

GENERAL OPERATIONS COMMITTEE

Municipal Building Council Chambers

Tuesday, November 7, 2017 – 5:30 p.m.

AGENDA

1. Call to Order and Roll Call
2. Comments from Citizens and/or Communications
3. Approval of Minutes of October 3, 2017
4. Review of Police Related Reports:
 - a. Monthly Activity Report
 - b. Liquor License Incident Report
5. Review of Other Reports:
 - a. False Alarms
 - b. Operator Licenses Issued
 - c. Ambulance Activity Report
 - d. Building/Zoning Administrator's Report
 - e. City Administrator
6. Review and approval of 2018 Downtown Event Calendar
7. Consider Class A Beer and Intoxicating Liquor License for Aldi Inc. at 2027 E Geneva Street, Philip Christopherson, Agent.
8. Consider amendment to Class A Beer and Intoxicating Liquor License held by Delavan Mobil Mart, (Deepak Gill, Agent) to expand the licensed premise to include the adjacent sections of the building.
9. Consider Appeal from Mitchell Curtis Raab from the Sex Offender Residency Ordinance.
10. Consider third amendment to the Ambulance Services Agreement.
11. Future Agenda Items
12. Adjourn

Posted: S Kitzman

Note: A quorum of the members of the City Common Council who are not also Committee members may be in attendance to gather information and participate in discussion about an issue over which they have decision making ability. This may constitute a meeting of the Common Council pursuant to State ex rel. Badke vs. Greenfield Village Board, 173 Wis. 2d 553, even though the Common Council will take no formal action at this meeting. This meeting must be noticed appropriately and is intended to comply with the requirements of Badke and the Wisconsin Open Meetings Law.

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the City Clerk's office at 262-728-5585 with as much advance notice as possible.

GENERAL OPERATIONS COMMITTEE

October 3, 2017

3.

Call to Order: Chairman Johnson called the General Operations Committee to order at 5:30 pm in the Municipal Building Council Chambers.

Roll Call: Members Present: Chairman Johnson, Aldermen Henriott and DeWitt, Village of Darien Representative Ken Truckey. Also Present: City Administrator Pieroni, Director of Public Works Wendorf, Chief O'Neill and City Clerk Kitzman.

Comments from Citizens and/or Communications: None.

Approval of Minutes: Alderman DeWitt moved to approve the minutes of September 5, 2017 and September 19, 2017. The motion was seconded by Alderman Henriott and unanimously carried.

Review of Police Related Reports: Monthly Activity Report: No comments.

Liquor License Incident Report: No comments.

Review of False Alarms: Alderman DeWitt moved to bill the following false alarms:

4 th Burglar Alarm	AT&T	\$60.00
4 th Burglar Alarm	Lowe's Home Improvement	\$60.00
4 th Burglar Alarm	Life Fitness	\$60.00

The motion was seconded by Alderman Henriott and unanimously carried.

Operator Licenses Issued: Chief O'Neill noted that Seaver's Parkside Pub is preparing to reopen.

Ambulance Activity Report: Chief O'Neill reviewed a situation where there were five rescue calls at the same time in the southern part of the County.

Building/Zoning Administrator's Report: Director of Public Works Wendorf responded to several questions from the Committee. Chief O'Neill noted there are several houses that are unsafe and has ordered the Fire Department personnel to not enter the building if a fire were to occur at one of these locations. He felt they have deteriorated beyond repair. These properties have had the water shut off for some time and are uninhabited. He encouraged having more of these buildings demolished.

City Administrator: Ms. Pieroni noted the City Attorney is still working on the final draft of the Class A Liquor License ordinance. She noted there are three Class A licensed businesses that would like to amend their license to include their entire premise (Stinebrink's, Mobil and Spirits of Delavan). The Committee agreed the action could go directly to the Council. They were also in support of fees being waived in these instances.

Consider Temporary Class B License for St. Andrew's Congregation at 714 E Walworth Avenue for the Trivia Night on October 21, 2017: Alderman Henriott moved to approve the Temporary Class B License for St. Andrew's Congregation on October 21, 2017. The motion was seconded by Alderman Johnson and unanimously carried.

