

**VILLAGE BOARD MINUTES**  
**MONDAY, AUGUST 13, 2018**  
**7:00 PM**  
**BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVENUE**

Call to Order

Roll Call

Pledge of Allegiance – President Pfannerstill

Present: Trustees Anson, Dorau, Meyers, Landwehr, Swenson, Wallschlager, President Pfannerstill

Others: Administrator Cox, Finance Director Bailey, Interim Chief Collura, Clerk Igl, Rec Director Yogerst, Fire Chief Dean, Library Director Gest, DPW Operations Supervisor Gerszewski, Captain Kelsey, Jay Williams

Public Comments: (Please be advised the Village Board will receive information from the public for a three minute time period per person, with time extensions per the Village President's discretion. Be it further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.) None.

1. Introduction of Library Director Laura Gest

Jay Williams, Vice President of the Library board, introduced newly appointed Library Director Laura Gest stating that she has over ten years of work in the library field and was the director in Palmyra. Director Gest stated that she is delighted to be working in a community that provides such strong support for the library and is looking forward to building relationships in the community.

2. Motion (Meyers/Wallschlager) to approve Village Board minutes of July 23, 2018. Carried (7-0).

3. Motion (Landwehr/Swenson) to approve vouchers for payment in the amount of \$1,019,241.09. Carried (7-0). Meyers abstained.

4. Consideration of actions related to Licenses and Permits

- a. Motion (Landwehr/Swenson) to approve applications for Operator's (Bartender) Licenses with a term ending June 30, 2020. Carried (7-0).
- b. Motion (Dorau/Anson) to deny an application for an Operator's License recommended for denial. Carried (7-0).
- c. Motion (Meyers/Wallschlager) to approve an application for a Street Use Permit for Stacey LaFlamme, 1017 Wood Dr., for the River Reserve Block Party on September 22. Carried (7-0).
- d. Motion (Landwehr/Swenson) to approve an application for a Street Use Permit for Tiffany Cooley and Misty Grace O'Leary, 120 & 122 Kestrel Way, for the Highlands of River Reserve Block Party on August 18. Carried (7-0).

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- e. Motion (Dorau/Anson) to approve an application for a change of agent for the Reserve Class "B" Beer/"Class B" Liquor license for Bin & Brew, Inc., dba Bin One Eleven, 111 E. Capitol Drive., Tabitha McBride, Agent. It was stated that the establishment is planning to change the name for the business however the LLC that holds the alcohol license will remain the same. Carried (7-0).
5. Discussion and consideration of a motion to authorize use of the chimney at the Cottonwood Wayside/Hartland Marsh for a Full Moon Hike in October.

Rec Director Yogerst, representing the Ice Age Trail Community Committee, stated that a moonlight hike event is being planned for October and has requested use of the chimney at the Cottonwood Wayside for a bonfire. The hike will be scheduled for 7:00 p.m. with the bonfire following at 8:00 p.m. It was stated that the chimney has been approved for burning by the Building Inspector and Fire Chief. The DPW will be modifying the chimney to reduce the size of the firebox.

Fire Chief Dean stated that practice burns will be conducted in the chimney prior to the event starting with a smaller fire to make sure that it is safe. It was clarified that use will only be allowed for Village events and not available for public use. Motion (Dorau/Swenson) to approve the use of the chimney at the Cottonwood Wayside/Hartland Marsh for a Full Moon Hike in October. Carried (7-0).

6. Discussion and consideration of a motion to select Downtown Parking Identification/Directional Signage.

Motion (Anson/Meyers) to designate blue signage for the downtown parking directional signs with the letter "P" in white print.

Several options for downtown signage were discussed including white lettering on a blue sign with the letter "P" and an arrow or white signs with green lettering with the word "Parking" along with an arrow. Concerns were raised that the green signs may be difficult to see as the color would blend in with foliage.

President Pfannerstill suggested that the parking signs should not include the arrow but rather the arrow should be on a separate sign. Administrator Cox stated that the survey conducted resulted in an overwhelming majority preferring the blue sign. After discussion, Trustee Swenson called for a vote. Motion carried (7-0).

