



## VILLAGE OF ELKHART LAKE

Elkhart Lake, Wisconsin 53020

### MINUTES March 15<sup>th</sup>, 2021

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, March 15<sup>th</sup>, 2021 via Zoom conference with the agenda having been duly posted on Thursday, March 11<sup>th</sup>, 2021 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office between the hours of 4:06 P.M. and 4:28 P.M. and on the Village website on March 11<sup>th</sup>, 2021 at 4:02 P.M.

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

Others in attendance include: Karen Jacobsen-Menne; Jessica Reilly, Administrator/ Clerk-Treasurer.

### Approval of Minutes –

(Knowles/Bray) moved and seconded that the February 15<sup>th</sup>, 2021 Board minutes be approved.  
Motion Carried Unanimously

### Treasurer's Report –

(Bray/Knowles) moved and seconded to approve the February Treasurer's Report.  
Motion Carried Unanimously

### Public Comment – None

### COMMITTEE REPORTS

#### *FEBRUARY BUILDING PERMITS* – Reilly

This report was included in the Board packet in Dropbox.

#### *AD-HOC DECORATIONS COMMITTEE*– Wolf

Highlights of the February 4<sup>th</sup>, 2021 meeting:

- 1) The Committee met and discussed plans and types of decorations, and are recommending purchasing 75 new wraps and 5 snowflakes. This will be a phase one. The Committee is looking at a phase two.

#### *ADMINISTRATION & FINANCE*– Sadiq

Highlights of the February 15<sup>th</sup>, 2021 meeting:

- 1) The Committee did not want to go in the direction of a PPP application for Tourism.
- 2) The Committee approved using the \$1,000 to go towards the painting of the chamber/tourism building.
- 3) The Committee recommended approval of the depot tenant lease, contingent on the historical society being satisfied with it.
- 4) The Committee approved lighting 75 poles with Christmas decorations and taking the increase in budget out of the pool fund for the first few years.
- 5) The Committee reviewed the ad-hoc events committee's application.

- 6) The Committee recommends approval of Zayla Mueller for the PW/Police position for 2021 at \$14.50 an hour.
- 7) The Committee reviewed and approved the Clerk's office staffing plans for the next few months.
- 8) The Committee discussed the purchase of property in closed session.

*PUBLIC WORKS*– Reilly

Highlights of the March 8<sup>th</sup> and 15<sup>th</sup>, 2021 meetings:

- 1) The Committee discussed the potential 2<sup>nd</sup> driveway for Morter's property on E. Rhine Street. The Committee suggested he work with the neighboring property owner to get a second entrance. There is not a large enough area for a safe second driveway on Washington Street.
- 2) The Committee recommends approval of the stormwater request and the parkway plantings agreement.
- 3) The Committee recommends approving the Vinton estimate for the repair/replacement of catch basins on Highway 67.
- 4) The Committee recommends fixing the catch basins at 229 Moraine Drive and 552B Crestwood Drive.
- 5) The Committee discussed the beach items, including a shower.

*NORTHERN MORAINÉ COMMISSION* – Schott

The Board received minutes of the February 8<sup>th</sup>, 2021 meeting.

Highlights of the March 8<sup>th</sup>, 2021 meeting:

- 1) The Commission is working on an aeration project.
- 2) The WPDES permit is in place.
- 3) The Commission is upgrading the recirculating pump.

*TOURISM* – Knowles

Highlights of the March 11<sup>th</sup>, 2021 marketing meeting:

- 1) The Winter Chill-Out weekend was a success and there will be a Girls Getaway Weekend in April.
- 2) The Commission is looking at having a 2022 Wedding Showcase Event that will be destination driven.
- 3) The Commission is looking at having micro events.

*LIBRARY* –Stroessner

The Board received minutes of the February 8<sup>th</sup>, 2021 meetings.

Highlights of the March 8<sup>th</sup>, 2021 meeting:

- 1) The Library will be closing for a day, while new shelving is installed. The Board is updating the fine and fee policy.
- 2) The Board has started the search and screen committee to help with the search for a new library director.

