 35.00
24085	COMPLETE OFFICE OF WISCONSIN	CLERK OFFICE SUPPLIES- PAPER	\$ 65.98
24086	CONWAY SHIELD	POLICE VESTS FROM DONATION MONEY	\$ 271.25
24087	DE LAGE LANDEN FINANCIAL	CLERK DRIVVE SOFTWARE	\$ 261.75
24088	DEMPSEY LAW FIRM, LLP	LEGAL	\$ 162.50
24089	EICHHORST, LORI	CLEANING	\$ 675.00
24090	ELKHART LAKE CHAMBER OF COMM.	CHAMBER CASH ELECTION WORKERS THANK YOU	\$ 360.00
24091	ELKHART LAKE WATER DEPARTMENT	WATER	\$ 433.62
24092	ENDURACLEAN	PARKS, LIBRARY SUPPLIES	\$ 397.20
24093	EXTREME AUTO SERVICE	GARAGE BACKHOE TIRE MOUNTING	\$ 30.00
24094	FEDERWISCH, STEVE	BLDG INSP, STREETS, PARKS MILEAGE	\$ 278.30
24095	FRONTIER	PHONE & INTERNET	\$ 910.33
24096	GPM INVESTMENTS	POLICE & PW FUEL	\$ 531.97
24097	GROTA APPRAISALS, LLC	ASSESSMENT	\$ 2,875.00
24098	HAUCKE PLUMBING & HEATING	CHAMBER WATER HEATER	\$ 690.50

24099	HAWLEY, KAUFMAN & KAUTZER SC	POLICE LEGAL	\$ 1,842.51
24100	HEMBEL, JUSTIN	SEWER BILL REFUND	\$ 42.38
24101	HSBS EWD	POLICE BLOOD DRAW	\$ 46.50
24102	JOS. SCHMITT & SONS CONSTRUCTI	BOARD EXP FACILITIES STUDY	\$ 2,750.00
24104	LAKEVIEW LANDSCAPE & DESIGN, LLC	MEMORIAL PARK PREP FOR SOD	\$ 800.00
24105	MACQUEEN EQUIPMENT	STREET SWEEPER	\$ 91,500.00
24106	MIDWEST TAPE	LIBRARY VIDEOS	\$ 44.98
24107	MIKE BURKART FORD	POLICE VEHICLE MAINTENANCE	\$ 252.50
24108	MONARCH LIBRARY SYSTEM	LIBRARY FOL, TECH	\$ 1,215.57
24109	NEW HOLSTEIN TRUE VALUE	GARAGE HITCH PIN	\$ 18.32
24110	NORTHERN MORAINES UTILITY	SEWAGE TREATMENT	\$ 23,972.94
24111	PIEPER POWER	FD LIGHTING PANEL	\$ 3,112.30
24112	PROFESSIONAL SUPPLY	EMERGENCY MANAGEMENT N95 MASKS	\$ 2,100.00
24113	PROS 4 TECHNOLOGY, INC	IT SERVICES	\$ 1,635.25
24114	REILLY, JESSICA	CLERK, ELECTION MILEAGE	\$ 300.98
24115	SHEBOYGAN COUNTY TREASURER	COURT, GARAGE, STREETS, POLICE	\$ 2,793.07
24116	SHERWIN INDUSTRIES	STREETS EQUIPMENT	\$ 370.60
24117	STAPLES ADVANTAGE	POLICE, CLERK, ELECTIONS SUPPLIES	\$ 279.43
24118	STATE OF WISCONSIN	COURT STATE ASSESSMENT	\$ 1,280.67
24119	THE UNIFORM SHOPPE	POLICE UNIFORMS	\$ 131.90
24120	TIME WARNER CABLE	INTERNET	\$ 110.75
24121	U.S. CELLULAR	CELL PHONES	\$ 485.32
24122	WEBER WOOD CUTTING LLC	TREE COMMISSION CHIPPER RENTAL	\$ 200.00
24123	WI DEPT. OF JUSTICE-TIME	POLICE TIME ACCESS	\$ 258.00
24124	WISCONSIN NEWSPRESS INC.	LIBRARY MAGAZINES	\$ 40.00
24125	WISCONSIN NEWSPRESS INC.	ELECTION PUBLISHING	\$ 128.86
24126	WISCONSIN PUBLIC SERVICE	NATURAL GAS	\$ 1,113.62
24127	WITKOWSKI INSPECTION AGENCY, LLC	BUILDING INSPECTIONS	\$ 800.00
24128	WOLVERINE FIREWORKS DISPLAY	BOARD FIREWORKS 2020	\$ 9,250.00
24129	WORKHORSE SOFTWARE SERVICES	ACCOUNTING & PAYROLL SUPPORT	\$ 785.96
24133	VINTAGE ELKHART LAKE LLC	ELECTION WORKERS THANK YOU'S	\$ 43.85
		TOTAL GENERAL & LIBRARY	\$ 208,297.32

