



# VILLAGE OF ELKHART LAKE

Elkhart Lake, Wisconsin 53020

## MINUTES August 5<sup>th</sup>, 2024

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on August 5<sup>th</sup>, 2024 with the agenda having been duly posted on Thursday, August 1<sup>st</sup>, 2024 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office between the hours of 3:40 P.M. and 4:10 P.M. and on the Village website on August 1<sup>st</sup>, 2024 at 4:05 P.M.

Clerk Reilly called the meeting to order at 6:00 P.M. with the following Trustees present or on Zoom: Geoff Bray, Lynn Shovan, Paul Rudnick, John Schott, Mike Wolf, and Terri Knowles. President Richard Sadiq was absent.

Others in attendance include: Tom Shortt; Jessica Reilly, Administrator/Clerk-Treasurer.

(Rudnick/Bray) moved to elect Shovan to serve as President Pro Tem of the meeting.  
Motion Carried Unanimously

### Approval of Minutes –

(Schott/Knowles) moved and seconded to approve the July 1<sup>st</sup> & 15<sup>th</sup>, 2024 minutes.  
Motion Carried Unanimously

### Treasurer's Report –

(Schott/Wolf) moved and seconded to approve the June Treasurer's Report.  
Motion Carried Unanimously

### Public Comment –None

## COMMITTEE REPORTS

### JULY BUILDING PERMITS – Reilly

This report was included in the Board packet in Dropbox.

### ADMINISTRATION & FINANCE –Rudnick

Highlights of the July 16<sup>th</sup>, 31<sup>st</sup>, & August 5<sup>th</sup>, 2024 meetings:

- 1) The Committee held a meeting to allow people to discuss the proposed zoning changes. Many people attended and the Committee made some changes and is recommending the ordinance for tonight's meeting.
- 2) The Committee reviewed the siren location and purchase and is recommending approval for tonight.
- 3) The Committee discussed any more potential borrowing for 2024 and decided not to borrow.
- 4) The Committee reviewed the SRO price adjustments for the 2024-2025 school year.
- 5) The Committee is recommending changes to the employee handbook regarding holiday pay.

*PRESIDENT'S REPORT* – Sadiq – None.

**UNFINISHED BUSINESS:**

Ordinance 664 – Zoning Amendments

The Board discussed the proposed changes to the zoning ordinance.

(I-Schott/Rudnick/Bray) introduced, moved and seconded to approve Ordinance 664 – Zoning Amendments as shown below.

**ORDINANCE 664  
VILLAGE OF ELKHART LAKE  
SHEBOYGAN COUNTY, WISCONSIN**

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**ZONING AMENDMENT – 16.15, 16.40, 16.41, 16.42, 16.43**

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**WHEREAS**, the Village of Elkhart Lake finds it necessary to revise various sections in the zoning ordinances; and

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Village of Elkhart Lake after duly holding a public hearing on Monday, July 15, 2024 in accordance with Wisconsin State Statutes hereby revise the following sections of the zoning ordinance:

16.15 Garage-Private, Detached- An accessory building or space for the storage only of personal property, including motor vehicles. No business or commercial use shall be permitted. Detached garages may have electricity, but no sewer and water, other utilities may be allowed if they are granted by a conditional use permit. They cannot have basements, living quarters, kitchen facilities; and

Revise 16.40(2)(aa) to say: Single and Two Family Dwellings located on the second floor of a structure.

Add 16.40(4) (j) Single and Two Family Dwellings located on the first floor of a structure.

Revise 16.41(2)(m) to say: Single and Two Family Dwellings located on the second floor of a structure.

Revise 16.41(2)(h) Hotels, Motels, and Condominium Hotels

Add 16.41(4)(f) Single and Two Family Dwellings located on the first floor of a structure.

Revise 16.42(2)(v) to say Single and Two Family Dwellings located on the second floor of a structure.

