

MINUTES January 3, 2011

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, January 3, 2011 at the Grashorn Memorial Civic Center in the Village of Elkhart Lake with the agenda having been duly posted on Friday, December 31, 2010 between the hours of 2:05 P.M. and 2:45 P.M. at National Exchange Bank and Trust, the Elkhart Lake Post Office, Community Bank and Trust and the Municipal Office and posted on the Village web site at 3:10 P.M.

Clerk Moioffer called the meeting to order at 7:00 P.M. with the following trustees present: Rola Ann Klahn, Mike Wolf, Pam Garton, Richard Sadiq, Steven Kapellen, and Lynn Shovan. President Rudnick was absent.

Others in attendance included: Emmitt Feldner; Jeanette Moioffer, Clerk.

(Sadiq/Wolf) moved to elect Klahn to serve as President Pro Tem of the meeting.
Motion Carried Unanimously

The Pledge of Allegiance was recited.

Approval of Minutes –
The approval of the December minutes was tabled.

Treasurer's Report – Moioffer
(Sadiq/Shovan) moved to approve the December 2010 Treasurer's report as printed.
Motion Carried Unanimously

Public Comment – None

COMMITTEE REPORTS

DECEMBER BUILDING PERMIT REPORT – Moioffer

The December building permit report was tabled, as the report was lost when the computer's hard drive crashed.

ADMINISTRATION AND FINANCE COMMITTEE – Sadiq

- 1) The Committee approved the 2010 final bills on December 29, 2010.

JOINT FIRE STATION COMMITTEE – Kapellen

- 1) The Joint Fire Station Committee met on December 27, 2010 and discussed the leak on the pitched roof.
- 2) Richard Phillips from Selmer will be coming down to look at the problem.
- 3) Selmer will also contact the Pace Corporation to have them fix the sprinkler system.

MUNICIPAL PLANNING AND DEVELOPMENT – Wolf

- 1) The Committee met tonight before the Board meeting and discussed the additional Quasius bill for the renovation to the old fire station. The bill was incurred due to Quasius having to reroute a heating pipe. The Committee recommended paying the \$981.00 bill.

PRESIDENTS REPORT – None

UNFINISHED BUSINESS:

Quasius Bill Records Room

(Shovan/Kapellen) moved to approve the payment of \$981.00 to Quasius for the rerouting of a heating pipe during the records room construction project.

Roll Call Vote:

ayes: Sadiq, Shovan, Kapellen, Garton, Wolf

nays: Klahn

Motion Carried

Ratify Approval of Final Bills 2010

Moioffer stated the Administration and Finance Committee approved the final bills for 2010, but the Board needs to ratify these bills.

(Wolf/Sadiq) moved to ratify the final bills for 2010.

Motion Carried Unanimously

by a roll call vote

NEW BUSINESS:

There was no new business.

TRUSTEE REPORTS

Shovan asked if the Village could remove the lights on the Christmas tree. Moioffer stated she would check with Steve Rautmann to see if the Public Works Department would be able to remove the lights. Klahn stated that if the Public Works Department were unable to remove the lights, TDN should be asked to take the lights off when removing the Christmas decorations.

COMMUNICATIONS

The Board had received copies of FOCUS, Wisconsin Taxpayer, information on the Towns Association Meeting, the Tourism Flyer, a thank you from the ELGAA for help with the ice rink, and a thank you from the Police Department for the Chamber Cash.

CLERK'S REPORT

Moioffer discussed the ongoing tax collection and the issues that have occurred with the new tax collection program. Moioffer also stated that the term of the municipal judge could now increase from a 2-year term to a 4-year term. This will be discussed at the next Protection of Person and Property Committee. The Board discussed future committee meeting dates.

(Kapellen/Garton) moved that the meeting be adjourned at 7:23 p.m.

Motion Carried Unanimously

Jeanette L. Moioffer, Clerk-Treasurer

Prepared by: Jessica Potter, Assistant to Clerk-Treasurer/Administrator

MINUTES January 17, 2010

Minutes of the regular meeting of the Board of Trustees of the Village of Elkhart Lake held on Monday, January 17, 2011 at the Grashorn Memorial Civic Center in the Village of Elkhart Lake with the agenda having been duly posted on Friday, January 14, 2011 between the hours of 1:35 A.M. and 2:10 P.M. at National Exchange Bank and Trust, the Elkhart Lake Post Office, Community Bank and Trust and the Municipal Office. The agenda was posted on the Village Web site at 3:30 P.M. on January 14, 2011.

