

GENERAL OPERATIONS COMMITTEE

Municipal Building Council Chambers

Tuesday, May 2, 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 April 10, 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. Consider Brick Street Days Event on June 24 including request to close North Second and North Third Streets
7. Consider ordinance for Drones
8. Future Agenda Items
9. 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

April 10, 2017

3

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

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

Comments from Citizens and/or Communications: None.

Approval of Minutes: Mr. Truckey moved to approve the minutes of March 7, 2017, 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 Generation 2 Properties \$300.00 for their fourth false fire alarm. The motion was seconded by Alderman Henriott and unanimously carried.

Review of Operator Licenses Issued: No comments.

Ambulance Activity Report: No questions.

Building/Zoning Administrator's Report: Alderman DeWitt questioned the two houses on South Fifth Street. It was noted they are on the Landlord Licensing report of violations.

City Administrator: Ms. Pieroni reviewed her report.

Consider Cinco De Mayo Event on May 5th and 6th including request to close some streets: Mr. Godina reviewed his request which included the closing of N 2nd St in front of the Hawk's Nest bar; establishing a one-way traffic pattern on N 2nd St from McDowell to Park Place and on Park Place to Main St. If the car show does not materialize, they will open the streets to two-way traffic. Mr. Godina is anticipating 20 cars for the car show. Chief O'Neill highlighted that Park Place and North Second Street from McDowell to Park Place need to have a continuous 20 feet open for emergency vehicles. A lengthy discussion was held as to where the event should be held in 2018.

Alderman DeWitt moved to approve the street closures, temporary change in the traffic patterns and parking limitations in conjunction with the 2017 Cinco De Mayo celebration as outlined in the agenda report. The motion was seconded by Alderman Henriott and unanimously carried.

Consider Brick Street Days Event on June 23 for music and pig roast including request to close Walworth Avenue: No representative was available. Alderman Phillips offered to review with the Committee the information he had on this proposed event. Since there is still time to review it in May, the committee asked to continue the matter to May for review.

Consider Temporary Class B License for Friends of Phoenix Park Bandshell for the following dates - May 27-28, June 2-4, June 9-11, June 16-18, July 1-2, July 4, July 7-8, July 14-16, July 21-23, July 28-30, August 4-6, August 11-13, August 18-20, August 25-27, and September 26. Alderman DeWitt moved to recommend to the Common Council the approval of the Temporary Class B Beer and Wine Licenses for the Friends of the Phoenix Park Bandshell in Phoenix Park. The motion was seconded by Alderman Henriott and unanimously carried.

Consider transfer of Class B License from 410 S Seventh Street to 1265 E Racine Street, for Wheeler's Bowling Center, LLC, Trevor Wheeler, Agent: Alderman Henriott moved to recommend to the Common Council the approval of the transfer of the Class B Fermented Malt Beverage and

Intoxicating Liquor License from 410 S Seventh Street to 1265 E Racine Street, Trevor Wheeler, Agent, subject to approval of the conditional use permit. The motion was seconded by Alderman DeWitt and carried unanimously.

Consider Application for Cigarette and Tobacco Products License for Bladco LLC at 1442 E Geneva St, Saad I Mustafa, Agent: Alderman Henriott moved to approve the cigarette and tobacco license for Bladco LLC doing business as X-treme Smoke & Vapor 4 at 1442 E Geneva Street, Saad Mustafa, agent. The motion was seconded by Alderman Johnson. Alderman DeWitt noted the City had problems with this type of business in the past and expressed concern to the applicants. Mr. Mustafa indicated he was aware of the issues and was going to have a different type of business. The motion carried unanimously.

Review Residential and Commercial Roofing Permit Fee Schedule: Alderman Stebnitz asked for clarification as to the costs included in the loaded salary rate of \$96 per hour. Information on the included costs was provided. It was noted that the staff was recommending a minimum fee of \$150 for the first 2,500 square feet of roof area and \$0.015 per square foot thereafter. Alderman Stebnitz initially questioned whether the .015 rate was a little too low; however, after further clarification that this rate was per square footage, he indicated support for the recommendation. Further discussion on the per square foot rate followed with Alderman DeWitt recommending consideration of \$0.02. Alderman Stebnitz expressed concern that the Building Inspector does not get on the roof and felt there was liability on behalf of the City and it should be inspected. Discussion was held on requiring the Building Inspector to go up on all flat roofs. Alderman Stebnitz indicated his support for the \$0.02 if reasonable attempts are made to actually go up on flat roofs to inspect.