Consider Class A Beer and Intoxicating Liquor License for Evergreen Mobil Motel, Ltd, Damjibhai K Mehta, Agent: Alderman Henriott moved to approve the Class A License for Evergreen Mobil Motel. The motion was seconded by Alderman DeWitt and unanimously carried.

Consider letter requesting Fire Automatic Response Agreements: The Fire Department has seen a decline in personnel during late night fire responses. With that being said, members support keeping this a volunteer Fire Department for as long as possible. One of the other options identified to address this situation was work with neighboring communities on automatic aid agreements. It was explained that the forwarding of a letter to the two respective departments was the first step in this process.

Alderman DeWitt moved to recommend to the Common Council that letters requesting consideration of an Auto Aid agreement be sent to Town of Delavan and the Town and Village of Darien. The motion was seconded by Alderman Henriott and unanimously carried.

Future Agenda Items: None.

Adjourn: There being no further business to come before the General Operations Committee, the meeting adjourned at 5:56 p.m. upon a motion by Alderman DeWitt, seconded by Alderman Henriott and unanimously carried.

Susan Kitzman
City Clerk

These are not official minutes until approved by the General Operations Committee.

Incidents that occurred September 26, 2017 through October 31, 2017:

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>	<u>COMPLAINANT</u>	<u>BLOTTER #</u>	<u>INCIDENT</u>
Beer Bank	10-21-17	02:28 p.m.	Beer Bank	259221	Disorderly Conduct – Subject Cited
Baymont Inn	10-04-17	04:17 p.m.	Baymont	258696	Disorderly Person – Subject Warned
	10-15-17	10:05 p.m.	Baymont	259020	Disorderly Person – Subject Warned

Incidents that were reported over the last couple of months:

<u>LOCATION</u>	<u>DATE</u>	<u>TIME</u>	<u>COMPLAINANT</u>	<u>BLOTTER #</u>	<u>INCIDENT</u>
Beer Bank	08-18-17	12:45 p.m.	Beer Bank	257120	Unwanted Subject – Subject Warned
New Horizons	08-18-17	11:50 p.m.	New Horizons	257151	Disorderly Conduct – Subject Warned
Baymont Inn	08-06-17	12:00 a.m.	S. Nicholas	256683	Disorderly Person – Subject Warned

46



5a

Memorandum

To: Members of the General Operations Committee
From: Timothy S. O'Neill
Chief of Police
Thru: Denise Pieroni
City Administrator
Date: November 2, 2017
Subject: False Alarms

<u>DATE</u>	<u>LOCATION</u>	<u>CAUSE</u>	<u># FALSE</u>
09/29/2017	NAPA	Employee Error – Burglar	1 st
10/03/2017	Residence @118 Arbor Ridge Dr.	Resident Error – Burglar	1 st
10/08/2017	Delavan Water Dept.-Richmond Rd	Unknown – Burglar	7 th *
10/09/2017	Aldi	Unknown – Burglar	4 th *
10/09/2017	Town Bank	Unknown – Burglar	8 th *
10/09/2017	Aldi	Unknown – Burglar	5 th *
10/12/2017	Town Bank	Unknown – Burglar	9 th *
10/12/2017	Town Bank	Unknown – Burglar	10 th
10/12/2017	Delbrook Golf Course	Employee Error – Burglar	3 rd
10/13/2017	Acapulco Delights	Unknown - Burglar	1 st
10/17/2017	Apartment @223 Turtle Creek Dr.	Unknown – FIRE	3 rd
10/17/2017	Panera Bread	Employee Error – Burglar	4 th *
10/19/2017	Swan Creek Condominiums	Child – FIRE	1 st
10/20/2017	Panera Bread	Employee Error – Burglar	5 th *
10/20/2017	Sprint	Unknown – Burglar	1 st
10/21/2017	Pentair	Unknown – FIRE	3 rd
10/24/2017	Ace Hardware	Unknown – Burglar	6 th *
10/27/2017	Little Caesars	Employee Error – Burglar	1 st
10/29/2017	Millennium	Employee Error – Burglar	1 st
10/29/2017	Ace Hardware	Unknown – Burglar	7 th *

