



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
Phone: 262-245-2700 | Fax: 262-245-2705

OFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE WEDNESDAY, JUNE 16, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Wright at 7:43pm

Roll Call

Trustees Wright, Parker, and Vlach

Also Present: President Duncan, Trustee D'Alessandro and Umans, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards and Police Chief Timm.

Meeting Minutes

Parker/Vlach motion to approve the meeting minutes from May 12, 2021. Unanimously carried.

Comprehensive Plan

Wright discussed the Comprehensive Plan 10-year Update proposal from Vandewalle & Associates. It was the consensus of the Committee to move forward with the Standard update plan in the amount of \$45,000 to start as soon as possible. Peternell stated that \$50,000 was included in the 2021 budget for this project. Parker/Vlach motion to recommend Village Board approval of the Standard 10-year update plan in the amount of \$45,000. Unanimously carried.

Ordinance 2021-05 An Ordinance Creating Section 10.11(2)(c) of the Code of Ordinances of the Village of Williams Bay.

Tobin stated that due to the dry conditions the Fire Chief has requested to enact a burn ban within the Village. Upon review of the code it was found that this is not addressed to give the Village President or the Fire Chief authority to enact a burn ban. The Committee discussed the draft ordinance and recommending adding language to state that the Village President can enact a burn ban upon the recommendation of the Fire Chief. Parker/Vlach motion to recommend Village Board approval of Ordinance 2021-05 with recommended changes. Unanimously carried.

Ordinance 2021-06 An Ordinance Creating Section 2.12 of the Code of Ordinances of the Village of Williams Bay.

Tobin stated this ordinance will adopt the Capitalization Policy as discussed by Finance & Personnel Committee and recommend by the auditors. Parker/Vlach motion to recommend Village Board approval of Ordinance 2021-06. Unanimously carried.

Ordinance 2021-07 An Ordinance renumbering Section 7.045(5) through (8) and creating Section 7.045(5) of the Code of Ordinances of the Village of Williams Bay.

Tobin stated that the tree permit requires homeowners to replace trees that are removed or provide a donation to KNC. This ordinance is to include the donation to KNC in the code. Vlach/Parker motion to recommend Village Board approval of Ordinance 2021-07. Unanimously carried.

Adjourn

Vlach/Parker motion to adjourn at 8:14pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JUNE 16, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Parker at 7:17pm

Roll Call

Trustees Parker, D'Alessandro, and Wright.

Also Present: President Duncan, Trustees Umans and Vlach, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm and John Dwyer; Dubin Dogs owner

Meeting Minutes

D'Alessandro/Wright motion to approve meeting minutes of May 12, 2021, May 17, 2021, and June 7, 2021. Unanimously carried.

Dubin Dogs Lease Agreement

Dwyer was present to discuss his request to add non-food items such as t-shirts, souvenirs, sunscreen, and lip balm to his lease agreement. D'Alessandro stated that there has been discussion about the Village possibly selling some of these items. Dwyer stated that if the Village was going to sell these types of items in the future, they wouldn't be included in future lease agreements.

D'Alessandro/Wright motion to amend the lease agreement to add the non-food items as proposed.

Unanimously carried. A F&P meeting will be scheduled prior to the Village Board meeting on June 21st to recommend approval of the amended lease.

WRS Unfunded Liability

The Committee reviewed the Unfunded Actuarial Accrued Liability statement from WRS. It shows that there is a balance of \$50,257.91 as of April 1, 2021. Discussion was held on the interest calculation and how the amount is calculated. It was the consensus of the Committee that further review is needed.

Capitalization Policy

Tobin stated that the auditor has recommended adopting financial policies. The intent is to provide a policy each month to adopt as an Ordinance. Tobin stated that the auditors have been using a \$700 capitalization threshold of assets. The policy increases it to \$5,000 per the auditor's recommendation.

D'Alessandro/Wright motion to recommend Building, Zoning & Ordinance Committee recommend approval of Ordinance 2021-06 Capital Asset Policy Ordinance. Unanimously carried.

First National Bank & Trust Banking Agreement

The Committee reviewed the current banking agreement and discussed adding positive pay and ACH filters to current services. D'Alessandro/Wright motion to recommend Village Board approval of the First National Bank & Trust banking agreement. Unanimously carried.

Agreement with Consultant Chris Severt

Tobin stated the Chris Severt was utilized in response to a complaint filed against the Police Department. As his contract expired in December 2020, a new contract is needed for the work he did. The term of the contract will be June 1 – December 31, 2021 at a rate of \$50. D'Alessandro/Wright motion to recommend Village Board approval of the 2021 agreement with Chris Severt. Unanimously carried.

Adjourn

D'Alessandro/Wright motion to adjourn at 7:43pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, JUNE 16, 2021 AT 6:30 PM VIA ZOOM WEBINAR

Call to Order

Meeting was called to order by Chairman D'Alessandro at 6:54pm

Roll Call

Present: Trustees D'Alessandro and Wright

Excused: Trustee Stanek

Also Present: President Duncan, Trustees Parker, Vlach and Umans, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards and Police Chief Timm.