Alderman DeWitt moved to recommend to the Common Council an amendment to Title 15, Chapter 1, Section 19(18), modifying the fees for commercial and residential roofing permits as follows:

1. Commercial Roof Permit: \$150 minimum fee for the 1st 2,500 square feet of roof area plus \$0.02 per square foot of roof area exceeding 2,500 square foot;
2. Residential Roof Permit: \$60.

The motion was seconded by Alderman Henriott and unanimously carried.

The Committee asked to discuss procedural matters related to inspections at a future meeting.

Consider Code Amendment to Officially Change the Dates of the Regular Meeting of the Common Council and Finance Committee: Alderman DeWitt moved to recommend a code amendment establishing the second Tuesday of each month as the regular meeting date for the Finance Committee and establishing the third Tuesday of the month as the regular meeting date for the Common Council. The motion was seconded by Alderman Henriott and unanimously carried.

Future Agenda Items

- a. Consider ordinance for Drones
- b. Discussion on inspection procedures

Adjourn: There being no further business to come before the General Operations Committee, the meeting adjourned at 6:12 p.m. upon a motion by Alderman Henriott, seconded by Alderman DeWitt and unanimously carried.

Susan Kitzman
City Clerk

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

4b.

Incidents that occurred March 27, 2017 through April 24, 2017:

LOCATION DATE TIME COMPLAINANT BLOTTER # INCIDENT

Nothing reported

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>
Baymont Baymont	03-12-17 03-25-17	02:33 p.m. 01:41 a.m.	Arcadia Bar Mifles	251489 251844	Disorderly Subject -- Subject Arrested Unwanted Subject -- Subject Arrested
Star Rock Star Rock	02-05-17 02-24-17	06:18 p.m. 04:20 p.m.	C. Beles Star Rock	250421 251029	Disorderly Subject -- Subject GOA Disorderly Subject -- Subject GOA
Farmer's Inn	03-12-17	11:41 p.m.	C. Dreblow	251500	Unwanted Subject -- Subject Warned
La Ventanita Bar	03-14-17	12:39 a.m.	J. Godinez	251531	Suspicious Vehicle -- GOA
Lake Lawn Resort	03-18-17	01:44 a.m.	Lake Lawn	251649	Disorderly Subject -- Subject Cited



5a

Memorandum

To: Members of the General Operations Committee
From: Timothy S. O'Neill
Chief of Police
Thru: Denise Pieroni
City Administrator
Date: April 26, 2017
Subject: False Alarms

<u>DATE</u>	<u>LOCATION</u>	<u>CAUSE</u>	<u># FALSE</u>
04/01/2017	Game Stop	Unknown – Burglar	1 st
04/01/2017	Guaranty Bank	Unknown – Burglar	1 st
04/03/2017	Millennium Tech Value Partners	Employee Error – Burglar	3 rd
04/13/2017	Dousman Transportation	Employee Error – Burglar	1 st
04/15/2017	U. S. Cellular	Cleaners – Burglar	1 st
04/15/2017	Anytime Fitness	Power Failure – Burglar	1 st
04/17/2017	Anytime Fitness	Unknown – Burglar	2 nd
04/18/2017	Goodwill Store & Donation Center	Unknown – Burglar	1 st
04/20/2017	Shopko	Unknown – Burglar	1 st
04/21/2017	Old Antique Mall	Unknown – Burglar	1 st
04/25/2017	BMO Harris Bank	Unknown – Burglar	2 nd

Billings for false alarms during this time period:

* BURGLAR ALARMS:

* 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: April 26, 2017
Subject: Applicants Operator License

New Operator Licenses were approved for the following:

GODINEZ, Jessica **PRICE, Erika C.**

Direct Seller Licenses were approved for the following:

SANBORN, Bruce J.

No Temporary Licenses were approved

No Agent's Licenses were approved

No Renewal of Operator Licenses were approved

No Pawn Broker Licenses were approved

No Provisional Operator Licenses were approved

No Chauffeur's Licenses were approved

No Tobacco Licenses were approved

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

5d.