Billings for false alarms during this time period:

*** BURGLAR ALARMS:**

7th Burglar Alarm – Delavan Water Dept - \$240.00

4th Burglar Alarm – Aldi - \$60.00

5th Burglar Alarm – Aldi - \$120.00

8th Burglar Alarm – Town Bank - \$300.00

9th Burglar Alarm – Town Bank - \$360.00

10th Burglar Alarm – Town Bank - \$420.00

4th Burglar Alarm – Panera Bread - \$60.00

5th Burglar Alarm – Panera Bread - \$120.00

6th Burglar Alarm – Ace Hardware - \$180.00

7th Burglar Alarm – Ace Hardware - \$240.00

*** FIRE ALARMS:**



5b.

Memorandum

To: Members of the General Operations Committee
From: Timothy S. O'Neill
Chief of Police
Thru: Denise Pieroni
City Administrator
Date: November 2, 2017
Subject: Applicants Operator License

New Operator Licenses were approved for the following:

PATEL, Bharatbhai J. **GAINES**, Ebony B. **RUGEN**, Nicole M.
PRICKETT, Zachery M.

Temporary Licenses were approved for the following:

KETTERHAGEN, Sharon

Agent's Licenses were approved for the following:

CHRISTOPHERSON, Philip J.

No Renewal Operator's License were approved
No Chauffeur's Licenses were approved
No Direct Seller Licenses were approved
No Tobacco Licenses were approved
No Pawn Broker Licenses were approved
No Provisional Operator Licenses were approved

September 2017 Medix Report

For City of Delavan

- Number of Delavan rescue incidents for the month – **78**
- Number of Delavan fire or standby incidents – **9**
- Average approximate response time to Delavan rescue calls per Medix software – **00:04:17**
- Number of times Medix Ambulance had a back-up squad immediately available for rescue calls – **53**
- Number of times a Medix back-up squad was not available during “Day Car” hours (Monday thru Saturday 0900-1800) – **13 (8 hours and 48 minutes spent on mutual aid)**
- Number of times a Medix back-up squad was not available during non “Day Car” hours – **21 (13 hours and 16 minutes spent on mutual aid)**
- Total amount of time spent on mutual aid – **21 hours and 04 minutes**
- Percent coverage by Medix Ambulance (based on hours): **97.1%**

Thank You,

Kevin Myers, Division Director

5d.

**CITY OF DELAVAN
 BUILDING INSPECTOR'S MONTHLY REPORT
 October 2017**

	Quantity	
	Month	YTD
Noxious Weeds - Orders issued pursuant to Section 8-1-6	0	85
Unightly Debris - Orders issued pursuant to Section 8-1-9	19	194

PROPERTY MAINTENANCE - STATUS OF ORDERS

<u>Address/Manager</u>	<u>Orders Issued</u>	<u>Compliance Deadline</u>	<u>Actions/Comments</u>
309 E. Walworth Avenue DeFrank/Touron	05/15/17	06/15/17	<i>Downtown property-awning in disrepair Permit applied for to remove Extension given to 7/19/17 Non-compliance Extension given to 9/21/17 Not Complied</i>
329 S. Fourth Street Fonseca	05/15/17	07/05/17	<i>Razing completed</i>
215 N. Fourth Street Bogart	05/30/17	06/15/17	<i>Razing completed</i>
312 W. Wisconsin Street Wetherall	06/14/17	08/15/17	<i>Letter to re-roof Owner requested extension due to funding applied for re: roofing Extension given to 11/15/17</i>
822 Ann Street Atkins	06/26/17		<i>Repair orders issued - No occupancy</i>

PERMIT RECORD (As of 10/27/17)**CITY OF DELAVAN****OCTOBER, 2017****Zoning Permit #**

17-49
17-50
17-51
17-52
17-53
17-54

Address

1421 Racine Street
103 N. Second Street
328 E. Walworth Avenue
1602 Smith Lane
150 Cummings Street
1110 E. Wisconsin Street