TOTAL PAYROLL \$77,154.65

TOTAL APRIL EXPENSE \$285,451.97

(Schott/Bray) moved and seconded to approve the general & library vouchers for April and pay as presented.

Motion Carried Unanimously

(Bray/Knowles) moved and seconded to adjourn the meeting at 6:44 p.m.

Motion Carried Unanimously

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Jessica Reilly, Administrator/Clerk-Treasurer

Minutes of the organizational meeting of the Board of Trustees of the Village of Elkhart Lake held on Tuesday, April 21<sup>st</sup>, 2020, via conference call with the agenda having been duly posted on Thursday, April 16<sup>th</sup>, 2020 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office

between the hours of 3:33 P.M. and 4:45 P.M. and on the Village website on Thursday, April 16<sup>th</sup>, 2020 at 3:25 P.M.

President Sadiq called the meeting to order at 3:00 P.M. with the following trustees present via conference call: Lynn Shovan, John Schott, Mike Wolf, Geoffrey Bray, Terri Knowles, and Bobbie Stroessner. Others in attendance included: Jessica Reilly, Administrator/Clerk-Treasurer.

Election Results April 7<sup>th</sup>, 2020 Spring Election --- 407 voters  
Terri Knowles -----Trustee 353 votes  
Lynn Shovan----- Trustee 324 votes  
John Schott----- -Trustee 319 votes  
(Write-In) Scattered-----Trustee 3 votes  
Total Votes Cast for Trustees 999 votes

Clerk Reilly reported that the following were declared elected by canvas of the Election Board and have signed their oath of office:

Trustees – Terri Knowles, John Schott, and Lynn Shovan

(Stroessner/Shovan) moved to accept the election results of the Spring Election held on April 7<sup>th</sup>, 2020 presented by the Election Board of Canvassers (ATTACHMENT A) declaring that Terri Knowles, John Schott, and Lynn Shovan are elected Trustees of the Village of Elkhart Lake.  
Motion Carried Unanimously

(I-Shovan/Schott/Bray) introduced, moved and unanimously approved by roll call vote the following resolution:

**RESOLUTION FIVE - 2020  
VILLAGE OF ELKHART LAKE  
SHEBOYGAN COUNTY, WISCONSIN**

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**MEETING TIMES AND DATES**

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**BE IT RESOLVED**, that the dates of the regular meetings of the Board of Trustees of the Village of Elkhart Lake be scheduled for the first and third Monday from April through December beginning at 6:00 p.m. and from January through March there will be one meeting on the third Monday of the month at 6:00 p.m. If an additional meeting is needed in December through March it would be held on the first Monday of the month. If such a day falls on a holiday, the meeting shall be held the next day, Tuesday.

**BE IT FURTHER RESOLVED**, that the organizational meeting be held on the Tuesday after the third Monday of the month of April of each year at a time convenient for majority of the Board members.