April 2017

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

LANDLORD LICENSING - STATUS OF ORDERS

<u>Address/Manager</u>	<u>Orders Issued</u>	<u>Compliance Deadline</u>	<u>Actions/Comments</u>
516 E. Walworth Avenue Serna	11/23/16	01/03/17	<i>Complied</i>
535 Elmhurst Avenue Feldman Real Estate Inc.	01/24/17	04/25/17	
536 Elmhurst Avenue Feldman Real Estate Inc.	01/24/17	04/25/17	
561-583 Elmhurst Avenue Feldman Real Estate Inc.	01/24/17	04/25/17	
562-584 Elmhurst Avenue Feldman Real Estate Inc.	01/24/17	04/25/17	
104 S. Terrace Street Carlson	01/30/17	03/09/17	<i>Complied</i>
706 Faryl Avenue Delavan Court Apartments	02/15/17	03/21/17	
710 Faryl Avenue Delavan Court Apartments	02/15/17	03/21/17	
836-838 Ninth Place Klug	03/17/17	04/17/17	
404 S. Main Street Connon	03/17/17	04/18/17	

LANDLORD LICENSING continue ...

<u>Address/Manager</u>	<u>Orders Issued</u>	<u>Compliance Deadline</u>	<u>Actions/Comments</u>
322 E. Walworth Avenue Ademi	03/17/17	04/19/17	<i>Complied</i>
328 E. Walworth Avenue Ademi	03/17/17	04/19/17	<i>Complied</i>
406 N. Terrace Street Martinez	03/17/17	04/20/17	<i>Complied</i>
237 E. Walworth Avenue Lakes Property Management	03/29/17	05/04/17	

UNSIGHTLY DEBRIS

<u>Address/Owner</u>	<u>Orders Issued</u>	<u>Complied</u>	<u>Accumulation/Storage</u>
313 N. Sixth Street Allen	01/10/17	-	unsightly debris <i>Extension Given</i>
116 S. Eighth Street Hultine	02/23/17		concrete next to garage
583 Elmhurst Avenue Woodfield Apartments LLC	03/02/17 03/09/17	- 04/25/17	garbage <i>Second Notice</i>
1849 Hobbs Drive HVD Properties LLC	03/23/17 03/29/17	- 04/06/17	mattress and garbage by fence <i>Second Notice</i>
420 E. Wisconsin Street Paur	03/23/17	04/06/17	sink in terrace
314 E. Walworth Avenue Holtz/Krost	03/27/17 04/04/17	- 04/11/17	TV in alley <i>Second Notice</i>
501 Parish Street 501 Parish Street LLC	04/10/17	04/19/17	garbage bags in terrace
350 Estate Lane Weiss	04/11/17 04/19/17	-	fallen tree <i>Second Notice</i>

UNSIGHTLY DEBRIS continue ...

<u>Address/Owner</u>	<u>Orders Issued</u>	<u>Complied</u>	<u>Accumulation/Storage</u>
126 S. Fifth Street Hernandez	04/17/17		unsightly debris
130 S. Fifth Street Town 2016 FRS I LLC	04/17/17		unsightly debris

PERMIT RECORD (As of 4/21/17)**CITY OF DELAVAN****APRIL, 2017****Zoning Permit #**17-09
17-10
17-11**Address**1442 E. Geneva Street
513 E. Wisconsin Street
1440 Racine Street**Classification**Sign
Fence
Fence**Plumbing Permit #**17-25
17-26
17-27
17-28
17-29**Address**227 Elm Street
1830 Hobbs Drive
714 E. Walworth Avenue
109 W. Walworth Avenue
318 W. Wisconsin Street**Classification**Water Heater
New Commercial
Remodel
Remodel
Remodel**Electrical Permit #**17-27
17-28
17-29
17-30
17-31
17-32**Address**1830 Hobbs Drive
STH 50 Project
516 Marino Avenue
714 E. Walworth Avenue
417-419 E. Washington Street
318 W. Wisconsin Street**Classification**New Commercial
STH 50 Project
Exhaust Fan
Remodel
Upgrade Service
Remodel**Building Permit #**17-41
17-42
17-43
17-44
17-45
17-46
17-47
17-48
17-49
17-50
17-51
17-52
17-53
17-54
17-55
17-56
17-57**Address**1830 Hobbs Drive
501 Lawson School Road
505 Lawson School Road
521 Lawson School Road
840 E. Geneva Street
218 Turtle Creek Drive
122 S. Main Street
714 E. Walworth Avenue
109 W. Walworth Avenue
515 Turtle Creek Drive
232 W. Geneva Street
611 Holland Avenue
318 W. Wisconsin Street
625 Alder Avenue
1141 Racine Street
516 Herman Street
411 Turtle Creek Drive**Classification**New Commercial
Reroof
Reroof
Reroof
HVAC
Reroof
Reroof
Remodel
Remodel
Reroof
Reroof
Deck
Remodel
Shed
Reroof
Reside
Reroof/Reside**ALL NEW CONSTRUCTION**Single Family
Duplex/Condo
Multiple Family/CBRF
Local Bus./Office/Storage/Other
Manufacturing/Industrial
Instit./Church/MunicipalMonth of
April, 2017Year to Date
April, 2017Year to Date
April, 2016