Classification

Sign
Sign
Sign
Fence
Sign
Special Use Permit

Plumbing Permit #

17-70
17-71
17-72
17-73
17-74

Address

608 E. Walworth Avenue
703 Phoenix Street
216 S. Fourth Street
526 S. Sixth Street
348 Bradley Avenue

Classification

Remodel
Dishwasher
Water Heater
Add Bath Fixture/Remodel
Dishwasher

Electrical Permit #

17-81
17-82
17-83
17-84
17-85
17-86

Address

608 E. Walworth Avenue
112 N. Harrison Street
214 Butternut Drive
526 S. Sixth Street
515 N. Terrace Street
113 Elm Street

Classification

Remodel
Upgrade Service - 2
New Fixtures
Garage
Renew Permit
Remodel

Building Permit #

17-183
17-184
17-185
17-186
17-187
17-188
17-189
17-190
17-191
17-192
17-193
17-194
17-195
17-196
17-197
17-198
17-199
17-200
17-201
17-202
17-203
17-204
17-205

Address

608 E. Walworth Avenue
52 McDowell Street
212 Phoenix Street
309 N. Fifth Street
113 N. Fourth Street
830 Oak Street
526 S. Sixth Street
211 Nicholas Drive
108 S. Main Street
1014 Racine Street
515 N. Terrace Street
537 Beloit Street
329 S. Fourth Street
215 N. Fourth Street
602 S. Second Street
403 W. Washington Street
1122 Barnes Street
554 Park Avenue
650 Ann Street
433 S. Wright Street
118 S. Fourth Street
53 McDowell Street
113 Elm Street

Classification

Remodel
Reroof
Driveway
Reroof
Reroof Garage
Furnace
Garage/Deck
Reside
Reroof
Driveway
Renew Permit
Deck
Raze
Raze
Garage
Reroof
Reside
Reroof
Partial Reroof
Rooftop Unit
Furnace
Reroof
Remodel Interior

ALL NEW CONSTRUCTION

Single Family
Duplex/Condo
Multiple Family/CBRF
Local Bus./Office/Storage/Other
Manufacturing/Industrial
Instit./Church/Municipal

Month of
October, 2017

Year to Date
October, 2017

Year to Date
October, 2016

0

2

2

0

0

0

0

0

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0

1

3

0

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0

	<u>Month of</u> <u>October, 2017</u>	<u>Year to Date</u> <u>October, 2017</u>	<u>Year to Date</u> <u>October, 2016</u>
Estimated Valuation	\$192,163	\$7,352,373	\$10,177,307
<u>PERMIT FEES</u>			
Building	\$2,106.98	\$42,764.50	\$57,055.70
Electrical	\$795.00	\$14,244.00	\$6,630.00
Erosion	\$0.00	\$1,897.06	\$1,123.00
Plumbing	\$303.00	\$5,084.00	\$3,669.00
Zoning	\$289.10	\$2,834.42	\$2,425.00
SUBTOTAL	\$3,494.08	\$66,823.98	\$70,902.70
Landlord Licensing	\$1,450.00	\$26,794.00	\$10,705.00
GRAND TOTAL	\$4,944.08	\$93,617.98	\$81,607.70
<u>OTHER FEES</u>			
Parkland	\$0.00	\$0.00	\$0.00
Fire Facilities	\$0.00	\$13,767.10	\$5,667.83

Inspection
Department



5e

Memorandum

To: Members of the General Operations Committee
From: Denise Pieroni
City Administrator
Date: November 2, 2017
Subject: Administrator's Report

Included below is summary information on certain agenda and other items falling under the purview of the General Operations Committee.

Vacant Houses: At the last meeting, Chief O'Neill made reference to vacant homes in the City. The Public Works Department has reviewed all vacant homes to which water service is currently shut off. A memo from Mark Wendorf, Director of Public Works, on the status of each of these houses is attached. These homes have been inspected from the exterior and orders, to the extent necessary, have been issued.