Add 16.42(4)(j) Single and Two Family Dwellings located on the first floor of a structure.

Revise 16.43(2)(ee) to say: Single and Two Family Dwellings located on the second floor of a structure.

Add 16.43(4)(j) Single and Two Family Dwellings located on the second floor of a structure.

Add 16.43(2)(ee) Commercial recreational facilities; and,

**BE IT FURTHER RESOLVED**, that this ordinance will become effective upon its publication and posting.

Attest:  
Approved and Adopted this  
5th day of August, 2024

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

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

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

Resolution 14 – Conditional Use Permit – Shore Club -276 Victorian Village Dr.

The Board discussed the proposed Conditional Use Permit for sand at the beach at the Shore Club. There was a discussion about not expanding the beach area, the sand washing into the lake with no barrier, the type of sand that is used, and access to the beach to bring in the sand.

(I-Rudnick/Knowles/Bray) introduced, moved and seconded to approve Resolution 14-224 – Conditional Use Permit -Sand at the Beach at Shore Club.

Motion Carried Unanimously

**RESOLUTION FOURTEEN– 2024  
VILLAGE OF ELKHART LAKE  
SHEBOYGAN COUNTY, WISCONSIN**

**GRANTING OF CONDITIONAL USE PERMIT-SAND ON BEACH – SHORE CLUB**

**WHEREAS**, the Shore Club have made a proper application to the Board of Trustees of the Village of Elkhart Lake requesting a Conditional Use Permit; and

**WHEREAS**, the Elkhart Lake Planning Commission has reviewed that application and recommends approval with conditions; and

**WHEREAS**, the Board of Trustees has held a public hearing to ascertain any concerns that the public may have concerning this request; and

**WHEREAS**, no major objections were raised by the public,

**NOW THEREFORE, BE IT RESOLVED**, that the Zoning Administrator, Jessica Reilly be authorized to issue the following conditional use permit under 16.43(4):

**CONDITIONAL USE PERMIT  
SHORE CLUB**

The undersigned, the Zoning Administrator of the Village of Elkhart Lake, pursuant to the authority vested in her by the Village of Elkhart Lake Municipal Code Sec. 16.25, and after compliance with said ordinance with a public hearing held on July 19<sup>th</sup>, 2023 and upon recommendation of the Village of Elkhart Lake Planning Commission and approval and authorization of the Board of Trustees of the Village of Elkhart Lake, hereby issues a **CONDITIONAL USE PERMIT** to the:

## SHORE CLUB

for the following purpose:

**TO ALLOW NO MORE THAN 10 YARDS OF SAND TO BE PUT ON THE SHORE CLUB BEACH;**

affecting the following property located in the Village of Elkhart Lake:

The following conditions shall be complied with as a condition of the issuance of this permit:

- 1) **Beach Area cannot be expanded and need to work with parties involved when bringing sand to the beach.**
- 2) **Adhere to all state, county, and local laws, regulations, ordinances, and codes.**
- 3) **All building codes are followed.**

Attest:

Adopted and approved this  
5<sup>th</sup> day of August, 2024

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

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

\_\_\_\_\_  
Paul Rudnick, Trustee

### **NEW BUSINESS:**

#### Emergency Siren Purchase & Location Approval

(Schott/Rudnick) moved and seconded to approve the new location and purchase of a new emergency siren at 610 S. Lincoln Street.

Motion Carried Unanimously

#### VSCDA Banner Request – September 13-16<sup>th</sup>, 2024

(Schott/Knowles) moved and seconded to approve the banners for the VSCDA event from the 13<sup>th</sup>-16<sup>th</sup>.

Motion Carried Unanimously

#### 24 Hours of Lemons – September 6<sup>th</sup>, 2024 - 5 – 9 pm

(Knowles/Schott) moved and seconded to approve the car parade and escort, street closures, and liquor dispensation for the 24 Hours of Lemons event on September 6<sup>th</sup>.

