



VILLAGE OF WILLIAMS BAY

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

OFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE WEDNESDAY, DECEMBER 15, 2021 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

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

Roll Call

Trustees Wright and Parker

Excused: Trustee Vlach

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

Meeting Minutes

Parker/Wright motion to approve the meeting minutes of October 8, 2021. Unanimously carried.

Ordinance #2021-11 – An Ordinance amending section 80-3 of the Code of Ordinances of the Village of Williams Bay concerning the Village Administrator

Wright stated that the Under current ordinances that Village Administrator is appointed and subject to re-appointment every year. That short period makes it difficult to recruit strong candidates and may encourage short-time horizons in policy and action. There also are inconsistencies between the Ordinance describing the Village Administrator and the Position Description on which the Administrator is recruited and managed. The goal of these ordinance changes is to provide for a longer appointment time and to eliminate inconsistencies.

The proposed change is as follows: *"The Village Administrator shall be appointed by the Village President and confirmed by the Village Board **for a term of three (3) years at the time of initial hire (or at the expiration of appointment of an incumbent Administrator appointed prior to adoption of this amendment)** on the basis of merit, with due respect to training, experience, administrative ability and general fitness and knowledge of administrative and operational functions of municipal government. The Village Administrator shall be deemed an officer of the Village of Williams Bay. Compensation therefor shall be as determined by the Village Board from time to time."*

Parker/Wright motion to recommend Village Board approval of Ordinance #2021-11 – An Ordinance amending section 80-3 of the Code of Ordinances of the Village of Williams Bay concerning the Village Administrator. Unanimously carried.

Utility Setbacks

Wright stated that the current code of ordinances does not include language regarding utility setbacks. The Committee reviewed the Village of Fontana's ordinance which states the following: *"Utility setbacks. In addition to any other setback required by this chapter or ordinance, no building shall hereafter be erected, structurally altered, reconstructed, or relocated so that any roofed or enclosed portion, including any footings, is closer than ten feet to any public utility line. The zoning administrator may require said public utility lines to be surveyed in advance of issuing a zoning permit to verify compliance with this section."* It was the consensus of the Committee to have staff work with the Village Attorney draft an ordinance regarding utility setbacks.

Bailey Estates Bond Reduction-Phase 4b

The Committee reviewed Gerstad's request for a bond reduction for Bailey Estates-Phase 4b to \$101,012. The Village Engineer has reviewed the request and recommends the Village Board accept the bond reduction request. Parker/Wright motion to recommend Village Board approval of the Bailey Estates Bond Reduction for Phase 4b. Unanimously carried.

Yard Waste Dumping

Discussion was held regarding complaints received regarding non-residents utilizing the compost site. Edwards stated that since changes have been made to have it open only during the day it has cut down on the number of things being dumped there. He stated that some Village residents hire contractors for landscaping, and they utilize the compost site.

D'Alessandro suggested residents submit a form to the Village Hall stating when their contractors would be utilizing the compost site and Village staff would monitor the usage. Parker suggested further limiting the hours that the site would be available to Village residents. After further discussion it was determined that no action will be taken regarding the compost site.

Floodplain Ordinance – Act 175

Discussion was held regarding Act 175 and changes to the ordinance regarding floodplains. After lengthy discussion, it was determined that the Administrator will consult with the Village Engineer and DNR with questions the Committee had.

Adjourn

Parker/Wright motion to adjourn at 9:03pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, DECEMBER 15, 2021 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Parker at 7:58pm

Roll Call

Trustees Parker, D'Alessandro, and Wright.

Also Present: President Duncan, Trustees Stanek and Umans, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Rowland and Library Director Schnupp.

Meeting Minutes

Wright/D'Alessandro motion to approve meeting minutes of November 10, 2021. Unanimously carried.

Village Hall and Rec Department Copy Machine Leases

The Committee reviewed the Gordon Fleisch proposal for new copy machines at the Village Hall and Rec Department. Tobin stated that this copier is part of the State of Wisconsin contract, so it has already been bid. This is part of a cooperative purchasing contract which allows local governments to take advantage of pricing discounts that have been bid at the state and even federal level. The Village would enter a 60-month lease with a \$1 buyout at the end of the lease. The lease will cost \$181.47 per month, plus copies, for an estimated monthly cost of \$245 (\$2,940 annually). There is \$3,000 allocated in the 2022 budget for the copy machine so the Ricoh will allow us to stay within the budget. D'Alessandro/Wright motion to recommend Village Board approval of the copy machine leases with Gordon Fleisch. Unanimously carried.