Fire Stipend Adjustment for Calls Occurring between the Hours of Midnight and 6:00 am: As the Council has been advised, the Department has had issues with the level of response between the hours of Midnight and 6:00 am. The Department is taking a two-prong approach to addressing this issue. Consistent with the direction provided by the Council, letters, signed by the Mayor, have been sent the Town of Delavan and the Town and Village of Darien requesting consideration of future discussions on possible auto aid agreements. Additionally, effective January 2018, the per call stipend paid within this period will be increased from \$15.00 to \$18.00. The 2018 budget includes sufficient funding to cover the projected cost impact of this change.

Walmart Liquor License Status Relating to Premise: This license was issued for the interior of the building at the address of the current Walmart building. As a result of the recent change of the cost and the described premise included in the application, no further action on the definition of the premise is required and, it is our understanding that, Walmart is proceeding with integrating beer and liquor sales within their current building.



Memorandum

To: Members of the General Operations Committee
From: Mark E. Wendorf, Director of Public Works *MW*
Thru: Denise Pieroni, City Administrator
Date: October 6, 2017
Subject: Current listing of vacant and non-serviced residential properties

Based upon water service records, the following residential houses are not to be occupied without reestablishment of water supply, and have been physically posted as "uninhabitable". In several locations, those postings continue to be removed by persons unknown.

City staff will continue to periodically check to see that these structures are maintaining their exterior security (no broken windows, no unsecured doors, no openings for critters, etc.).

<u>Address</u>	<u>Year Turned Off</u>	<u>Status</u>
239 Elm Street	2017	vacant
407 S. Second Street	2017	vacant
1315 Birchwood Street	2017	vacant
313 S. Fourth Street	2017	vacant
909 Racine Street	2017	vacant
1001 Edward Street	2017	vacant
116 S. Fifth Street	2017	vacant
109 N. Seventh Street	2016	vacant-secured
218 Matthew Street	2015	foreclosure sale pending
612 E. Geneva Street	2014	vacant-secured
1241 Racine Street	2014	vacant-secured
326 S. Eighth Street	2014	vacant-secured
248 S. Ray Street	2013	vacant-secured
926 E. Wisconsin Street	2013	vacant-secured
129 S. Third Street	2011	roof repair ordered-vacant
308 N. Eighth Street	pre 2011	vacant-secured
945 Center Street	pre 2011	vacant-secured
411 S. Third Street	?	reinspect-garage?



6

Memorandum

To: Members of General Operations Committee
From: Denise Pieroni, City Administrator
Date: November 2, 2017
Subject: 2018 Downtown Event Calendar

Executive Summary: As the Council has been previously advised, there was some unrest amongst our downtown businesses this summer relative to Maxwell Street Days. This issue raised awareness of the need to set an annual calendar of approved Downtown events and sponsors in that these events require the use of public rights-of-way and vary in their impact to our downtown businesses. Consistent with the goals and objectives identified in the Downtown Delavan Strategic Plan, the Downtown Project Management Team (DD-PMT), which is charged with the responsibility for implementing the plan, has assumed a more direct role in downtown event planning and also assumed responsibility for developing a draft calendar of downtown events for 2018. This calendar was shared with all downtown business in advance of and then vetted at the Downtown Business Forum that was held on Friday, September 29, 2018.

The draft calendar, that incorporates the recommendations made at the September Forum and is being recommended for Committee and Council consideration and approval by the DD-PMT, is attached. Once approved, the calendar and notes from the forum will be shared with all downtown businesses. This approval allows these events to use of the public walks and Tower Park and waives any requirement for Direct Seller's Permits and fees related to these events. It also allows for later considerations of specific street closures and temporary beer and/or wine licenses

Background/Supporting Data: Addressed in the Executive Summary.

Key Issues: Advance notice of these events allows the City and the businesses to appropriately plan for these events. If a new event is proposed and requires the use of Tower Park or any part of the public right-of-way, this event will need to be vetted by the DD-PMT, who will then submit to the GOC and Council their recommendation as to whether the calendar should be modified. This also insures that street closings, that may be later requested, are related to an event that businesses have been advised of in advance and can plan accordingly.

Budget Impact: Community downtown events listed on the calendar normally involve the delivery and pick-up of barricades, tables and other related equipment at no cost to the sponsoring organization. In some instances, assistance with set-up and breakdown is also provided.