Motion Carried Unanimously

#### Walkway Permit Request – Osthoff – Ferrari Club – Parking on Walkway – 35-40 Cars – Monday, September 9<sup>th</sup>, 2024

(Schott/Bray) moved and seconded to table this item.

Motion Carried Unanimously

#### Elktoberfest Banner Request – Memorial Park – End of August to Event

(Bray/Knowles) moved and seconded to approve the banner for Elktoberfest at Memorial Park.

Motion Carried Unanimously

Employee Handbook Revisions – Holiday Pay

(Schott/Knowles) moved and seconded to approve an amendment to the holiday pay section to allow pay at double time.

Motion Carried Unanimously

Operator’s License – Renewal

(Wolf/Schott) moved and seconded that Operator Licenses be granted to the following renewal applicants for the licensing year ending June 30, 2025:

Osthoff Resort- Lori Thenen & Tracy Schuler

Motion Carried Unanimously

**TRUSTEE REPORTS:** Schott asked about placing a crossing or a pedestrian walk sign on Rhine Street between the farmer’s market and the park (near the railroad tracks). He stated many people cross here and traffic needs to slow down.

**COMMUNICATIONS:** None

**ADMINISTRATOR’S REPORT** – Absentee voting is happening now and the fall primary is on August 13<sup>th</sup>. Downtown Night is on August 12<sup>th</sup>.

(Schott/Wolf) moved and seconded to adjourn the meeting at 6:39 p.m.

Motion Carried Unanimously

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Jessica Reilly, Administrator/Clerk-Treasurer

**MINUTES August 19<sup>th</sup>, 2024**

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on August 19<sup>th</sup>, 2024 with the agenda having been duly posted on Friday, August 16<sup>th</sup>, 2024 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office between the hours of 12:00 P.M. and 12:55 P.M. and on the Village website on August 16<sup>th</sup>, 2024 at 11:50 A.M.

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

Others in attendance include: Emmitt Feldner; Craig & Susie Nevins; Jessica Reilly, Administrator/Clerk-Treasurer.

The Pledge of Allegiance was recited.

**Public Comment** – None

**COMMITTEE REPORTS**

*PUBLIC WORKS* – Schott

Highlights of the August 6<sup>th</sup>, 2024 meeting:

- 1) The Committee reviewed the parkway plantings at 331 Victory Lane and referred that back to Pat Robison.

- 2) The Committee denied adding a bike/pedestrian lane on the south side of S. Lake Street near Fireman’s Park. There is already a sidewalk on the north side of the road and there are areas where there is parking on the south side of the road.
- 3) The Committee discussed the walkway maintenance request from the Osthoff. They would like Richard Sadiq to sit down with John Steffes and discuss this matter.
- 4) The Committee reviewed the Elkhart Lake Drive and Leonard’s Way projects both of which are making progress.
- 5) The Public Works Department will be looking at adding staff in 2025.

*LIBRARY – Knowles*

Minutes – July 8<sup>th</sup>, 2024

Highlights – August 12<sup>th</sup>, 2024 meeting:

- 1) The Library circulation is up.
- 2) The Library has had a lot of staff changes and Montes is concentrating on staff training.
- 3) The Library budget committee is meeting next week.

*NORHTERN MORAINA UTILITY– Schott*

- 1) Minutes – July 8<sup>th</sup>, 2024
- 2) Highlights – August 13<sup>th</sup>, 2024 meeting:
- 3) The Commission had no issues with the sanitary sewer ordinance.
- 4) The C-1 lift station and the EQ tank epoxy painting are continuing on as planned this fall.
- 5) The Commission also did a mid-year budget review and there will be an increase in rates next year.
- 6) The 2023 sludge sample for 2023 did not pass and they will have to resubmit for this year.
- 7) The Village needs to include wording in our ordinance that people hooking up to the sewer system also need to be compliant with NMU’s regulations and ordinances.