President Rudnick called the meeting to order at 7:00 P.M. with the following Trustees present: Mike Wolf, Rola Ann Klahn, Pam Garton, Steve Kapellen, and Lynn Shovan. Trustee Richard Sadiq was absent.

Others in attendance included: Pat Zorn, Fire Chief; Jeanette Moioffer, Clerk; Jessica Potter, Administrative Assistant to Clerk-Treasurer/Administrator.

The Pledge of Allegiance was recited.

Public Comment – None

Approval of Minutes –

(Sadiq/Shovan) moved to approve the Minutes of December 6th & 20th, 2010.

Motion Carried Unanimously

COMMITTEE REPORTS

LIBRARY BOARD – Klahn

- 1) The Board had received the minutes from the December 13, 2010 meeting. Klahn was unable to attend the January 10, 2011 meeting.

ADMINISTRATION AND FINANCE – Rudnick

- 1) The Board received the Committee meeting minutes from December 20th and 29th through email.
- 2) The Committee continues to review the employee policy manual.

- 3) The Committee reviewed the pool account allocations. The Committee decided to leave the pool accounts as is.
- 4) The Committee discussed future uses of the old First Responder Building and conditions of the Chamber and First Responder Buildings. The roof on the old First Responder Building will be completed in the spring. The quotes were reviewed for the new door at the Chamber Building, the Committee raised questions, so this will be discussed again at a future meeting.
- 5) The Committee discussed how the Village should backup its computers in the clerk's office.
- 6) The Committee decided to send Potter to the Ehlers Financial Seminar in February.
- 7) The Committee discussed possibly only having one board meeting a month. Klahn stated she wanted the Board to think about it. The Board discussed the possibility of reducing the number of board meetings each month. The Board asked Moioffer her thoughts on reducing the Board meetings. Moioffer stated there might be an issue of timeliness. Klahn stated she just wants the Board to think about the possibility and nothing needs to be decided until April.

PLANNING COMMISSION – Rudnick

- 1) The Board had received the minutes from November 17th, 2010 meeting and the following are highlights from the January 11th, 2011 meeting.
- 2) The Commission received an update on Sargento's expansion plans. Sargento is working on the wetland delineation.
- 3) The Commission approved the CSM for the Patricia Brotz Estate. This CSM divided the property into two lots.
- 4) The Commission will continue to review the wind turbine regulations and rules as they may change under the new legislature and governor in Madison.
- 5) The Commission began reviewing the sign ordinance.

NORTHERN MORAINES UTILITY – Moioffer

- 1) The minutes of the December 13th, 2010 meeting were provided.
- 2) The construction has finished and the final construction costs will be provided at the next meeting.
- 3) Rudnick state that Rich should come in to review the system with the Board in the next month.

PROTECTION OF PERSON AND PROPERTY – Kapellen

- 1) The Committee reviewed the new Fire Department officers which include Pat Zorn, Fire Chief; Mark Landgraf, 1st Assistant Fire Chief; and Troy Conrad, 2nd Assistant Fire Chief.
- 2) The Committee passed a motion to blow the siren every other week for 2 minutes each time.
- 3) Pat Zorn updated the Committee on the purchasing of a fire truck, but the fire department will be looking at more quotes. The quotes ranged from \$248,000 to \$440,000. Pat will come back at the next meet to be sworn in as the new fire chief.
- 4) The Committee decided to leave the municipal judge at a 2-year term until such a time things change and a 4-year term is needed.
- 5) The Committee met tonight and reviewed Chapter 4 of the Village Ordinances regarding the Police Department.

