



# VILLAGE OF ELKHART LAKE

Elkhart Lake, Wisconsin 53020

## **MINUTES September 3rd, 2024**

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on September 3rd, 2024 with the agenda having been duly posted on Friday, August 30th, 2024 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office between the hours of 12:07 P.M. and 12:26 P.M. and on the Village website on August 30th, 2024 at 12:00 P.M.

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

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

### **Approval of Minutes –**

(Knowles/Rudnick) moved and seconded to approve the August 5<sup>th</sup> & 19<sup>th</sup>, 2024 minutes.

Motion Carried Unanimously

### **Treasurer's Report –**

(Rudnick/Bray) moved and seconded to approve the August Treasurer's Report.

Motion Carried Unanimously

### **Public Comment –None**

## **COMMITTEE REPORTS**

### ***AUGUST BUILDING PERMITS – Reilly***

This report was included in the Board packet in Dropbox.

### ***ADMINISTRATION & FINANCE –Rudnick***

Highlights of the August 23<sup>rd</sup>, 2024 meeting:

- 1) The Committee discussed the cost and layout of the Welcome Center.
- 2) The Committee discussed the loan draw for Van Horn.
- 3) The Committee discussed the overview of the 2025 Budget and Outlay and the budget meeting schedule.
- 4) The Committee recommends the amendment to the land transfer agreement.

### ***PROTECTION OF PERSONS & PROPERTY –Bray***

Highlights of the September 3<sup>rd</sup>, 2024 meeting:

- 1) The Committee reviewed the Police Outlay for 2025.

### ***PRESIDENT'S REPORT – Sadiq – None.***

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

Trick or Treat Date & Time

(Rudnick/Bray) moved and seconded to approve trick-or-treating for October 27 from 3 – 5 pm.

Motion Carried Unanimously

Trick of Treat Date & Time

(Rudnick/Bray) moved and seconded to approve trick or treating for October 27 from 3 – 5 pm.

Motion Carried Unanimously

**TRUSTEE REPORTS: None**

**COMMUNICATIONS: None**

**ADMINISTRATOR’S REPORT** – Blacktopping should begin on Leonard’s Way sometime next week. The first budget meeting is on Monday, September 9<sup>th</sup> at 9:00 am.

Land Transfer Agreement – Maple Street

(Bray/Rudnick) moved and seconded to approve the amendments to the option to purchase or the land on Maple Street.

Motion Carried Unanimously

(Rudnick/Knowles) moved and seconded to adjourn the meeting at 6:08 p.m.

Motion Carried Unanimously

---

Jessica Reilly, Administrator/Clerk-Treasurer

**MINUTES September 16<sup>th</sup>, 2024**

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on September 16<sup>th</sup>, 2024 with the agenda having been duly posted on Thursday, September 12<sup>th</sup>, 2024 at National Exchange Bank and Trust, the Elkhart Lake Post Office, and the Municipal Office between the hours of 3:45 P.M. and 4:02 P.M. and on the Village website on September 12<sup>th</sup>, 2024 at 3:38 A.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: Emmitt Feldner; Jessica Reilly, Administrator/Clerk-Treasurer.

(Knowles/Bray) moved to elect Shovan to serve as President Pro Tem of the meeting.

Motion Carried Unanimously

The Pledge of Allegiance was recited.

**Public Comment** – None

**COMMITTEE REPORTS**

*ADMINISTRATION & FINANCE* – Schott

Highlights of the September 9<sup>th</sup>, 2024 meeting:

- 1) The Committee reviewed the first costs for a new Public Works facility and a Welcome Center. They discussed the next steps as well as the price that it will need to be.
- 2) The Committee met on the budget and it is a work in progress. There will be some revenue increases, but these are still being evaluated.

*NORTHERN MORAINES UTILITY*– Schott

Minutes – August 13<sup>th</sup>, 2024

Highlights – September 11<sup>th</sup>, 2024 meeting:

- 1) The Commission is working on updating the sanitary sewer ordinance. They would like the Village to reference their ordinance in our sewer ordinance.
- 2) The C-1 lift station and the EQ tank epoxy painting are continuing as planned.
- 3) The Commission will be looking to hire a new employee as a current employee is retiring.
- 4) The Commission approved the 2025 wages and budget which includes a .30 per 1000 gallon rate increase.
- 5) There is no news on the sludge sampling that will need to be completed.

*LIBRARY* – Knowles

Minutes – August 12<sup>th</sup>, 2024

Highlights – September 9<sup>th</sup>, 2024 meeting:

- 1) The 2025 Library Budget was approved.

*TOURISM* – Knowles

Minutes – August 15<sup>th</sup>, 2024

Highlights of the September 12<sup>th</sup>, 2024 meeting:

- 1) Elktoberfest is this weekend and there are many events planned.
- 2) The Commission reviewed the Welcome Center.
- 3) The Commission tabled the discussion on the name change.
- 4) The Commission began discussing the revenue projections for their 2025 budget. They also conducted personnel reviews.