*TOURISM – Knowles*

Minutes – June 13<sup>th</sup>, 2024

Highlights of the August 15<sup>th</sup>, 2024 meeting:

- 1) The Commission is going to put more marketing money into group sales.
- 2) The Commission saw the exterior rendering of the Visitor Center and discussed the interior plans.
- 3) The event listing was shared with all the Commission.
- 4) The Commission is looking to see if there is any interest in a new partner for a triathlon.
- 5) There was some discussion on changing the name of the Elkhart Lake Tourism Commission to something similar to other travel destinations.

*PLANNING COMMISSION –Sadiq*

Minutes – July 9<sup>th</sup>, 2024

Highlights – August 14<sup>th</sup>, 2024 meeting:

- 1) The Commission recommending approval of the 218 S. Turtle Bay Mitigation Plan and the 714 Lakeshore Drive Mitigation and Permeable Paver Plan.
- 2) The Commission approved the A/C units with foliage to block their view, as well as the monument sign. The Commission tabled the Solar Panels for more discussion.
- 3) The Commission had not received the 31 Gottfried Plans, so this item was tabled.
- 4) The Commission also discussed the Premiere Acres development and stated no more work should be done until the revised site plan is approved by the Planning Commission.

*PRESIDENT'S REPORT* – Sadiq – Thank the Public Works team as the cleanup from Downtown Night was great.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

Carpenter Mitigation Plan – 218 S. Turtle Bay Road

(Schott/Knowles) moved and seconded to approve the Carpenter Mitigation Plan at 218 S. Turtle Bay Road.

Motion Carried Unanimously

Nevins Mitigation & Permeable Paver Plan – 714 Lakeshore Road

(Schott/Knowles) moved and seconded to approve the Nevins Mitigation & Permeable Paver Plan at 714 Lakeshore Road, contingent that the driveway is placed at least 5 feet from the lot line, which needs to be identified.

Motion Carried Unanimously

Operators' Licenses – Renewal

(Schott/Knowles) moved and seconded to approve Jessica Diedrich at the Osthoff Resort for a the renewal operator's license expiring June 30, 2025.

**TRUSTEE REPORTS:** Wolf stated that Downtown Night was excellent with new participants. He also stopped down at Elkhart Lake Drive and watched the work. Bray asked about it being a regular curb versus a rolled curb on the Highway 67 for the road/pathway project. Schott stated that NMU will be looking for a new employee.

**COMMUNICATIONS:** None

**ADMINISTRATOR'S REPORT**–The 2023 Audit is available, as well as the final equated (\$525,150,400) and assessed values, which saw a 15.25% increase for the Village from last year. The population is estimated at 1021 for 2024.

**VOUCHERS**

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

8025	WISCONSIN PUBLIC SERVICE	WATER NATURAL GAS	\$ 26.30
8026	AWWA	WATER AWWA MEMBERSHIP REILLY	\$ 90.00
8027	CITY OF PORT WASHINGTON	BACTERIAL ANALYSIS APR & MAY 24	\$ 160.00
8028	CORE & MAIN, LP	REPROGRAM TO 1CF	\$ 138.00
8029	MARTELLE WATER TREATMENT	WATER AQUA MAG BULK	\$ 1,680.26
8030	USA BLUEBOOK	HACH DPD 10ML SAMPLE PK OF 100	\$ 39.50
8031	UTILITY SERVICE CO., INC.	WATER TOWER ANNUAL MAINT ELEVATED TANK	\$ 25,250.00
8032	NEW HOLSTEIN TRUE VALUE	WATER STATE SAMPLES	\$ 17.77
8033	U.S. CELLULAR	WATER CELL PHONE	\$ 103.59
8034	WE ENERGIES	WATER ELECTRICITY	\$ 1,539.95
8035	MCCLONE	WATER INSURANCE	\$ 163.00