Attest:

Adopted and approved this  
21<sup>st</sup>, day of April 2020

\_\_\_\_\_  
Richard Sadiq, President

\_\_\_\_\_  
Jessica Reilly, Clerk

\_\_\_\_\_  
Lynn Shovan, Trustee

(I-Schott/Bray/Knowles) introduced, moved and unanimously approved by roll call vote the following resolution:

**RESOLUTION SIX– 2020  
VILLAGE OF ELKHART LAKE**

**SHEBOYGAN COUNTY, WISCONSIN**

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**DESIGNATION OF DEPOSITORIES FOR THE VILLAGE OF  
ELKHART LAKE, JESSICA REILLY, TREASURER**

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**BE IT RESOLVED**, that the National Exchange Bank and Trust is qualified as a public depository under Chapter 34 of Wisconsin Statutes, shall be and are hereby designated until further notice, depositories for all public monies coming into the hands of the Treasurer of the Village of Elkhart Lake, County of Sheboygan, State of Wisconsin.

**BE IT FURTHER RESOLVED**, that any funds being held for a length of time are invested in the State of Wisconsin Local Government Investment Pool.

Attest:

Adopted and approved this  
21<sup>st</sup>, day of April 2020

\_\_\_\_\_  
Richard Sadiq, President

\_\_\_\_\_  
Jessica Reilly, Clerk

\_\_\_\_\_  
John Schott, Trustee

(I-Bray/Knowles/Wolf) introduced, moved and unanimously approved by roll call vote the following resolution:

**RESOLUTION SEVEN– 2020  
VILLAGE OF ELKHART LAKE  
SHEBOYGAN COUNTY, WISCONSIN**

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**DESIGNATION OF COMMITTEE SYSTEM**

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**BE IT RESOLVED**, that the Board of Trustees of the Village of Elkhart Lake have 8 standing committees: Administration and Finance; Public Works; Protection of Person and Property; Public Health and Welfare, Municipal Planning and Development, Economic Development, Education Liaison, and Joint EL/TR Emergency Response Committee.

Attest:

Adopted and approved this  
21<sup>st</sup>, day of April 2020

\_\_\_\_\_  
Richard Sadiq, President

\_\_\_\_\_  
Jessica Reilly, Clerk

\_\_\_\_\_  
Geoff Bray, Trustee

(Knowles/Wolf) moved to retain Attorneys Matt Parmentier & John A St. Peter of the firm Dempsey, Edgerton, St.Peter, Petak & Rosenfeldt as Village Attorneys on a fee basis with a \$50.00 retainer.

Motion Carried Unanimously

(Wolf/Stroessner) moved that Jessica Reilly, Administrator/Clerk-Treasurer be appointed purchasing agent.

Motion Carried Unanimously

(Stroessner/Shovan) moved that the Board of Trustees of the Village of Elkhart Lake elect a President Pro-tem in the absence of the President.

Motion Carried Unanimously

(Shovan/Schott) moved that the minutes be posted and distributed before the second regular meeting of each month and that an agenda be posted before every regular or special meeting at National Exchange Bank & Trust, The Elkhart Lake Post Office, and the Municipal Office.

Motion Carried Unanimously

(Schott/Bray) moved that the date of the final budget hearing be set at the second meeting of November with the preliminary budget presented by the first meeting of November.

Motion Carried Unanimously

(Bray/Knowles) moved that all required publishing done for the Village of Elkhart Lake is done with the Plymouth Review.

Motion Carried Unanimously

(Knowles/Wolf) moved that Corson, Peterson & Hammann be appointed to audit the books with the final reports needing to be completed to correspond with state reporting.