PUBLIC WORKS – Wolf

- 1) The Committee meet last Thursday morning, January 13, 2011.
- 2) The Committee reviewed Well #1's Wellhead Protection Plan. The Plan protects what can be within a certain area of the well.
- 3) The Sanitary Sewer by Highway 67 and Industrial Drive was televised for possible repairs. The televising showed the sewer line was good. There was some blockage in the sanitary sewer on Moraine Drive. This blockage was power flushed and it appears to have worked.
- 4) The Village was losing an excessive amount of water for about 10 days. There was a water main break on Moraine Drive. With the amount of water that was lost, the area did not appear to have sustained a lot of damage or washout. The break has been repaired. The street will be fixed in the spring. All neighbors were told to watch for settling in the area.
- 5) The storm sewer drainage problem is located in an area near to where Crestwood and Moraine Drives meet. Wolf had shown pictures of this issue at a previous Board meeting. A storm sewer pipe has washed out a large area in the valley. The Public Works Department is looking at cost estimates of fixing the problem, including filling in the area.
- 6) The Village is looking for a replacement for one of the two dumpster attendants. This position works alternating Wednesdays and Saturdays for about 10.5 hours every two weeks.
- 7) The Committee discussed the waste oil retaining area. Wolf brought up the fact that as of the 1st of the year oil filters are also not allowed to be placed in the regular garbage. The Committee was not interested in placing a receptacle to take the used oil filters. This would put a cost on the Village.
- 8) The Committee discussed the Vollrath Park winter maintenance for the ice rink. The Village staff have been clearing the rink and parking lot.
- 9) There were no changes made to the equipment schedule at this point.
- 10) The Committee reviewed the maintenance of the new fire station. The Village is plowing the snow from the lot and cutting the grass in the summer. The Committee felt that this is a Joint Fire Station Committee issue.
- 11) In 2011 the Village will be conducting its bi-annual sidewalk inspections.
- 12) The Committee discussed lingering issues of the water tower landscaping on Arbor Drive. Village staff will review minutes and agreements to see what screening and landscaping commitments were made.

DECEMBER BUILDING PERMIT REPORT – Moioffer

The Board received an e-mailed spreadsheet showing the current building permits for December 2010.

COUNTY SHORELAND STAKEHOLDERS MEETING – Garton/Potter

- 1) Garton stated that the group is reviewing a model ordinance compared with the new shoreland regulations. Garton stated as the County meetings progress and the time seems appropriate, she will let the Board know that it is time to update the Village shoreland ordinance.

PRESIDENTS REPORT – Rudnick

- 1) Rudnick reviewed the committee tasks listing. He asked all committee chairs to prioritize their tasks and begin working on those tasks with the highest priority.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution #1 2011-Creating an Escrow Account for a Fire Truck in Accordance with the TIF Plan

Moioffer explained the Village needs to place the TIF funds for a fire truck in an escrow account. Once the Village completes this, the Village will need to keep open the TIF for one more year’s increment.

Trustee Kapellen introduced Resolution One 2011-Creating an Escrow Account for a Fire Truck in Accordance with the TIF Plan.

(Klahn/Garton) moved and seconded to approve Resolution One 2011-Creating an Escrow Account for a Fire Truck in Accordance with the TIF Plan.

Motion Carried Unanimously
by roll call vote

**RESOLUTION ONE– 2011
VILLAGE OF ELKHART LAKE
SHEBOYGAN COUNTY, WISCONSIN**

**RESOLUTION CREATING AN ESCROW ACCOUNT FOR
A FIRE TRUCK IN ACCORDANCE WITH THE TIF PLAN**

WHEREAS, the amended plan of Tax Incremental Financing District One of the Village of Elkhart Lake has provided funds toward the purchase of an additional fire truck; and

WHEREAS, the Elkhart Lake Fire Department is in process of creating specifications; and

WHEREAS, the process may take a number of months before a truck is approved and built;

NOW THEREFORE, BE IT RESOLVED that the Village of Elkhart Lake put the monies allotted for a fire truck from Tax Incremental Financing District One of the Village of Elkhart Lake, \$350,000.00, in an escrow account at National Exchange Bank and Trust until such a time that the purchase of a fire truck is complete; and

BE IT FURTHER RESOLVED, that the Clerk-Treasurer and the Chairman of Administration and Finance act as Escrow Agents for the disbursement of the funds from the Escrow Account to pay for the fire truck;

BE IT ALSO RESOLVED, that a truck must be purchased by the 31st of January 2012 or the monies will revert back to the TIF Increment Fund.

Attest:
Adopted and approved this
17th day of January, 2011

Alan S. Rudnick, President

Jeanette L. Moioffer, Clerk

Steve Kapellen, Trustee

Resolution #2 2011- Reducing Election Workers for All Elections Held in the Village
Moioffer explained that the Village passes an ordinance every year to reduce the number of election workers required at the polls.

Trustee Wolf introduced Resolution 2-211 – Reducing Election Workers for All Elections Held in the Village.