Recommendation: It is recommended that the General Operations Committee review the draft 2018 Calendar of Downtown Events and consider recommending the approval of the Calendar to the Common Council.

Recommended Action: Motion to recommend to the Common Council the approval of the 2018 Downtown Calendar of Events which approval will allow for the use of the public walks and Tower Park and waives any requirement for Direct Seller's Permits and fees related to these events and will further allow for future considerations of specific street closures and temporary beer and/or wine licenses to the extent necessary.

**Draft Calendar of Proposed
Downtown Delavan 2018 Events**

Month	Event	Dates	Lead Organizations	Comments
<i>January</i>				
<i>February</i>	Sky Circus on Ice	Sat. 2/17 & Sun. 2/18	Chamber Brick Street Days Team Historic Foundation	Expand in 2019
<i>March</i>	Train Show	Sat. 3/10 & Sun. 3/11	Train Team Historic Foundation	Sat. 9:00 am to 4:00 pm Sun. 10:00 am to 4:00 pm
<i>April</i>	Bunny Visits to Downtown	Sat. 3/31	Chamber	Immediately following the 10:00 am Easter Egg Hunt in Phoenix Park
	Wine Walk & Fashion Show	Thursday 4/26	TBD	5:00 pm to 8:00 pm
<i>May</i>	Fresh Market	Thursday 5/31	Chamber	3:00 pm to 7:00 pm
	Wine Walk	Thursday 5/31	Historical Society	5:00 pm to 8:00 pm
<i>June</i>	Fresh Market	Thursdays 6/7, 6/14, 6/21, 6/28	Chamber	3:00 pm to 7:00 pm
	Brick St Days - Street Dance	Friday Night 6/22	Brick Street Days Team	6:00 pm to 10:00 pm
	Brick Street Days	Sat. 6/23	Historic Foundation	9:00 am to 4:00 pm
<i>July</i>	4th of July Parade	Wed. 07/4	City Parks & Rec Dept.	3:00 PM
	Fresh Market	Thursdays 7/5, 7/12, 7/19, 7/26	Chamber	3:00 pm to 6:00 pm
	Downtown Business Showcase (at Car Show at Phoenix Park)	Sunday 7/29	Friends of the Phoenix Park Band Shell	Noon - 5:00 pm
<i>August</i>	Fresh Market	Thursdays 8/2, 8/9, 8/16, 8/23, 8/30	Chamber	3:00 pm to 7:00 pm
	Delavan Maxwell Street Days	Fri. 8/10 & Sat. 8/11	Chamber	9:00 am to 4:00 pm
<i>September</i>	Fresh Market	Thursdays 9/6, 9/13 & 9/20 end of 2018 market)	Chamber	3:00 pm to 7:00 pm
	Scarecrow Fest	Sat. 9/15	DBA	
<i>October</i>	Brick Street Brew Fest	Sat. 10/13 (Afternoon or Night)	Brick Street Days Team Historic Foundation	4:00 pm to 8:00 pm
	Spook Walk & Parade	Wed. 10/31	American Legion	6:00 PM
	Spook House	Wed. 10/31	American Legion	Immediately following walk/parade
<i>November</i>	Wine Walk	Thursday 11/8	Chamber	5:00 pm to 8:00 pm
	Christmas Tree Lighting	Fri. 11/23	Chamber	6:00 - 7:00 pm
	Shop Local	Sat. 11/24	DBA	10:00 am - 5:00 pm
	Live Nativity	Sat. 11/24	Bradley's	Time TBD
	Santa Visits	Sat. 11/24	Chamber	At Bradley's 11:00 am - 1:00 pm
<i>December</i>	Santa Visits	Sat. 12/8 & Sat. 12/22	Chamber	At Bradley's 11:00 am - 1:00 pm
	Wine Walk	Sat. 12/8	Chamber	3:00 - 6:00 pm
	Santa/Children Xmas Activities	Sat. 12/15	Aram Public Library	10:00 am - Noon
	Carolers	Sat. 12/8	Chamber	3:00 - 6:00 pm

To move forward need to either identify Lead Person or Sponsoring Organization
Confirmation Required

Cinco de Mayo Fri. 5/4 & Sat. 5/5 Moving to Phoenix Park



7.