*PLANNING COMMISSION* –Reilly

Minutes – August 14<sup>th</sup>, 2024

Highlights – September 4<sup>th</sup>, 2024 meeting:

- 1) The Commission approved the updated building permit for Anchor Lanes.
- 2) The Commission tabled the solar panel request for 150 Leonard's Way.
- 3) The Commission discussed the plans for 31 Gottfried Street and will review building plans after any variance decision is made.
- 4) The Commission tabled the Premier Acres site/utility plan as nothing had been received.
- 5) The Commission recommended the mitigation plan for 623 Birchwood Heights Rd for permeable pavers and the garage.

*PRESIDENT'S REPORT* – Sadiq – None.

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

Sheboygan County Sales Tax Revenue Sharing Agreement

(Bray/Schott) moved and seconded to approve the Sheboygan County Sales Tax Revenue Sharing Agreement.

Motion Carried Unanimously

Mitigation Plan – 623 Birchwood Heights Rd – Garage & Permeable Paver

(Schott/Bray) moved and seconded to approve the Mitigation Plan for Krieg at 623 Birchwood Heights for the construction of a garage and installation of permeable pavers.

Motion Carried Unanimously

Operators’ Licenses – Renewal

(Schott/Knowles) moved and seconded to approve Noah Haese at the Full Monty for a renewal operator’s license expiring June 30, 2025.

**TRUSTEE REPORTS:** Bray stated that we need an architectural review committee for downtown. Schott discussed the shrubbery at the property at the corner of Washington and E. Rhine Street. Knowles stated that the ordinance committee will keep meeting to make more changes to ordinances.

**COMMUNICATIONS:** None

**ADMINISTRATOR’S REPORT**–The Ad-Hoc Future Design Committee will meet on September 19<sup>th</sup>. Trick-or-Treating will take place on October 27<sup>th</sup> from 3 – 5 pm.

**VOUCHERS**

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

8038	BAUMANN, RICHARD	WATER/SEWER OVERPAYMENT	\$ 127.06
8039	FEDERWISCH, STEVE	WATER- 1/2 WORK BOOTS	\$ 50.00
8040	FRONTIER	WATER PHONE	\$ 202.84
8041	NATIONAL EXCHANGE BANK & TRUST	WATER-MISC EXP OTHER- HOME DEPOT	\$ 300.37
8042	WE ENERGIES	WATER ELECTRICITY	\$ 1,729.66
8043	FERGUSON WATERWORKS #1476	WATER HYDRANT (6) HYD EXT KIT	\$ 961.00
8044	FRONTIER	WATER PHONE	\$ 202.83
8045	MARTELLE WATER TREATMENT	WATER AQUA MAG BULK	\$ 3,101.04
8046	SHEBOYGAN COUNTY TREASURER	WATER BILLING CARDS	\$ 18.81
8047	U.S. CELLULAR	WATER CELL PHONE	\$ 103.59
8048	VILLAGE OF ELKHART LAKE	WATER AUG WAGES & EMPLOYEE BENEFITS	\$ 6,663.83
8049	VILLAGE OF ELKHART LAKE	WATER TAXES 3RD QTR	\$ 14,753.25
8050	WISCONSIN PUBLIC SERVICE	WATER NATURAL GAS	\$ 41.12
8051	ZR LLC CONCRETE CONSTRUCTION	WATER SIDEWALK REPAIR 214 S EAST	\$ 1,000.00
		TOTAL WATER	\$ 29,255.40

(Schott/Wolf) 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:

27274	CORSON, PETERSON & HAMANN S.C.	ACCOUNTING 1ST QTR & TID 1ST QTR	\$ 300.00
		TOTAL CDA TID	\$ 300.00

(Wolf/Knowles) 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:

27256	CHARTER COMMUNICATIONS	FD INTERNET	\$ 319.60
27257	ERAC CITATIONS DEPARTMENT	OVERPAYMENT 7/3/2024	\$ 25.00
27258	FEDERWISCH, STEVE	STREETS- WORK BOOTS	\$ 50.00
27259	FRONTIER	CLERK PHONE	\$ 1,176.58
27260	HEINEN, ALLISON	POLICE PARKING - OVERPAYMENT 8/20/2024	\$ 20.00
27261	NATIONAL EXCHANGE BANK & TRUST	CLERK OFFICE SUP - BATTERIES, KLEENEX	\$ 1,499.57
27262	SUPERIOR VISION INSURANCE	VISION INSURANCE SEPTEMBER	\$ 144.67
27263	TASC	FSA ADMINISTRATION FEES	\$ 39.62
27264	TRANSAMERICA LIFE INSURANCE CO	CRITICAL ILLNESS	\$ 25.70
27265	U.S. CELLULAR	POLICE WIFI- 2021 SQUAD	\$ 81.02
27266	WE ENERGIES	STREETS ELECTRICITY	\$ 9,367.09
27267	ADVOCATE AURORA HEALTH, INC	EAP Q3 2024	\$ 70.20
27268	AURORA HEALTH CARE	PD BLOOD DRAWS-HORNER	\$ 25.00
27269	BAKER & TAYLOR	BOOKS 7/23/24 & 8/13/24	\$ 1,912.45
27270	BOND TRUST SERVICES CORP	BORROWING FS LOAN & OTHER PROJECTS	\$ 268,471.25
27271	CHARTER COMMUNICATIONS	TOURISM INTERNET	\$ 119.98
27272	CLERK'S PETTY CASH FUND	GARAGE EXP - WATER (PAT)	\$ 24.75
27273	COMPLETE OFFICE OF WISCONSIN	LIBRARY OFFICE SUPPLIES	\$ 92.15
27274	CORSON, PETERSON & HAMANN S.C.	ACCOUNTING 1ST QTR & TID 1ST QTR	\$ 2,200.00
27275	DEMPSEY LAW FIRM, LLP	LEGAL GENERAL-ZONING, SHORT TERM RENTAL	\$ 3,149.00
27276	EICHHORST, LORI	POLICE CLEANING	\$ 540.00
27277	ELKHART LAKE FIRE DEPARTMENT	EXPENSES-CONVENTION HOTEL BUB/AMMER	\$ 5,731.76
27278	ELKHART LAKE WATER DEPARTMENT	Q3 2024 HYDRANT RENTAL	\$ 33,824.25
27279	ELKHART LAKE-GLEN. SCHOOL DIST	CELL TOWER LEASE Q3 2024	\$ 1,924.34
27280	ENDURACLEAN	GARAGE - BLACK TRASH LINERS	\$ 418.18
27281	EVENS PEST CONTROL	PARKS REMOVE WASPS - LION'S PARK	\$ 175.00
27282	FRONTIER	CLERK PHONE	\$ 1,175.38
27283	GENERAL MEDICAL DEVICES, INC.	FR - ELECTRODE REPLACEMENT/ REDI- PK	\$ 1,013.40
27284	GPM INVESTMENTS	PW FUEL	\$ 2,263.95
27285	JAMES IMAGING SYSTEMS	CLERK COPIER CONTRACT 9/18-10/17	\$ 80.11
27286	KAPUR & ASSOCIATES	ENGINEERING EL DRIVE DRAINAGE & PW BUILD	\$ 1,180.00
27287	KIEL ACE HARDWARE	E.L. DRIVE STORM SEWER - CONNECTORS	\$ 28.72
27288	MIDWEST TAPE, LLC	LIBRARY VIDEOS	\$ 78.72

27289	MIKE BURKART FORD	POLICE-18' CHECK ENGINE LITE DIAGNOSTICS	\$ 424.31
27290	MILLHOME NURSERY AND GREENHOUSES, LLC	SPRING PLANTERS (16) 2023	\$ 2,100.00
27291	MONTES, RACHEL	LIBRARY PROG - SHOE CHARMS REIMB. RACHEL	\$ 181.83
27292	NEUMANN PLUMBING & HEATING INC	FD HVAC SERVICE CLEAN & CHECK	\$ 23.78
27293	NEW HOLSTEIN TRUE VALUE	STREETS- STORM SEWER HIGH WEED MOWER	\$ 80.00
27294	NORTHERN MORAINES UTILITY	SEWAGE TREATMENT	\$ 45,136.96
27295	Police Petty Cash Fund	PD EXP - GATORADE / VINTAGE WKND	\$ 96.73
27296	PROFESSIONAL DOOR SYSTEMS, INC	GARAGE REPLACED TORSION SPRINGS	\$ 1,034.00
27297	PROS 4 TECHNOLOGY, INC	BOARD IT	\$ 2,517.62
27298	SHEBOYGAN COUNTY TREASURER	COUNTY ASSESMENT	\$ 2,585.16
27299	STAPLES ADVANTAGE	CLERK-MISC OFFICE SUPPLIES	\$ 77.87
27300	STATE OF WISCONSIN	COURT STATE ASSESSMENT	\$ 1,027.80
27301	THE GREEN EARTH COMPANY, INC	STREETS ICE MELTER	\$ 514.50
27302	U.S. CELLULAR	POLICE WIFI	\$ 640.02
27303	WC VISION LLC	POLICE CONTRACT WAGE REIMBURSE CANCELED	\$ 2,600.00
27304	WIGEN, DANNETTE	COURT CLERK CONFERENCE MILEAGE REIMBURSE	\$ 160.48
27305	WISCONSIN NEWSPRESS INC.	BOR PUBLISH NOTICE -LANDGRAFF	\$ 31.63
27306	WISCONSIN PUBLIC SERVICE	LIBRARY NATURAL GAS	\$ 111.53
27307	WM CORPORATE SERVICES, INC.	REFUSE COLLECTION	\$ 12,934.01
		TOTAL GENERAL & LIBRARY	\$ 409,525.67

TOTAL PAYROLL \$111,290.49

TOTAL SEPTEMBER EXPENSE \$520,816.16

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

Motion Carried Unanimously

(Knowles/Schott) moved and seconded to adjourn the meeting at 6:12 p.m.

Motion Carried Unanimously

\_\_\_\_\_  
Jessica Reilly, Administrator/Clerk-Treasurer