Motion Carried Unanimously

President Sadiq made the following committee appointments for the 2020-2021 year:

**VILLAGE OF ELKHART LAKE  
COMMITTEE & COMMISSION APPOINTMENTS  
2020-2021**

**ADMINISTRATION AND FINANCE**

- Insurance, Library Administration.....Shovan, Chair
- Ordinances, Employee Policy, Court.....Schott
- Finance, Bonds, Budget, Property Management.....Sadiq

**PUBLIC WORKS**

- Water, Sewer..... Schott, Chair
- Streets, Sidewalks, Drainage- Storm Sewer.....Shovan
- Vehicles & Equipment, Parks, Weeds ..... Stroessner

**PROTECTION OF PERSON AND PROPERTY**

- Emergency Response Teams, Animal Control, Building Inspection...Shovan, Chair
- Police, Fire.....Bray
- First Responders, House to House Sanctions.....Sadiq

**PUBLIC HEALTH AND WELFARE**

- Pollution, Insect Control.....Wolf, Chair
- Refuse Collection, Recycling.....Knowles
- Nuisances.....Schott

**MUNICIPAL PLANNING AND DEVELOPMENT**

- New Construction, Recreational Development.....Bray, Chair
- Village Planning, Zoning.....Knowles
- Shoreland.....Stroessner

**ECONOMIC DEVELOPMENT**

- Tourism, Rep. on County Chamber Group..... Knowles, Chair
- New Industry.....Sadiq
- Land Acquisition.....Wolf



**JOINT EL/TR FIRE STATION**

Fire Department.....Sadiq, Chair  
Fire Station Operation.....Bray

**EDUCATION LIAISON**

School Board.....Bray, Chair  
School .....Stroessner

(Stroessner/Shovan) moved that President Sadiq’s committee appointments be approved.

Motion Carried  
By Roll Call Vote  
6 ayes (Stroessner, Shovan, Schott, Sadiq, Bray, Knowles)  
1 nay (Wolf)

President Sadiq appointed Jeff Krueger & Ron Nielsen for three-year terms, alternates Pam Garton & Chris Merklein for one-year terms on the Zoning Board of Appeals.

(Wolf/Stroessner) moved to approve the appointment of Jeff Krueger & Ron Nielsen for three-year terms and alternates Pam Garton & Chris Merklein for one-year terms to the Zoning Board of Appeals.

Motion Carried Unanimously

President Sadiq appointed Geoffrey Bray and Terri Knowles to serve with himself on the Board of Review with Lynn Shovan, John Schott, Bobbie Stroessner and Mike Wolf serving as alternates.

(Shovan/Schott) moved that the appointment of Geoffrey Bray and Terri Knowles to serve with President Sadiq on the Board of Review with Lynn Shovan, John Schott, Bobbie Stroessner and Mike Wolf serving as alternates be approved.

Motion Carried Unanimously

President Sadiq appointed Eric Stuart for a three-year term on the Planning Commission and Trustee Geoffrey Bray to serve with President Sadiq as the Board representatives.

(Schott/Bray) moved that the appointment of Eric Stuart to the Planning Commission for a three-year term, and the appointment of Trustee Geoffrey Bray along with President Sadiq as Board representatives for a one-year term be approved.

Motion Carried Unanimously

President Sadiq appointed Daniel Sadiq to a four-year term on the Community Development Authority, and Trustees Terri Knowles and Mike Wolf as the Board’s representatives on the Community Development Authority.

(Bray/Knowles) moved that President Sadiq’s appointments of Daniel Sadiq to a four-year term on the Community Development Authority be approved and that Trustees Terri Knowles and Mike Wolf to be the Boards representatives on the Community Development Authority.

Motion Carried Unanimously

President Sadiq appointed Wendy Orth, Jackie Hansmann, Mary Lou Haen, Lynn Shovan, Todd Montaba, and Board Representative Terri Knowles as voting members to the Tourism Commission for one-year terms and Adam Hartenberger, Kelley Sadiq, Jaclyn Stuart, and Maggie Simaytis as non-voting members for one-year terms.

(Knowles/Wolf) moved that the appointments of Wendy Orth, Jackie Hansmann, Mary Lou Haen, Lynn Shovan, Todd Montaba, and Board Representative Terri Knowles as voting members to the Tourism Commission for one-year terms and Adam Hartenberger, Kelley Sadiq, Jaclyn Stuart, Maggie Simaytis as non-voting members for one-year terms be approved.