Memorandum

To: General Operations Committee
From: Susan Kitzman, City Clerk
Thru: Denise Pieroni
City Administrator
Date: October 30, 2017
Subject: Class A Intoxicating Liquor License – Aldi, Inc.

Executive Summary: Aldi, Inc. has applied for a Class A Fermented Malt Beverage and Intoxicating Liquor License at 2027 East Geneva Street.

Background/Supporting Data: The Police Department has performed a background check on the agent and is recommending approval.

Key Issues: None.

Budget Impact: The annual license fee is \$600 with a \$25.00 publication fee.

Recommendation: Staff recommends approval of the liquor license.

Recommended Action: Recommend approval of the Class A Fermented Malt Beverage and Intoxicating Liquor license for Aldi, Inc. at 2027 E Geneva Street, Philip Christopherson, Agent.



8.

Memorandum

To: General Operations Committee

From: Susan Kitzman, City Clerk

Date: October 30, 2017

Subject: Amendment to Class A Beer & Intoxicating Liquor – Delavan Mobil Mart

Executive Summary: Delavan Mobil Mart has submitted a letter requesting an amendment to their Class A Beer and Intoxicating Liquor License to expand their licensed premise to include their adjacent retail store.

Background/Supporting Data: As provided for in the ordinance change that was approved by the Council at the September meeting, this amendment will allow the license holder to sell Beer and Intoxicating Liquor in both areas.

Key Issues: The spaces are adjacent areas within the same building and under the control of the same organization.

Budget Impact: No impact in that the change to the premise, as proposed, would be without charge.

Recommendation: Review the requested amendment to the licensed premise.

Recommended Action: Move to approve the amendment to the Class A Fermented Malt Beverage and Intoxicating Liquor License for Delavan Mobil Mart expanding the license premise to include their adjacent store at 502 Borg Road.



9.

Memorandum

To: Members of the General Operations Committee
From: Timothy S. O'Neill
Chief of Police
Thru: Denise Pieroni, City Administrator
Date: November 2, 2017
Subject: Sex Offender Residence Committee Appeal – Mitchell Curtis Raab

Executive Summary: Mitchell Raab, a convicted sex offender, is requesting that he be allowed to take up residence at 806 Ann Street which is located within our prohibited zone. This is the residence of his mother, Lori Sova, with whom he would be residing.

Background/Supporting Documentation: The completed appeal form which includes a letter and related documents from his probation agent is attached.

Key Issues: The balancing of public safety concerns and the rehabilitation of the petitioner within the community.

Budget Impact: N/A

Recommendation: Review the documents received in conjunction with the appeal, request clarification to the extent necessary and consider overall impact on City residents. If request is considered, include as a condition of any action allowing him to at this location, that this be only allowed as long as he is residing with his mother.

Recommended Action: Motion to approve or deny the request.

CITY OF DELAVAN SEX OFFENDER RESIDENCE COMMITTEE APPEAL FORM

You must **type** or **print** answers to every question on this appeal form

PERSONAL INFORMATION

Full name: Mitchell Curtis Raab
 Current address: 840 N. Wisconsin St. #107 Elkhorn WI 53121
 Date of birth: 10/14/1983 Telephone #: (262) 475-7034
 Age/relationship of those who you live with now: No one.
 To what address do you wish to move? 806 Ann St, Delavan WI 53115 (My mother's house)
 Is this a rental property? No If yes, attach a letter from the landlord which shows that he/she is willing to rent to you and knows you are a registered sex offender. **Your appeal will not be heard until you provide such proof.**
 Age/relationship of those who you plan to live with: 32, Mother.
 Name of your Dep't of Corrections Agent, if applicable: Marsha Cratsberg

SEXUAL OFFENSE(S)

List every sexual offense on your conviction record and answer the following questions:

SEXUAL OFFENSE #1 Conviction type: ADULT JUVENILE
 Offense Degree (circle one): 1st 2nd 3rd 4th Offense: 2nd Degree Sexual Assault - child under 16
 Offense Date: 1-12-2001 Conviction Date: 4-25-2003 In what county? Waukesha
 Victim's age: 15 (I was 17 yrs old) Sentence: 2 yrs from 20 yrs suspended Time served: 2 yrs
 Are you currently under supervision with the Department of Corrections for this offense? Yes
 How do you feel this sexual crime affected your victim? (Do not identify victim)
I feel it has negatively impacted my victim emotionally and psychologically to the degree of inability to fully gain a sense of trust with peers, society and self recovery.