(Shovan/Garton) moved and seconded to approve Resolution Two 2011 - Reducing Election Workers for All Elections Held in the Village.

Motion Carried Unanimously
by roll call vote

**RESOLUTION TWO– 2011
VILLAGE OF ELKHART LAKE
SHEBOYGAN COUNTY, WISCONSIN**

**RESOLUTION REDUCING ELECTION WORKERS FOR
ALL ELECTIONS HELD IN THE VILLAGE**

WHEREAS, the automation of the election process in Sheboygan County has reduced the work load during the counting process, and

WHEREAS, 2011 will require additional help to register voters as required by the State of Wisconsin,

NOW THEREFORE, BE IT RESOLVED that the Village of Elkhart Lake reduce its election staff to a staff of five for each election in the year 2011 with up to two additional election inspectors to be authorized to register voters on each election day as needed.

BE IT FURTHER RESOLVED, that wards one, two, three and four will always vote together at the Grashorn Civic Center site in the year 2011.

Attest:
Adopted and approved this
17th day of January, 2011

Alan S. Rudnick, President

Jeanette L. Moioffer, Clerk

Michael Wolf, Trustee

TRUSTEE REPORTS

Klahn asked when the Public Health and Welfare Committee would be meeting. Moioffer stated the Committee will meet before the Board Meeting in February.

COMMUNICATIONS

Moioffer provided the Board with copies of "Columns," FOCUS, "The Wisconsin Taxpayer," Capitol Buzz, Capitol Connection, the League Legislative Bulletin, and a thank you note from Jan Schmitt.

CLERK'S REPORT

Moioffer stated there will be a February primary for the State Supreme Court Justice and the Sheboygan Circuit Court Judge-Branch 3.

The spring election for Village Trustees and President will be held on April 5, 2011. The order of the Trustees' names on the ballot is as follows: Rola Ann Klahn, Michael Wolf, and Richard Sadiq.

VOUCHER APPROVAL

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

V-001	Bankcard Services	Library books, videos & fire exit bulb	\$89.99
V-003	Network health plan	Health Insurance	363.70
V-007	WE Energies	Library Nov. power & light	322.61
V-010	Baker and Taylor	Library books	243.06
V-016	Globalcom	Library long distance service	10.87
V-019	Imagetec LP	Library copier lease	174.00
V-021	Elkhart Lake Water	Library 4 th qt. water	7.63
V-022	Delaine Goodell	Library cleaning-Dec.	225.00
V-024	Kone, Inc.	Elevator maint.	199.92
V-036	Unemployment Ins.	Unemployment	828.00
V-039	Wis. Public Service	Library natural gas	272.64
V-041	Frontier	Library phone service	81.02
V-052	Feed Mill Market	Library cleaning supplies	18.25
	Total library		\$2,836.69

(Klahn/Kapellen) 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:

WV-001	Bankcard Services	Water-heater	\$32.99
WV-002	U.S. Cellular	Water cell phone	36.26
WV-003	WE Energies	Power & Light	1,172.44
WV-004	Village of Elkhart Lake	Sewer Col	620.00
WV-005	Village of Elkhart Lake	Sewer Col	219.31

Wv-006	Elkhart Lake Postmaster	Mail 4 th Qt. water bills	139.27
WV-007	Crystal Lake Crushed Stone	Watger stone for break	52.08
WV-008	Diggers Hotline, Inc.	Diggers hotline fees	6.84
WV-009	Elkhart Lake Postmaster	Water-Postal permit	185.00
WV-010	Elkhart Lake Water Dept.	Water for well house	21.81
WV-011	Globalcom Inc. USA	Water long distance	5.93
WV-012	Hawkins Water Treatment	Water chlorine	243.00
WV-013	PRL Excavating, Inc.	Water main break	1,230.00
WV-014	Raeder rentals	Water-overpay refund	66.08
WV-015	Ross Imagining	Water copier fees	86.14
WV-016	Village of Elkhart Lake	Water wages-Dec.	3,524.76
WV-017	Wisconsin Public Service	Water Natural Gas	170.48
WV-018	Frontier	Water phone & internet serv.	38.77
WV-019	Plymouth Safe & Lock	Change locks old fire station	96.70
WV-020	Village of Elkhart Lake	Sewer Col	8,948.85
WV-021	Village of Elkhart Lake	Sewer Col	5,632.60
WV-022	Village of Elkhart Lake	Sewer Col	2,134.38
WV-023	Village of Elkhart Lake	Sewer Col	5,352.37
WV-024	Village of Elkhart Lake	Tax Col check made out to Water Dept	520.39
Total water bills			\$30,536.45