*PLANNING COMMISSION* –Sadiq

The Board received minutes of the February 3<sup>rd</sup> & 10<sup>th</sup> 2021 meetings.

Highlights of the March 10<sup>th</sup>, 2021 meeting:

- 1) The Commission reviewed the site plan for Cleveland State Bank.
- 2) The Commission is recommending approval of the CUP for the new owners of SwitchGear.
- 3) The Commission reviewed the site plan for Throttlestop Phase #3.
- 4) The Commission reviewed the site plan for the We Energies application and determined a CUP would be required.

*PRESIDENT'S REPORT* – Sadiq- None

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Wolf Reduction/Elimination of Letter of Credit

(Shovan/Bray) moved and seconded to eliminate the letter of credit for the Wolf development.  
Motion Carried Unanimously

Purchase New Holiday Decorations

(Bray/Knowles moved and seconded to purchase new holiday decorations (75 wraps and 5 snowflakes) at a cost of \$14,000.94 from Temple Displays  
Motion Carried Unanimously

Temporary Class B – Licenses – Shop & Sip – May 8<sup>th</sup>, 2021- 1-6 pm

(Knowles/Shovan) moved and seconded to approve the Temporary Class B Licenses for the Chamber of Commerce for the Shop & Sip event on May 8<sup>th</sup>, 2021 from 1 to 6 pm.  
Motion Carried Unanimously

Farmer's Market Time Change – 8 am until 12 pm

(Knowles/Stroessner) moved and seconded to approve the time change of the Farmer's Market from 8:30 am to 12:30 pm to 8:00 am until 12 pm.  
Motion Carried Unanimously

KEES – 400 Industrial Drive – Stormwater Connection Request & Parkway Landscaping Agreement

(Shovan/Stroessner) moved and seconded to approve stormwater connection request and the parkway landscaping plan for Kees at 400 Industrial Drive.  
4-0-1 Motion Carried By Roll Call  
4 ayes (Shovan, Knowles, Sadiq, Stroessner)  
1 recuse (Bray)

Highway 67 Stormwater Catch Basins

(Bray/Knowles) moved and seconded to approve the Vinton estimate of \$58,450 for the repair/replacement of the stormwater catch basins on Highway 67.  
Motion Carried Unanimously

Operator's License – New

(Knowles/Stroessner) moved and seconded to approve Operators' Licenses through June 2022 for Heidi Meyer for Quit Qui Oc.  
Motion Carried Unanimously

**TRUSTEE REPORTS:** Knowles stated that the library had a nice annual report.

**COMMUNICATIONS:** Reilly stated that the Wisconsin Magazine of History is available.

**ADMINISTRATOR'S REPORT** – Reilly

This will be Reilly's last meeting until June due to maternity leave. The Board will meet on April 5<sup>th</sup>, April 19<sup>th</sup>, May 3<sup>rd</sup> and May 17<sup>th</sup>. The Board organizational meeting will be on April 20<sup>th</sup> at 9:00 am. The Spring Election will be held on April 6, 2021.

**VOUCHERS**

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

7462	NATIONAL EXCHANGE BANK & TRUST	WATER CC	\$ 88.41
7463	MARTELLE WATER TREATMENT	WATER CHLORINE	\$ 999.00
7464	VILLAGE OF ELKHART LAKE	CARTER METER INSTALL PARTIAL	\$ 13.73
7465	WE ENERGIES	WATER ELECTRICITY	\$ 896.88
7466	ZORN, PAT	WATER SAMPLES POSTAGE	\$ 26.75
7467	DAD'S EXCAVATING INC.	WATER EXCAVATION FOR NEW SERVICE ULLRICH	\$ 255.00
7468	FERGUSON ENTERPRISES #1550	WATER WELL 1 CHLORINE PIPING	\$ 273.62
7469	FRONTIER	WATER PHONE	\$ 135.49
7470	HAUCKE PLUMBING & HEATING	WATER SERVICE RELOCAT CURB STOPS ULLRICH	\$ 1,065.00
7471	SCALETRON INDUSTRIES	WATER SCALE FOR CHLORINE	\$ 481.80
7472	U.S. CELLULAR	WATER CELL PHONE	\$ 64.57
7473	USA BLUEBOOK	WATER TESTING SUPPLIES	\$ 54.73
7474	UTILITY SERVICE CO., INC.	WATER TOWER MAINT STANDPIPE 1ST QTR	\$ 1,929.39
7475	VILLAGE OF ELKHART LAKE	WATER FEBRUARY WAGES & EMPLOYEE BENEFITS	\$ 20,446.92
7476	WISCONSIN PUBLIC SERVICE	WATER NATURAL GAS	\$ 126.47
		TOTAL WATER	\$ 26,857.76