Walworth County Economic Development Alliance Membership

The Committee reviewed correspondence from the Walworth County Economic Development Alliance. Tobin stated that the Village is the only municipality in Walworth County that is not a member. She highlighted how WCEDA assists municipalities in grant opportunities that help promote economic development in the community. The cost would be \$1500 for 2022 and recommended utilizing 2021 contingency funds to pay for the membership. D'Alessandro/Wright motion to recommend Village Board approval of the Walworth County Economic Development Alliance Membership for 2022 utilizing 2021 contingency funds. Unanimously carried.

Adjourn

Parker/Wright motion to adjourn at 8:13pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, DECEMBER 15, 2021 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 6:51pm

Roll Call

Present: Trustees D'Alessandro, Stanek and Wright

Also Present: President Duncan, Trustee Umans, Administrator Tobin, Treasurer Peternell, Public Works Director Edwards, Police Chief Timm, Recreation Director Edwards and Attorney Schroeder.

Meeting Minutes

Wright/Stanek motion to approve meeting minutes of November 10, 2021. Unanimously carried.

Community Garden

Discussion was held regarding moving the Community Garden from the Lions Field House to Theatre Road. Rowland stated that concerns have been raised by current plot renters regarding the soil conditions at Theatre Road and that soil testing would need to be done there. Several plot renters spoke in favor of keeping the community garden in its current location. Master gardeners explained how it has taken several years to get the soil in good condition which helps the cultivation of crops. Other points were brought up regarding the educational aspect of where it's currently located. People visiting the dog park, KNC and the playground have shown interest in what is being grown there which was felt would be lost if moved to Theatre Road. D'Alessandro requested staff draft a letter to be sent to current plot renters asking for input on the future location of the community garden.

Lions Field House Refundable Deposit for Rental Agreement

Peternell stated that the current rental agreement requires a \$500 refundable cleaning deposit for renters but not homeowners. On occasion homeowners will rent the Field House for their renters so they don't have to pay the deposit. Recently there was damage sustained to equipment by a group that had their landlord rent the Field House for them. Because there was no refundable deposit submitted, the homeowner was billed for the damage. The invoice was not paid and subsequently placed on their tax bill. Staff is requesting that the refundable deposit be required for homeowners to be consistent with the policy for renters. Wright/Stanek motion to recommend Village Board approval of amending the rental agreement to require homeowners to pay the \$500 refundable deposit. D'Alessandro-Nay. Motion carried.

Adjourn

Wright/D'Alessandro motion to adjourn at 7:58pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, DECEMBER 15, 2021 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Trustee Umans at 6:34pm

Roll Call

Trustees D'Alessandro and Umans

Excused: Chairman Vlach

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

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of November 10, 2021 and December 6, 2021. Unanimously carried.

Monthly Police Activity Report

Chief Timm presented the monthly report and answered any questions.

Police Chief's Report

Chief Timm provided an update on current activities within the Village. Timm stated there is an increase in house checks due to residents being out of town. Timm stated that Officer Stanek has submitted his letter of resignation and a conditional offer has been extended to Valentino Rudy who will be joining the Department in January 2022. Rudy introduced himself to the Committee and answered questions from the Committee and other Board members.

Adjourn

D'Alessandro/Umans motion to adjourn at 6:50pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, DECEMBER 15, 2021 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Stanek at 6:30pm.

Roll Call

Trustees Stanek and Umans

Excused: Trustee Vlach

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

Meeting Minutes

Umans/Stanek motion to approve meeting minutes of November 10, 2021. Unanimously carried.

Jake Braking

Stanek discussed complaints that have been received about semi-trucks engine braking on Geneva Street. It was the consensus of the Committee to have an ordinance drafted prohibiting engine braking on Geneva Street.

Adjourn

Stanek/Umans motion to adjourn at 6:34pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, DECEMBER 15, 2021 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 8:13pm

Roll Call

Trustees Umans, Parker and Stanek

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

Meeting Minutes

Stanek/Parker motion to approve the November 10, 2021 meeting minutes. Unanimously carried.

Adjourn

Umans/Stanek motion to adjourn at 8:14pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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