Motion Carried Unanimously

President Sadiq appointed Ann Buechel-Haack to a three-year term on the Library Board and Trustee Bobbie Stroessner as Board Representative.

(Wolf/Stroessner) moved to approve the appointment of Ann Buechel-Haack to a three-year term on the Library Board and Trustee Bobbie Stroessner as Board Representative.

Motion Carried Unanimously

President Sadiq appointed Frank Thielmann, Village Representative and Jason Kossman, ELGAA Representative to the Park Commission for three-year terms.

(Stroessner/Shovan) moved to approve the appointment of Frank Thielmann, Village Representative and Jason Kossman, ELGAA Representative to the Park Commission for three year terms

Motion Carried Unanimously

President Sadiq appointed Frank Thielmann for a three-year term to the Tree Commission and Trustee John Schott as Board Representative.

(Shovan/Schott) moved to approve the appointment of Frank Thielmann to a three year term to the Tree Commission and Trustee John Schott as Board Representative

Motion Carried Unanimously

President Sadiq appointed John Schott as the Village representative to the Northern Moraine Utility Commission.

(Bray/Knowles) moved that the appointment of John Schott as the Village representative to the Northern Moraine Utility Commission be approved.

Motion Carried Unanimously

President Sadiq appointed Dean Wendlandt to chair a special ad hoc Beautification committee of volunteers.

(Knowles/Wolf) moved that the appointment of Dean Wendlandt as the Chairman of a special ad hoc Beautification Committee of volunteers.

Motion Carried Unanimously

(Wolf/Stroessner) moved that the meeting be adjourned 3:16 P.M.

Motion Carried Unanimously

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Jessica Reilly  
Administrator/Clerk-Treasurer

# 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, May 13, 2020 – 6:00 P.M.	PLANNING COMMISSION
MONDAY, May 18, 2020 – 6:00 P.M.	BOARD OF TRUSTEES
MONDAY, June 1, 2020 – 6:00 P.M.	BOARD OF TRUSTEES
WEDNESDAY, June 10, 2020 – 6:00 P.M.	PLANNING COMMISSION
MONDAY, June 15, 2020 – 6:00 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 8:00 a.m. to 4:30 p.m. Please call and make an appointment for special needs.

## VILLAGE BOARD MEMBERS

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

**TRUSTEE:** Geoff Bray (POB 736) 920-452-5397

**TRUSTEE:** Terri Knowles (POB 35) 876-3448

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

**TRUSTEE:** Mike Wolf (POB 506) 920-207-2311

**TRUSTEE:** Lynn Shovan (POB 86) 920-207-4561

**TRUSTEE:** Bobbie Stroessner (POB 452) 920-917-0070

Effective April 8, 2020 Village Offices are closed to the public until further notice. Applications and forms are available online at [www.elkhartlakewi.gov](http://www.elkhartlakewi.gov). Payments and applications may be left in the Police depository located outside the Village Hall at the Pine Street entrance, or they may be mailed to PO Box 143, Elkhart Lake, WI 53020. If you have questions or requests, please contact the Clerk's Office at 920-876-2122 or send an email to [clerk@elkhartlakewi.gov](mailto:clerk@elkhartlakewi.gov).

## Village of Elkhart Lake- response to COVID-19

Village employees are working hard and collaborating regularly with local health care providers, schools, churches, nonprofit service organizations, and other community partners to be as prepared as possible if and when the coronavirus reaches Elkhart Lake. Village President Richard Sadiq stated, “This is a team effort and we are working together to do the best we can for our community and to protect the health and wellbeing of residents and visitors to Elkhart Lake.”