Meeting Minutes

Wright/D'Alessandro motion to approve meeting minutes of May 12, 2021 and June 7, 2021. Unanimously carried.

Geocaching Request

The Committee reviewed a request from Deb Soplanda to allow the WBHS History Club to place a geocache on Village property. The group is a part of the National Geocache Organization who needs to approve the site. If they don't approve it, they will remove the cache. Wright/D'Alessandro motion to recommend Village Board approval of the WBHS geocache request. Unanimously carried.

Williams Bay Fire Art and Craft Fest – Edgewater Park Use and Policy Contract for July 23rd – July 25th

Wright/D'Alessandro motion to recommend Village Board approval of the Williams Bay Fire Art and Craft Fest – Edgewater Park Use and Policy Contract for July 23rd – July 25th. Unanimously carried.

Williams Bay Fire Department Chicken Roast – Edgewater Park Use and Policy Contract for July 15th – July 18th

Wright/D'Alessandro motion to recommend Village Board approval of Williams Bay Fire Department Chicken Roast – Edgewater Park Use and Policy Contract for July 15th – July 18th. Unanimously carried.

Your Beautiful Life activity in Edgewater Park

D'Alessandro informed the Committee that Sandy Wolff, owner of Healing Arts & Education Center will be offering to hold free reiki sessions at Edgewater Park in the mornings.

Adjourn

Wright/D'Alessandro motion to adjourn at 7:36pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, JUNE 16, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Vlach at 6:36pm

Roll Call

Trustees Vlach, D'Alessandro and Umans

Also Present: President Duncan, Trustees Parker, Stanek and Wright, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards and Police Chief Timm.

Meeting Minutes

Umans/D'Alessandro motion to approve meeting minutes of May 12, 2021. Unanimously carried.

Williams Bay Fire Department Temporary Class "B" Retailer's Alcohol License Request for July 15th – 18th, 2021

D'Alessandro/Umans motion to recommend Village Board approval of the Williams Bay Fire Department Temporary Class "B" Retailer's Alcohol License Request for July 15th – 18th, 2021. Unanimously carried.

Williams Bay Lioness Temporary Class "B" Retailer's Alcohol License Request for July 1st and August 5th, 2021

Umans/D'Alessandro motion to recommend Village Board approval of the Temporary Class "B" Retailer's Alcohol License Request for July 1st and August 5th, 2021. Unanimously carried.

Alcohol License Renewals

The Committee reviewed the 2021-2022 alcohol license renewals.

EMS Lift

The Committee reviewed a request from EMS Captain, Rich Gluth for a power loader for the cot that purchased in 2020. The total cost is \$25,000 and the company is offering 0% financing payable over 3 years. Discussion was held regarding utilizing existing and future Act 102 funds for the purchase.

Umans/Vlach motion to recommend Village Board approval of the lift with Finance & Personnel to make recommendation on the funding source at the July Committee meeting. Unanimously carried.

Fire Department Hire – Information Only

Vlach stated that the Fire Department will have a member joining the department who is a certified fire inspector who will assist with inspections.

Protective Services response to Complaint

Monthly Police Report

Chief Timm presented the monthly report and answered any questions.

Police Chief's Report

Chief Timm provided an update on current activities including ongoing grant shifts through the County and working on community events with the Library for summer activities. Chief Timm stated that Officer Hammett will be returning to duty in June.

Adjourn

Umans/D'Alessandro motion to adjourn at 6:53pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, JUNE 16, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Trustee Vlach at 8:30pm.

Roll Call

Trustees Vlach and Umans

Excused: Trustee Stanek

Also Present: President Duncan, Trustees D'Alessandro, Parker, Wright, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards and Police Chief Timm.

Meeting Minutes

Umans/Vlach motion to approve meeting minutes of May 12, 2021 and June 9, 2021. Unanimously carried.

Adjourn

Umans/Vlach motion to adjourn at 8:31pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, JUNE 16, 2021 AT 6:30 PM VIA TELECONFERENCE

Call to Order

Meeting was called to order by Chairman Umans at 8:14pm

Roll Call

Trustees Umans and Parker

Also Present: President Duncan, Trustee D'Alessandro, Vlach and Wright, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards and Police Chief Timm.

Meeting Minutes

Umans/Parker motion to approve the May 12, 2021 meeting minutes. Unanimously carried.

Resolution R-7-21 Resolution Permit Issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report

Parker/Umans motion to recommend Village Board approval of Resolution R-7-21 Resolution Permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report. Unanimously carried.

Southwick Creek Realignment

No discussion was held due to Engineer Snyder being unable to attend the meeting. Topic will be discussed at a future meeting.

Adjourn

Parker/Umans motion to adjourn at 8:30pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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