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	<u>Month of April, 2017</u>	<u>Year to Date April, 2017</u>	<u>Year to Date April, 2016</u>
Estimated Valuation	\$909,625	\$2,336,600	\$1,002,233
<u>PERMIT FEES</u>			
Building	\$6,668.72	\$14,780.40	\$9,393.25
Electrical	\$935.00	\$4,125.00	\$1,750.00
Erosion	\$415.18	\$565.18	\$463.00
Plumbing	\$661.00	\$2,471.00	\$1,194.00
Zoning	\$110.00	\$625.00	\$510.00
SUBTOTAL	\$8,789.90	\$22,566.58	\$13,310.25
Landlord Licensing	\$2,995.00	\$15,649.00	\$155.00
GRAND TOTAL	\$11,784.90	\$38,215.58	\$13,465.25
<u>OTHER FEES</u>			
Parkland	\$0.00	\$0.00	\$0.00
Fire Facilities	\$1,814.40	\$2,967.10	\$2,397.95

Fred Walling
Building Inspector



Memorandum

To: Members of the General Operations Committee
From: Fred Walling, Building Inspector. 
Thru: Denise Pieroni, City Administrator
Date: April 27, 2017
Subject: Class "B" License Applications

Class "B" License inspections were conducted on April 10-13, 2017.

The following is a list of Class "B" Liquor License establishments that have complied with the requirements of the Building, Plumbing, and Electrical codes regarding Class "B" licensing.

American Legion & Canteen
Brodie's Beef, LLC
Chili's Grill & Bar
China Garden
Delavan's Downtown Deli
Delavan Lanes, Inc.
Emilio G. Huerta
Greenie's Clubhouse
Hawk's Nest
Hernandez Restaurant
Kimberly's Place
La Guanajuato
La Monarca
Lake Lawn Resort
Los Agaves Restaurant, LLC
New Horizon Sports Bar & Grill LLC

The following is a list of Class "B" Liquor License establishments that are not in compliance. They have until May 19, 2017 to comply with the necessary code requirements.

Best Hospitality LLC
Genoa Pizza, LLC
Mercadito La Estrella, LLC
Southern Lakes Association for the Deaf
Yo Shi Delavan, Inc.

La Parrilla Hernandez, LLC and Star Rock Bar & Grill have not been inspected as of this writing. **Brick Street, LLC** will be inspected at the time of occupancy.

c: Sue Kitzman, City Clerk
Fire, Police and Public Works Departments



5e

Memorandum

To: Members of the General Operations Committee
From: Denise Pieroni
City Administrator
Date: April 23, 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.

Drone Ordinance: After reviewing the last revisions to the draft ordinance and certain FAA regulations, we are looking to recommend a different approach that may be less burdensome to drone operators and less likely to be inconsistent with FAA regulations. Although I was confident that we would be able to present you a recommendation at the May meeting, June seems to be a more realistic target.



Memorandum

To: Members of General Operations Committee
From: Denise Pieroni, City Administrator
Date: April 22, 2017
Subject: 2017 Brick Street Days

Executive Summary: A group of stakeholders, which included representation from the DBA, Historic Foundation, downtown taverns, Delavan-Delavan Lake Area Chamber of Commerce, Walldogs Event Team, City of Delavan, Lake Lawn Resort, Walworth County Visitors Bureau representing "Visit Delavan" and area businesses, met on June 18th to discuss the concept of an annual event over the 4th Saturday of June. The goal would be to collaboratively, over time, create an event that would achieve the objectives of the different stakeholders. This was a very positive brainstorming session. Summary of the take-aways from this first meeting is attached.

Based on the limited time available to plan for the event and conflicts with already contracted venues at Phoenix Park, it was agreed that for this year the focus would be on Saturday, June 24, from 11:00 am to 6:00 pm. Some events may start earlier, but the advertised peak hours will be 11:00 am to 6:00 pm. With that being said, the team is looking, through collaborative marketing with the Friends of the Phoenix Park Bandshell, to extend the experience.