(Shovan/Stroessner) 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:

24748	REGISTER OF DEEDS SHEB.	TID 2 COPY OF DEED FOR BANK PROPERTY	\$ 4.00
		TOTAL CDA/TID	\$ 4.00

(Stroessner/Bray) moved that the CDA/TID vouchers be approved and paid as presented.  
Motion Carried Unanimously

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

24701	CLEVELAND STATE BANK	N MORAIN SEWER LOAN - INTEREST PAYMENT	\$ 3,520.83
24702	EBSCO	LIBRARY MAGAZINES	\$ 1,467.62
24703	GPM INVESTMENTS	POLICE & PW FUEL	\$ 1,183.48
24704	NATIONAL EXCHANGE BANK & TRUST	CREDIT CARD CHARGES	\$ 1,486.18
24705	OVERFLOW LLC	RM TAX REFUND 2, 3 Q 20 (VOID 24546)	\$ 584.50
24706	REGISTRATION FEE TRUST	POLICE REGISTER TITLE & PLATE NEW SQUAD	\$ 70.50
24707	SHEB COUNTY CLERK OF COURT	COURT FINE DUE COUNTY HUIBREGTSE	\$ 861.00
24708	SUPERIOR VISION INSURANCE	VISION INSURANCE	\$ 125.39
24709	TASC	FSA MONTHLY FEE	\$ 35.00
24710	TRANSAMERICA LIFE INSURANCE CO	CRITICAL ILLNESS	\$ 47.00
24711	U.S. CELLULAR	POLICE WIFI- NEW SQUAD	\$ 54.70
24712	WE ENERGIES	ELECTRICITY	\$ 10,514.15
24713	ADVANCED DISPOSAL	REFUSE, RECYCLING, YARD WASTE COLLECTION	\$ 5,736.83
24714	AURORA HEALTH CARE	STREETS ANNUAL CONSORTIUM FEE	\$ 90.00
24715	BAKER & TAYLOR	LIBRARY BOOKS	\$ 2,050.32