This coronavirus is a new virus that had not been previously identified in humans. It causes the infectious COVID-19 disease, which is characterized by symptoms such as a fever, cough and shortness of breath. The illness can be more severe for some people and can lead to pneumonia or breathing difficulties. More rarely, the disease can be fatal. People over 60 and people with medical conditions such as asthma, diabetes, cancer, lung or heart disease, recent surgeries, and compromised immune systems are more vulnerable to becoming severely ill.

We would like to remind all that people should:

- Wash your hands often with soap and water for at least 20 seconds, especially before eating and after going to the bathroom, blowing your nose, coughing, or sneezing.
- If you do not have soap and water, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Please practice social distancing.

We can't stress enough that YOU, each one of us, play a big role in this virus being manageable for our healthcare system. Please be smart about your choices; do not visit assisted living/long term care facilities. Do not go to areas where many people congregate. Do not shake hands. Do not go to the ER if you are not sick. Due to the nature of this virus, the Village of Elkhart Lake is looking to take steps to “flatten the curve.” The Village of Elkhart Lake is taking action by issuing an emergency declaration. This provides the Village the ability to take action if necessary, with the ever changing situation. The Village has been practicing social distancing, thorough cleaning, installed hand sanitizer stations, and a stay home if you are sick policy. Village of Elkhart Lake - P.O Box 143 – 40 Pine Street – Elkhart Lake WI 53020 clerk@elkhartlakewi.gov - 920-876-2122 .

Due to this declaration, the Village is closing the Village offices as of 4:30 pm on Tuesday, March 17, 2020 to all people, except for those needing to absentee vote or register to vote. Many Village services can be completed online, through email or phone conversations. Our website is [www.elkhartlakewi.gov](http://www.elkhartlakewi.gov). You can email the office at clerk@elkhartlakewi.gov or call 920-876-2122.

The Police will remain on duty, but any business with the Police or court should be addressed through the phone or email. The email is [elpd@elkhartlakewi.gov](mailto:elpd@elkhartlakewi.gov) and the phone number is 920-876-2244.

The Elkhart Lake Public Library will close at 7:00 pm on Tuesday, March 17, 2020. WiFi is available outside the library if it is needed. Please call the library at 920-876-2554, staff will still be in periodically to answer questions and check the book drop. There will be no overdue fines and the Monarch Catalog or Monarch2GO can be used. Visit <https://www.elkhartlakepubliclibrary.org/> for more information. Many of the library services can be used remotely. Please contact the library if you need assistance in using these resources. Links to these

services are available on the library website home page. **\*\*See more information below on updated Library services!**

The Visitor Center will also close at 4:00 pm on Tuesday, March 17, 2020. If you need to contact the Tourism Department, please email [kathleen@elkhartlakewi.gov](mailto:kathleen@elkhartlakewi.gov) or call 920-876-2385. Tourist information can be found at [www.elkhartlakewi.gov](http://www.elkhartlakewi.gov).

Village Departments will continue to work through this time, but the situation will be re-evaluated on a daily basis. The Village wants to do our part to slow the spread of this virus. If there is exponential growth then the health care systems will struggle to handle the surge.

Elkhart Lake is a real community, where people help each other. We join together when times are tough. We will work to help our local businesses through this time and we will work to support each other in any way we can. If you have any questions, please contact Jessica Reilly at 920-876-2122.

### **From the Elkhart Lake Public Library:**

**Wednesday, April 29, we will begin accepting appointments for no contact drop off of library materials.**

Follow these 3 easy steps:

- Gather your library materials
- Call 920-876-2554 and make an appointment
- Bring your items to the park-side entrance of the library

### **How do I request materials for pick-up?**

- You may request materials using [Monarch Catalog](#) or the Monarch2Go app. Since we are not receiving materials from other libraries at this time, only items located in our building are available for pickup at Elkhart Lake Public Library, To determine whether an item is at Elkhart Lake Public Library, select FIND IT on Monarch Catalog or LOCATIONS on Monarch2Go and look for an Elkhart Lake copy. If an item status is IN, IN-PROCESS or ON-ORDER, you may place a hold and we will call you when the item is ready for pick-up.
- Please be careful and avoid placing holds on digital materials (Ebook, Audio Ebook,)
- You may call (920-876-2554) and leave a request with staff, a voice mail message or email us at [elcirc@monarchlibraries.org](mailto:elcirc@monarchlibraries.org). We will place the hold for you. We will contact you when the item is ready.
- We may need to limit the number of requesting s received over the phone.