Based on the direction taken, the team is not looking to close Walworth Avenue this year but will be looking to close it next year and extend activities into the evening hours. A picnic license is also no longer being pursued for the 2017 event.

Background/Supporting Data: Specific authorization being requested for June 24, 2017 includes:

- Closing of North Second Street from Walworth Ave. to alley
- Closing of North Third Street from Walworth Ave. to alley
(these two locations will be used for the afternoon battle of local bands and will allow continuous music throughout the afternoon at either one or the other location – the two locations address the downtime created while bands set-up and breakdown)
- Closing off/or signing "no parking" of strategic parking spaces throughout the downtown to (1) create larger activity areas if need; (2) establish stops for "wagon" tour of the murals in the downtown area; and (3) if needed, to provide for expansion areas for the flea market component of the event.

Key Issues: The closing of the proposed sections of North Second Street and North Third Street should be contingent on obtaining the sign-off of the adjacent businesses (the businesses had

signed off on the closing of streets in conjunction with the original proposed night event; Committee should determine if this is sufficient or whether additional sign-offs should be required).

Budget Impact: Consistent with other community downtown events at which we provide barricades, tables and other related equipment at no cost to the sponsoring organizations.

Recommendation: It is recommended that the General Operations Committee review the plan for the 2017 Brick Street Days celebration and consider the approval of the requested street closings and use of sidewalk and parking spaces in conjunction with the event.

Recommended Action: Motion to approve the closing of North Second Street from Walworth to alley and North Third Street from Walworth to alley (either subject to or not subject to additional sign-off by adjacent businesses) and the use of the sidewalk and parking spaces (as needed) throughout the downtown.

Brick Street Days

To: Brick Street Days Team Members and Interested Parties
Subject: Recap of April 18th Brainstorming Session

A brainstorming session on consolidating and rebranding past and proposed events that occur or were proposed to occur the weekend of the fourth Saturday of June.

Team Members were in consensus of the following:

- Name of the Event: Brick Street Days (also discussed were possible tag lines that could be either constant or change annually based on the focus of the event for that year)
- Start with a clean slate/fresh start and draw in the more successful elements from past events
- Brick Street Days to be a celebration of the Arts (including Culinary Art)
- Create a venue that has something for all ages but specifically targets families and extended families and a late twenties to late forties age range
- Event needs to have entertainment and food options

Event elements were discussed and volunteers to take the lead on each were identified and were as follows:

- Art vendors (Lorie and Jill)
- Brick Dedication (Linda) [idea is to push the sale of memorial/honorary bricks and have the dedication of these bricks during the event]
- Inflatables and other similar rides for kids (Sara, Delavan-Delavan Lake Area Chamber of Commerce) [Lavonne to sell popcorn and slushies in kids area]
- Food Crawl/Culinary Art (Brandon & Dave but mostly Brandon)
- Mural Tours (Patti) [using wagon from Lake Lawn Resort which holds around 25 persons – offering four time slots that would run, for example, at 11:00 a.m., 1:00 p.m., 3:00 p.m. & 5:00 p.m.]
- Future mural promotion and possible Dedication of some of the existing murals (Patti)
- Art booth/exhibit (Nikki)
- Flea Market (Lavonne)
- Battle of the Bands (Myles – possibly Sal & Lukas can assist) [based on the fact that this will be a day time venue – focus will be on finding local bands, student bands]
- Street performers (Myles)
- Dance performances (?)
- Country Idol (Sara, Delavan-Delavan Lake Area Chamber of Commerce)
- Animal Gardens (Sara, Delavan-Delavan Lake Area Chamber of Commerce)
- Interactive sidewalk chalk art, wall art and other kids art activities (Anita) [Anita to contact the high school art teacher for ideas and possible participation]

- Marketing of the event (Dawn, WCVB – Visit Delavan)
- EVENT LOGO – Dawn to have marketing agency develop options for team consideration
- Silent Auction (Lavonne) [raise money to support some of the activities that will offered at the event; seed money for 2018 event]

Other items discussed:

- Back alleys need to be cleaned up
- Notices to downtown businesses should be in English and Spanish
- Need for Volunteers (discuss at future meeting)
- Available Funds (thought an \$1,800 room tax grant for this event was approved; DD-PMT also has some dollars allocated for this event)

NEXT MEETING:

DATE & TIME: TUESDAY, MAY 2, 2017 at 8:30 AM

LOCATION: COUNCIL CHAMBERS, CITY HALL, 123 South Second Street, Delavan