

VILLAGE OF OCONOMOWOC LAKE

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**OCONOMOWOC LAKE VILLAGE BOARD MEETING
MINUTES OF MONDAY, September 16, 2013,
Unofficial until approved by the Village Board.
Approved as written (X) or with corrections () on 10/21/2013.**

The regular monthly meeting of the Board of Trustees of the Village of Oconomowoc Lake was held on September 16, 2013, commencing at 7:00 PM, at the Village Hall, 35328 W. Pabst Road, Oconomowoc, Wisconsin. Legal requirements for notification as required by law have been met. Roll was taken followed by the Pledge of Allegiance with the following in attendance:

Mr. Birbaum/President – present
Messrs. Bickler, Fellows, Shult, Waltersdorf/Trustees – present
Messrs. Fischer, Owens/Trustees – absent
Ms. Schlieve/ Clerk-Treasurer – present
Mr. Wiemer/Police Chief-Administrator – present
Mr. Macy/Attorney –present

ATTENDANCE

Ed Johnson (arrived 7:10 p.m.)

MINUTES

Motion (Fellows/Shult) to approve, with one addition as noted below, the minutes of the August 19, 2013 Village Board meeting, Carried Unanimously.

The addition to the August 19, 2013 minutes is: on page 3, under the header of wireless telecommunications siting, the second to the last sentence should read, "Applicants, *in some instances*, only need a building permit in order to install the equipment." The words in italics are the addition.

PUBLIC COMMENT

Public comment on agenda items was waived.

PRESIDENT

Discussion/action regarding the Assessment Committee's review of the 2013 assessment year, per meeting held at 4:30 p.m. on September 16, 2013

Mr. Macy reviewed the minutes he had prepared from the Assessment Committee meeting (a copy is included in the Village Board Minutes binder). Items of note are as follows.

- Assessors Megan Bezanson and Mark Link explained to the committee members the process used to report sales to the Wisconsin Department of Revenue (DOR). It was noted that buyers and sellers receive a questionnaire regarding the property sale. In the future the Village Administrator will also receive that questionnaire. Additionally, the Village Administrator will advise the Assessors of sales as he becomes aware of them.
- The Assessors will send a final preliminary report to the Village in regard to all sales that occurred in the prior year by January 15th of each year. The Assessment Committee will then meet before the January Village Board meeting to review the same. The DOR sends its preliminary report to the assessors in March for final comment. The committee will then meet before the March Village Board meeting to review the same.

- The Municipal Assessors Report (MAR) is due the second Monday in June as a preliminary report if the Board of Review (BOR) is closed for the year; otherwise as a preliminary report with the final report being required within 15 days of the close of the BOR. It was agreed that the assessors would send a preliminary MAR report to the Village by May 10th each year. The committee will therefore meet before the May Village Board meeting to review the same with the understanding that the BOR will be scheduled for the end of May.
- Procedures to follow for properties sold after the first of the year were discussed.

PLAN COMMISSION

There was no meeting in September.

ATTORNEY

There was nothing to report.

TREASURER

Checks

Motion (Fellows/Shult) to approve check numbers 40509 through 40568, for regular monthly payments, and all electronic payments, *Carried Unanimously*.

FINANCE

Discussion regarding monthly operating statement for September

Mr. Wiemer reviewed the monthly operating statement.

ADMINISTRATOR

Discussion/action regarding the fall burning period – proposed for 2013 is Saturday, October 6 through Sunday, November 17 (2012 dates were October 6 through November 18)

Motion (Shult/Waltersdorf) to approve the proposed fall burning period for 2013 of Saturday, October 6 through Sunday, November 17, *Carried Unanimously*.

Discussion/action regarding the 2012 year-end audit of the Summit Fire District (SFD)

Mr. Wiemer reported that the December 31, 2012 cash ties out to the year-end audit report for the SFD. There will be a check issued to the Village of Summit from the SFD checking account for approximately \$274,000 to close out all but \$10,000 of the account. The \$10,000 must be kept to cover any unemployment compensation claims that come in. The Village of Oconomowoc Lake should then be paid by the Village of Summit for its share (22%) of the fire district.

Motion (Bickler/Shult) to accept the 2012 year-end audit of the Summit Fire District, *Carried Unanimously*.

Discussion/action regarding the Lake Country Municipal Court annual letter in review

Mr. Wiemer stated that Judge Timothy Kay had provided an annual letter in review for the Lake Country Municipal Court. Mr. Wiemer noted that the court is operating with a surplus, and is not in a deficit position as had been previously predicted. Judge Kay offered to appear before the Village Board of Trustees to review his annual letter if the Trustees so desired. The Trustees decided that the letter was sufficient for their needs.

Discussion/action regarding the letter soliciting funds for the annual fireworks display

Mr. Wiemer explained that a draft of the letter to solicit funds for the 2014 annual fireworks display had been included in the Trustees' packets. Mr. Waltersdorf stated that he thought he could set up a system

that would allow residents to make on-line donations using a credit card. Discussion followed regarding how that would work and what the cost would be. Mr. Waltersdorf will work with Mr. Wiemer to get the process set up. A revised letter will be reviewed at the October meeting.

Discussion/action regarding a resolution to allow attachment of lands from a legal conforming lot of record to a legal nonconforming lot of record pursuant to Section 18.14(2) in reference to the previously approved matter submitted by John and Amy Zea

Mr. Wiemer reviewed the proposed resolution for the Trustees, and advised them that this resolution is similar to the one done for Mr. & Mrs. Clarkson a few months ago. All required questions have been satisfactorily answered.

Motion (Bickler/Shult) to approve the resolution to allow attachment of lands from a legal conforming lot of record to a legal nonconforming lot of record pursuant to Section 18.14(2) in regard to property owned by John and Amy Zea, *Carried Unanimously*.

POLICE CHIEF

There was no report.

BOARD OF ZONING APPEALS

Update regarding the meeting held on September 9, 2013

Mr. Wiemer advised that the Board of Zoning Appeals met on September 9, 2013 in regard to the request by Mr. Bryan Waltersdorf to allow his existing home to remain while a new single family home is built on his property located at 4508 N. Hewitts Point Road.

ARCHITECTURAL CONTROL BOARD (ACB)

Update regarding ACB meeting held on August 25, 2013

Mr. Wiemer reported that the following request was presented to the ACB members and approved.

- Mr. & Mrs. Bryan Waltersdorf, 4508 N. Hewitts Point Road, for a new single family home

CLERK

Discussion/action regarding approval of the quarterly newsletter

Motion (Shult/Waltersdorf) to approve the September quarterly newsletter as presented, *Carried Unanimously*.

COMMUNICATIONS

Communications included the following:

- Focus on County Government Monthly Update from the Desk of Waukesha County Executive Daniel P. Vrakas for August 2013

ADJOURNMENT

With no further discussion being heard, a motion (Shult/Bickler) to adjourn was made at approximately 7:25 p.m., and *Carried Unanimously*.

Respectfully submitted by:

Approved and ordered posted by:

Cindy J. Schlieve, Clerk-Treasurer

Joseph L. Birbaum, President