24716	BELCO VEHICLE SOLUTIONS, LLC	POLICE NEW SQUAD EQUIPMENT	\$ 12,380.98
24717	COMPLETE OFFICE OF WISCONSIN	LIBRARY, POLICE, COURT OFFICE SUPPLIES	\$ 101.87
24718	CREATIVE PRODUCT SOURCING, INC	POLICE DARE TSHIRTS	\$ 312.76
24719	DE LAGE LANDEN FINANCIAL	CLERK DRIVVE SOFTWARE	\$ 261.75
24720	DEMCO, INC	LIBRARY NEW SHELVING	\$ 10,542.87
24721	DEMPSEY LAW FIRM, LLP	LEGAL GENERAL	\$ 2,593.00
24722	EICHHORST, LORI	CLEANING	\$ 540.00
24723	ELKHART LAKE FIRE DEPARTMENT	FD VARIOUS	\$ 3,256.79
24724	ELKHART LAKE WATER DEPARTMENT	VILLAGE TO WATER 12/31/2020	\$ 5,709.86
24725	ELKHART LAKE WATER DEPARTMENT	1ST QTR HYDRANT RENT, JOINT OP EXP	\$ 31,640.75
24726	ELKHART LAKE-GLEN. SCHOOL DIST	CELL TOWER LEASE 1ST QUARTER	\$ 1,694.22
24727	EMERGENCY MEDICAL PRODUCTS INC	FR SUPPLIES	\$ 554.95
24728	ENDURACLEAN	GARAGE SUPPLIES	\$ 176.60
24729	FALLS GLASS SERVIC, INC.	LIBRARY LOCK FOR BATHROOM DOOR	\$ 169.00
24730	FEDERWISCH, STEVE	BLDG INSP- MILEAGE FOR TEST	\$ 59.74
24731	FRONTIER	PHONE & INTERNET	\$ 982.50
24732	GPM INVESTMENTS	FUEL	\$ 1,382.26
24733	HAWLEY, KAUFMAN & KAUTZER SC	POLICE LEGAL	\$ 576.00
24734	HOUSEMAN & FEIND, LLP	LEGAL WE ENERGIES BOA	\$ 2,542.50
24735	JAMES IMAGING SYSTEMS	LIBRARY COPIER CONTRACT	\$ 1,579.04
24736	KAPUR & ASSOCIATES		\$ 327.00
24737	MC CARTNEY, BETTY	LIBRARY OFFICE SUPPLIES	\$ 39.70
24738	MIDWEST TAPE	LIBRARY VIDEOS	\$ 150.44
24739	MONARCH LIBRARY SYSTEM	LIBRARY TECH, SHARED AUTO, ETC	\$ 5,498.88
24740	MONTES, RACHEL	LIBRARY PROGRAM CRAFT SUPPLIES	\$ 51.89
24741	NAPA AUTO PARTS SHEBOYGAN-361	GARAGE LIGHT BULBS FOR PICKUP	\$ 15.98
24742	NEUMANN PLUMBING & HEATING INC	CIVIC CENTER FURNACE REPAIR	\$ 125.00
24743	NORTH STAR EMERGENCY VEHICLE S	FD PUMP INSPECT/MAINT TRUCK 1	\$ 1,862.52
24744	NORTHERN MORAINES UTILITY	SEWAGE TREATMENT	\$ 17,285.77
24745	ON SITE DIAGNOSTICS LLC	FD TRCK REPAIR	\$ 683.85
24746	POMP'S TIRE SERVICE, INC.	GARAGE TIRES FOR BACKHOE	\$ 453.50
24747	PROS 4 TECHNOLOGY, INC	IT SERVICES	\$ 1,560.05
24749	SHEBOYGAN COUNTY TREASURER	COURT, SALT, TRUCK REPAIRS	\$ 4,488.23
24750	STAPLES ADVANTAGE	CLERK , ELECTIONS SUPPLIES	\$ 142.69
24751	STATE OF WISCONSIN	COURT STATE ASSESSMENT	\$ 245.23
24752	THE UNIFORM SHOPPE	POLICE UNIFORMS NIEMI	\$ 361.70
24753	TIME WARNER CABLE	INTERNET	\$ 104.98
24754	U.S. CELLULAR	CELL PHONES	\$ 399.43
24755	UW SYSTEM ADMINISTRATION	LIBRARY VIRTUAL MEETINGS	\$ 24.77
24756	WI DEPT. OF TRANSPORTATION	STREETS HWY 67 PROJECT	\$ 645.92
24757	WISC MUNICIPAL JUDGES ASSOC	COURT WMJA MEMBERSHIP SCHLEISNER	\$ 75.00
24758	WISCONSIN DEPT OF REVENUE	MANUFACTURING ASSESSMENT	\$ 1,088.63
24759	WISCONSIN NEWSPRESS INC.	ELECTIONS PUBLISH VOTING MACHINES TEST	\$ 37.90
24762	WISCONSIN PUBLIC SERVICE	LIBRARY NATURAL GAS	\$ 1,936.58
24763	WITKOWSKI INSPECTION AGENCY, LLC	BUILDING INSPECTIONS	\$ 1,250.00
		TOTAL GENERAL & LIBRARY	\$ 143,740.58

TOTAL PAYROLL \$79,531.07

TOTAL MARCH EXPENSE \$223,271.65

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

Motion Carried Unanimously

(Knowles/Stroessner) moved and seconded to adjourn the meeting at 6:22 p.m.

Motion Carried Unanimously

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Jessica Reilly, Administrator/Clerk-Treasurer