8036	CORSON, PETERSON & HAMANN S.C.	WATER ACCTING AUDIT	\$ 3,450.00
8037	VILLAGE OF ELKHART LAKE	WATER JULY WAGES & EMPLOYEE BENEFITS	\$ 4,864.79
		TOTAL WATER	\$ 37,523.16

(Bray/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:

27204	NATIONAL EXCHANGE BANK & TRUST	BOARD VILLAGE JULY CC	\$ 157.69
27217	CORSON, PETERSON & HAMANN S.C.	ACCOUNTING TID 2	\$ 300.00
27230	JOSKI, BRENNEN	TID #4 STUMP GRINDING FOR PATHWAY7/16/24	\$ 600.00
27231	KAPUR & ASSOCIATES	ENGINEERING EL DR DRAINAGE IMPROVEMENTS	\$ 96,850.49
27250	WHITETAILE RIDGE ELKHART LAKE LLC	DEVELOPER INCENTIVE	\$ 500,000.00
		TOTAL CDA TID	\$ 597,908.18

(Knowles/Shovan) 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:

27200	CHARTER COMMUNICATIONS	FD INTERNET	\$ 294.21
27201	JAMES IMAGING SYSTEMS	CLERK COPIER CONTRACT 7/18-8/17	\$ 69.01
27202	JIMS GOLF CARS, INC	POLICE GOLF CAR RENTAL- 7/15 -8/14	\$ 900.00
27203	MILLER IMPLEMENT CO	STREETS L 28 TRAILER MOVER	\$ 210.00
27204	NATIONAL EXCHANGE BANK & TRUST	BOARD VILLAGE JULY CC	\$ 2,451.09
27205	SUPERIOR VISION INSURANCE	VISION INSURANCE AUGUST	\$ 122.88
27206	TASC	FSA ADMINISTRATION FEES	\$ 39.62
27207	TRANSAMERICA LIFE INSURANCE CO	CRITICAL ILLNESS	\$ 25.70
27208	U.S. CELLULAR	POLICE WIFI- 2021 SQUAD	\$ 81.02
27209	WISCONSIN PUBLIC SERVICE	LIBRARY NATURAL GAS	\$ 184.68
27210	BADGER STATE RESTORATION	316 MORAIN DRIVE CLEAN-UP	\$ 29,878.55
27211	BAKER & TAYLOR	BOOKS 7/8/24	\$ 1,010.04
27212	BELCO VEHICLE SOLUTIONS, LLC	PLANTER SIGN / WALKWAY	\$ 47.75
27213	BOND TRUST SERVICES CORP	BONDS NM & STREETS 2015 \$1,100,000	\$ 6,730.00
27214	CATALIS TAX & CAMA	ASSESSMENT Q3 2024	\$ 3,250.00
27215	CHARTER COMMUNICATIONS	TOURISM INTERNET	\$ 119.98
27216	COMPLETE OFFICE OF WISCONSIN	LIBRARY OFFICE SUPPLIES	\$ 236.86
27217	CORSON, PETERSON & HAMANN S.C.	ACCOUNTING TID 2	\$ 8,000.00
27218	COUNTRY EQUIPMENT SERVICE	PARKS MOWER BLADE SIT DOWN MOWER	\$ 86.85
27219	CRACK FILLING SERVICE CORP.	CRACKFILLING EAST/ PINE / N. WASHINGTON	\$ 15,000.00
27220	DEMPSEY LAW FIRM, LLP	LEGAL GENERAL-ZONING, NUSIANCE	\$ 1,915.69
27221	EICHHORST, LORI	POLICE CLEANING	\$ 675.00