7. Discussion and consideration of a motion to direct staff to proceed with marking on-street parking spaces in the downtown on E Capitol Drive, Cottonwood Avenue (north of the railroad tracks) and North Avenue (to 201/202) for the estimated amount of \$2,500. President Pfannerstill pointed out for the Board that the quote received is for regular paint, not epoxy as previously discussed. It was stated that the estimate for epoxy was approximately \$15,000. Administrator Cox stated that the estimate of \$2,500 is based on the linear foot of paint to be applied. DPW Supervisor Gerszewski stated that the interior spaces will be 22 feet in length, end spaces will be 20 feet long. The stripes will be painted with white and be 4 inches

wide. It was stated that only a single car will be allowed in a space. Gerszewski stated that the painting will be done at night.

Motion (Wallschlager/Dorau) to direct staff to proceed with marking on-street parking spaces in the downtown on E. Capitol Drive, Cottonwood Avenue (north of the railroad tracks) and North Avenue (to 201/202) for the estimated cost of \$2,500. Carried (7-0).

8. Consideration of a motion to adopt an updated Sexual and Other Harassment, Discrimination and Retaliation Policy.

President Pfannerstill stated that the Village Board had met to review the policy previously stating that he felt comfortable with the policy. He stated that adoption of the policy will let others know that the Village will not accept this behavior. The policy allows individuals to take a complaint to the appropriate officials. Training on the policy will be provided.

Motion (Anson/Swenson) to adopt an updated Sexual and Other Harassment, Discrimination and Retaliation Policy. Carried (7-0).

9. Discussion and consideration of a recreation center concept.

Administrator Cox stated that he met with Trustee Meyers and the architect that had worked on the library at the Zion site on W. Capitol Drive. The architect felt that there were possibilities for the site and had no concerns about the structure itself. The architect's report had not yet been received. Administrator Cox stated that there is a legal process to be followed if the Board wishes to move forward with consideration of purchasing the property. It was stated that the property includes the church, a house and a parking lot. Administrator Cox stated that the Board may direct staff to move toward getting an appraisal of the property and outlining the legal process for acquisition of the property.

Trustee Swenson asked what constraints there would be as the church is a historical structure. President Pfannerstill stated that the Village may not be allowed to change the actual historical structure. Administrator Cox stated that the Village would be allowed to maintain the main building leaving the structure as is or do improvements that are historically sensitive.

The Village Board took a brief recess at 7:50 p.m. The Board reconvened at 7:53 p.m.

Administrator Cox stated that there would be funds expended to pay an appraiser and for legal fees if the Board were to investigate further. Representatives from Zimmerman Architectural Studios that visited the site indicated that they are familiar with conversion of a church for this type of use. It was stated that once the Board has the preliminary costs associated with moving forward, there would be conversation about whether to make an offer to purchase which would likely be in a closed session. Residents were asked to express their opinion to the Board as to whether they want a community center. Administrator Cox stated that the purchase of the property would create an opportunity for the Village to expand recreation programming.

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Trustee Wallschlager asked whether the space would be used for a community center only or whether the use would include a youth center. President Pfannerstill stated that the uses for the property would be determined later in the project if it moves forward. Trustee Meyers stated that the Board should determine whether they are interested in exploring the possibility of purchasing the property and details of a plan would be developed later that would be presented to the residents.

Motion (Dorau/Wallschlager) to authorize staff to move ahead with the concept including getting an appraisal of the property and outlining the legal process for acquisition. Landwehr and Meyers abstained. Carried (5-0).

10. Discussion and consideration of direction related to relocation of the Lake Country Municipal Court operations to the new City of Oconomowoc Police facility.

Administrator Cox stated that the court has looked into other opportunities for space as the City has to make changes and desires to relocate the municipal court along with City offices. There has been a minor concern raised about covering the cost of the improvements that would be necessary to house the municipal court. Administrator Cox stated that some funds have been put aside by the court for facilities. Motion (Dorau/Wallschlager) to direct the Village's representative to vote in the affirmative in relocating the court. Carried (7-0).

11. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.

Residents were reminded of the Partisan Primary Election to be held August 14 at the Community Center with polls open from 7 am to 8 pm.

President Pfannerstill asked that residents feel free to voice opinions on Village matters. Administrator Cox reminded residents that staff is taking input regarding planning for the future of the Village.

12. Adjournment

Motion (Meyers/Dorau) to adjourn at 8:18 p.m. Carried (7-0).  
Respectfully submitted,

Darlene Igl  
Village Clerk