(Wolf/Kapellen) moved that the Water Utility vouchers be approved and paid as presented.
Motion Carried Unanimously

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

V-001	Bankcard Services	Phone, mini blind, conf. etc.	\$289.05
V-002	Citgo	Garage/Police gas	1,411.18
V-004	Quasius	Reroute heat pipesRecords room	981.00
V-005	Staples	Clerk office supplies	240.70
V-006	U.S. Cellular	PW & Tourism cell phone	76.76
V-007	WE Energies	Power & Light – Dec.	7,905.88
V-008	Adcom Technologies	Computer repair	707.93
V-009	Aurora EAP	Employee assistance program	70.20
V-011	Cal & Gus Motors	Police snow tires	40.00
V-012	Corson, Peterson & Hamann	Final audit exp. 2009	1,750.00
V-013	Custom Craft Trophy co.	F.R. uniforms	1,467.90
V-014	Edgarton, St. Peter & Petak	Village Legal Service	214.00
V-015	Frank's Radio Service	FD pager repair	67.08
V-016	EL Water Dept.	4 th Quarter water bills	383.36
V-016	Globalcom	Long distance service	41.76
V-017	Grota Appraisals LLC	Assessor services	2,225.00
V-018	Hawley, Kaufman & Kautzer	Police legal services	1,376.30
V-020	J. Mauel & Associates	Tax col. & pet software support	350.00
V-022	Delaine Goodell	Cleaning-Dec.	225.00
V-023	Kapur & Associates	West Street eng	360.00
V-025	Larry's Hauling	Refuse & recycling Coll.	4,718.44

V-026	League of Wis. Municipalities	Board Annual Dues	973.51
V-027	NAPA Auto parts	Vehicle filters	69.06
V-028	Northern Moraine Utility	Sewage Treatment	12,262.39
V-029	Prinicpal Life	Employee life insurance	102.76
V-030	Ross Imagining, Inc.	Clerk over copies	85.14
V-031	Sheboygan County MABAS	F.R. membership	50.00
V-032	Sheb. County Treasurer	Absentee ballot notice-Nov.	7.17
V-032	Sheb. County Treasurer	Court Assessments-Dec.	294.00
V-032	Sheb. County Treasurer	Election machine maintenance	370.00
V-032	Sheb. County Treasurer	Road Salt	1,276.60
V-033	Sheb. County Unit WTA	Board annual dues	10.00
V-034	State of Wisconsin	State Court Assessments	640.36
V-035	TDN Tree Services	Remove Christmas Decorations	412.50
V-036	Unemployment Insurance	Unemployment	105.20
V-037	Wis. Chief of Police Assoc.	Police annual dues	100.00
V-038	Wisc. Concrete Products	Streets storm sewer grate	180.00
V-039	Wisconsin Public Service	Natural gas	2,063.15
V-040	Wisc. Municipal Clerk Assoc.	Clerk annual dues	45.00
V-041	Frontier	Phone Service & Internet	583.70
V-042	Lakeshore Tech College	Police training	73.00
V-043	MOCIC	Police annual dues	100.00
V-044	Plymouth Lock & Safe	Change locks garage/old fire stat.	96.70
V-045	Staples	Clerk & garage office supplies	159.31
V-046	Streichers	Police 1 st defense irritant	64.96
V-047	U.S. Cellular	Police cell phone	84.03
V-048	The Uniform Shoppe	Police uniform allowance	159.80
V-049	Wis. Dept. of Justice	Police state time system	213.00
V-050	Benefit Advantage	Flex plan monthly fee & yr. fee	59.00
V-051	Ehlers & Associates	Public finance seminar	195.00
V-052	Feed Mill Market	Cleaning supplies	18.25
	Total January General checks		\$45,755.13
	Total January Payroll Expenses		\$53,241.39
	Total		\$98,996.52

(Shovan/Kapellen) moved and seconded that the January vouchers be approved and paid as presented.

Motion Carried Unanimously

(Kapellen/Wolf) moved and seconded to adjourn the meeting at 8:00 p.m.

Motion Carried Unanimously

Jeanette L. Moioffer, Clerk

Prepared by: Jessica Potter, Assistant to Clerk-Treasurer/Administrator