27222	ELKHART LAKE TOURISM COMM.	BD ZOOM SUBSCRIPTION- TOURISM	\$	168.70
27223	ENDURACLEAN	GARAGE- HAND TOWELS	\$	112.92
27224	FOX VALLEY TECHNICAL COLLEGE	PD TRAINING-PURSUIT BIENNIAL IN-SERVICE	\$	325.00
27225	GANNETT WISCONSIN MEDIA	SHEBOYGAN PRESS SUBSCRIPTION	\$	15.06
27226	GPM INVESTMENTS	PW FUEL	\$	2,276.89
27227	HAWLEY, KAUFMAN & KAUTZER SC	POLICE LEGAL	\$	300.00
27228	HOSPITAL SISTERS HEALTH SYSTEM	PD BLOOD DRAW 7/6/24	\$	46.50
27229	JAMES IMAGING SYSTEMS	CLERK COPIER CONTRACT 8/18-9/17	\$	96.15
27231	KAPUR & ASSOCIATES	ENGINEERING EL DR DRAINAGE IMPROVEMENTS	\$	10,936.80
27232	KIEL ACE HARDWARE	PARKS - TANK SPRAYER ORTHO	\$	59.49
27233	MARTIN SYSTEMS INC	LIBRARY ELEVATOR MONITORING	\$	457.22
27234	MCCLONE	INSURANCE GENERAL	\$	9,022.25
27235	MIDWEST TAPE, LLC	LIBRARY VIDEOS	\$	363.89
27236	MIKE BURKART FORD	POLICE -VEHICLE MAINTENANCE '18 & '21	\$	1,791.57
27237	MONARCH LIBRARY SYSTEM	IN-MOTION FOR 2024	\$	600.50
27238	NEUMANN PLUMBING & HEATING INC	CIVIC CENTER A/C REPAIR	\$	1,032.29
27239	NORTH STAR EMERGENCY VEHICLE SERVICE INC	FD- PUMP INSPEC. MAINT. TEST / MILEAGE	\$	1,585.00
27240	NORTHERN MORAIN UTILITY	SEWAGE TREATMENT	\$	52,440.33
27241	PERFECT CIRCLE TIRE, LLC	FD TIRES 7/22	\$	199.00
27242	PLAYAWAY PRODUCTS	LIBRARY AUDIOBOOKS	\$	238.96
27243	PROS 4 TECHNOLOGY, INC	BOARD IT - ZOOM	\$	5,403.84
27244	SHEBOYGAN COUNTY TREASURER	SHEBOYGAN COUNTY STREETS & SNIPERS	\$	3,092.44
27245	STAPLES ADVANTAGE	CLERK-CHAIR MAT	\$	93.08
27246	STATE OF WISCONSIN	COURT STATE ASSESSMENT	\$	1,198.80
27247	U.S. CELLULAR	CELL PHONES VILLAGE WIDE	\$	656.22
27248	VILLAGE OF ELKHART LAKE	Q2 2024 FIRE STATION MAINTENANCE	\$	1,319.57
27249	WE ENERGIES	STREETS ELECTRICITY	\$	9,586.63
27251	WISCONSIN NEWSPRESS INC.	BOR PUBLISH NOTICE -BIDS LAKE DR PIPE	\$	244.82
27252	WITKOWSKI INSPECTION AGENCY, LLC	BUILDING INSPECTIONS / JULY	\$	500.00
27253	WM CORPORATE SERVICES, INC.	REFUSE COLLECTION	\$	12,524.01
27254	WOLVERINE FIREWORKS DISPLAY	FIREWORKS 2024	\$	22,000.00
27255	CLEVELAND STATE BANK	CSB LOAN 22	\$	100,000.00
		TOTAL GENERAL & LIBRARY	\$	310,016.86

TOTAL PAYROLL \$144,346.09

TOTAL AUGUST EXPENSE \$454,362.95

(Bray/Knowles) moved and seconded to approve the general and library vouchers and pay as presented.

Motion Carried Unanimously

(Shovan/Bray) moved and seconded to adjourn the meeting at 6:19 p.m.

Motion Carried Unanimously

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Jessica Reilly, Administrator/Clerk-Treasurer