SEXUAL OFFENSE #2 Conviction type: ADULT JUVENILE
 Offense Degree (circle one): 1st 2nd 3rd 4th Offense: 1st Degree Sexual Assault of child
 Offense Date: 6-01-1995 Conviction Date: 2-18-2003 In what county? Walworth
 Victim's age: 9 (I was 12 yrs old) Sentence: 60 days huber State Prison Time served: 60 days
 Are you currently under supervision with the Department of Corrections for this offense? No
 How do you feel this sexual crime affected your victim? (Do not identify victim)
I feel it has negatively and psychologically impacted my victims life to the degree of inability to positively increase their personal growth and trust in healthy relationships.

SEXUAL OFFENSE #3 Conviction type: ADULT JUVENILE
 Offense Degree (circle one): 1st 2nd 3rd 4th Offense: _____
 Offense Date: _____ Conviction Date: _____ In what county? _____
 Victim's age: _____ Sentence: _____ Time served: _____
 Are you currently under supervision with the Department of Corrections for this offense? _____
 How do you feel this sexual crime affected your victim? (Do not identify victim) _____

Check here if you have been convicted of four or more sexual offenses, and attach extra sheets listing those offenses

CRIMINAL HISTORY

Are you currently incarcerated? No If so, when is your expected release date? _____

List all previous criminal convictions below, including date and location of each offense (attach extra sheets, if needed):

CRIME (Exclude Juvenile Offenses)	OFFENSE YEAR	IN WHAT CITY DID THIS OCCUR?
1. <u>Disorderly Conduct</u>	<u>2002</u>	<u>Waukesha</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____



10

Memorandum

To: Members of the General Operations Committee
From: Tim O'Neill, Fire Chief
Denise Pieroni, City Administrator
Date: November 2, 2017
Subject: Third Amendment to Ambulance Services Agreement

Executive Summary: Through the reassignment of the agreement that the City previously had with Delavan Rescue, Curtis/DBA Medix Ambulance ("Medix") has been providing EMS service at the paramedic level to the City of Delavan since April 1, 2013. This agreement has been twice amended. The 1st Amendment was in 2014 and provided for a number of changes, including a provision that allowed the City, at its sole discretion, to extend the contract for a one-year period, thru December 31, 2016, which right was exercised by the City. The 2nd Amendment extended the agreement thru December and provided for an increase in the monthly fee from \$11,000 to \$11,200. Which fee had not been adjusted since January 2014.

The agreement expires at the end of this year. The staff is recommending that the agreement be again amended to provide for a one-year extension. The amendment would also provide for an adjustment in the monthly fee from \$11,200 to \$11,500, which adjustment reflects an increase of just under 2.7%.

Overall the City has been satisfied with the level of service provided. More recently a concern has been raised on the inability of Medix to backfill with ambulance from another location when the ambulances assigned to Delavan are not available. The City is currently discussing this issue with Medix in general and more specifically how mutual aid responses are impacting this situation. This issue can be addressed within the terms of existing agreement and the expectation, based on our past experience, is that it will be addressed to our satisfaction by Medix.

Background/Supporting Documentation: Addressed in the Executive Summary.

Key Issues: Provides for the continuation of the current level of service.

Budget Impact: 2018 Budget includes the impact of the \$300 per month increase in the fee.

Recommendation: Discuss the proposed extension and consider a recommendation to the Council to approve the amendment to the agreement providing for this extension and fee adjustment.

Recommended Action: Motion recommending to the Common Council the approval of a resolution approving a 3rd Amendment to the Agreement for Ambulance Services which will serve to extend the contract through December 2018 and adjust the monthly fee from \$11,200 to \$11,500.