**The outside book return is CLOSED.** Due to some challenging issues with opening our outside book return we will not open it at this time. Thank you for your patience as we work towards getting back to “normal”.

**\*\*Please be aware that procedures may change and the most current information regarding library services can be found on their website at [www.elkhartlakepubliclibrary.org](http://www.elkhartlakepubliclibrary.org).**



**The Annual Memorial Day Celebration has been cancelled for this year. See you next year!**

## Dog Licenses were due March 31<sup>st</sup>

Please contact the Clerk's 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.)



## Garbage Collection Holiday Schedule 2020



Memorial Day – Tuesday May 26th, 2020  
 Independence Day – Normal Monday Pick up  
 Labor Day- Tuesday September 8th, 2020  
 Thanksgiving Day – Normal Monday Pick up  
 Christmas Day – Normal Monday Pick up  
 New Year's Day – Normal Monday Pick up

## Beach Passes will be available May 15<sup>th</sup>

The 2020-2021 passes can be purchased at the Village Clerk's Office from 8:00 am to 4:30 pm.

**\$5.00 per pass.....Village Residents**

**\$30.00 per pass.....School District Residents who live outside of the Village**



## Comprehensive Planning Survey - Get in the Know – Railroad Right-of-Way

The railroad tracks running through the Village have become a popular location for family photos, graduation photos, and selfies. Taking photos on the railroad tracks or the right-of-way is both dangerous and illegal. In most areas, including within Village limits, the railroad owns 50 feet each way from the center of the tracks. The only places it is legal to access railroad property is at a designated pedestrian or roadway crossing. The Federal Railroad Administration reminds people to “Always Expect a Train!” and to keep these tips in mind when crossing tracks:

- Trains do not follow a set schedule, so they can come at any time of day from either direction.
- A train traveling at 55 MPH can take more than a mile to stop.
- Trains overhang railroad tracks by three feet or more on either side. Even when you are not standing directly on the tracks, you risk being hit by a train by being on railroad property.
- Despite their size, trains are relatively quiet and do not always sound warning horns when approaching a crossing.
- Never attempt to walk under, around or between train cars, even when a train is at a complete stop.

For more safety tips, view FRA's railroad website - <https://www.fra.dot.gov>

## **BUILDING PERMIT REMINDER!**

If you are planning a construction project on your home or business you must apply for a building permit. **Permits must be obtained prior to commencement of work. Failure to do so will result in double the permit fees and may result in a fine of up to \$1000.** If you are unsure if your project requires a permit, please call the Clerk’s Office at 920-876-2122.



## ***Sewer Rate Increase Effective January 1, 2020***

***Sewer rates will increase effective January 1, 2020. The new rate will be \$6.95 per 100 cubic feet of water consumption. The quarterly base fee will also increase by \$2.00 to \$25.00 per meter.***

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.



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

The 2019 Elkhart Lake Water Department Consumer Confidence Report is 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).



## CAN THE "UNFLUSHABLES"!

With reports of toilet paper shortages due to Coronavirus (COVID-19), people may be tempted to use paper towels, facial tissue, or wipes: Please continue to **ONLY FLUSH THE 3Ps (Pee, Poo, and Toilet Paper)** at this time, and always. Anything but the 3Ps can clog pipes, cause a backup in your home, and inhibit the sanitary sewer system in our community from working. **Please do your part to protect public health!**



**TOILETS  
ARE NOT  
TRASHCANS**

#StayHealthyBC #LoveYourPipes #WipesClogPipes

[www.newwater.us/loveyourpipes](http://www.newwater.us/loveyourpipes)



**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

