



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, JUNE 15, 2022 AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

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

Roll Call

Trustees Jaramillo and Wright

Excused: Trustee Vlach

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

Meeting Minutes

Wright/Jaramillo motion to approve the meeting minutes of May 11, 2022 and May 25, 2022. Unanimously carried.

Building Permit Fees

The Committee reviewed the revised proposed building permit fees provided by SafeBuilt. The revised fees represent an increase of 20% as suggested by the Committee at the April 13th Committee meeting.

Resolution R-20-22 Amending Fee Schedule for building permit fees

Wright/Jaramillo motion to recommend Village Board approval of Resolution R-20-22 Amending Fee Schedule for building permit fees. Unanimously carried.

Resolution R-19-22 Amending Fee Schedule to add double fee for failure to obtain a tree permit

Wright/Jaramillo motion to recommend Village Board approval of Resolution R-19-22 Amending Fee Schedule to add double fee for failure to obtain a tree permit. Unanimously carried

Meeting Start Times

Discussion was held regarding the meeting start times; currently Village ordinance requires that the Village Board meetings start at 7:00p.m. The Committee reviewed comparisons of (6) neighboring communities that have meeting start times ranging from 5:00pm to 7:00pm. Wright/Jaramillo motion to amend the ordinance to have Village Board meetings start at 6:30pm. Unanimously carried.

Adjourn

Jaramillo/Wright motion to adjourn at 6:48pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JUNE 15, 2022, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 8:05pm

Roll Call

Trustees Wright, D'Alessandro, and Umans.

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

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of May 11, 2022, May 12, 2022, Joint Protectives Services Committee meeting minutes of May 16, 2022, and Joint Finance and Personnel Committee and Parks and Lakefront Committee meeting minutes of June 1, 2022. Unanimously carried.

Contract for online tax collection

The Committee reviewed the proposal from Municipal Services Bureau (MSB) to offer online payment processing to taxpayers. Peternell stated that currently the Village has been paying the credit card processing fees for taxpayers for credit/debit cards and electronic checks. This contract would require the processing fees to be paid by the customer. The annual fee of \$450 that is charged to the Village by Ascent will be reimbursed by MSB. D'Alessandro/Umans motion to recommend Village Board approval of the contract with Municipal Services Bureau (MSB) to offer online payment processing to taxpayers. Unanimously carried.

Adding Short Term Rental monitoring to Municipal Code Enforcement contract

Tobin discussed the revised contract with Municipal Code Enforcement to add short term rental monitoring to their scope of services. Tobin stated that there has been an increase in registrations and complaints regarding short term rentals that require additional assistance to address. She further stated that the revenue generated from the permits will cover the cost to add this service to the contract. D'Alessandro/Umans motion to recommend Village Board approval of adding short term rental monitoring to Municipal Code Enforcement contract. Unanimously carried.

2023 Budget timeline

The Committee reviewed the 2023 budget timeline prepared by Peternell. Information only, no action required.

Adjourn

Umans/D'Alessandro motion to adjourn at 8:26pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, JUNE 15, 2022, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 7:18pm

Roll Call

Present: Trustees D'Alessandro, Stanek and Wright

Also Present: President Duncan, Trustee Vlach and Umans, Administrator Tobin, Treasurer Peternell, Police Chief Timm, Director of Public Works Edwards and Engineer Snyder.

Meeting Minutes

Wright/Stanek motion to approve meeting minutes of May 11, 2022, and Joint Finance & Personnel Committee and Parks & Lakefront Committee meeting minutes of June 1, 2022. Unanimously carried.

Edgewater Park Use Application for Fire Department's Chicken Roast July 14-17, 2022

Wright/Stanek motion to recommend Village Board approval of the Edgewater Park Use Application for Fire Department's Chicken Roast July 14-17, 2022. Unanimously carried.

Edgewater Park Use Application for Lion's Club Corn and Brat Fest August 12-14, 2022

Stanek/Wright motion to recommend Village Board approval of the Edgewater Park Use Application for Lion's Club Corn and Brat Fest August 12-14, 2022. Unanimously carried.

Adjourn

Stanek/Wright motion to adjourn at 7:20pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, JUNE 15, 2022, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Trustee Umans at 7:20pm

Roll Call

Trustees Jaramillo and Umans

Excused: Chairman Vlach

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

Meeting Minutes

Umans/Jaramillo motion to approve meeting minutes of April 13, 2022, May 2, 2022, with corrections, Joint Protective Services Committee and Finance and Personnel Committee minutes of May 16, 2022 and meeting minutes of June 8, 2022. Unanimously carried.

Williams Bay Fire Department Temporary Class "B" Retailer's License Application for July 14-17, 2022.

Umans/Jaramillo motion to recommend Village Board approval of the Williams Bay Fire Department Temporary Class "B" Retailer's License Application for July 14-17, 2022. Unanimously carried.

Alcohol License Renewals

COMBINATION CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS B" INTOXICATING LIQUOR LICENSE RENEWAL APPLICATIONS:

1. Aurora University, d/b/a George Williams College, 350 Constance Blvd, Yvette Howard, Agent
2. Big Bay, LLC, d/b/a Harpoon Willies/Café Calamari, 10 E. Geneva St, Josh LaCroix, Agent
3. Lucke Enterprises Inc, d/b/a Lucke's Cantina, 220 Elkhorn Rd, Laine Lucke, Agent
4. Privato, LLC, d/b/a Privato, 2 W. Geneva St, Sara J LaCroix, Agent

Umans/Jaramillo motion to recommend Village Board approval of the Combination Class "B" Fermented Malt Beverage And "Class B" Intoxicating Liquor License Renewal Applications. Unanimously carried

1. Green Grocer, Inc, d/b/a Green Grocer, 24 & 26 W. Geneva St, Dawn Marie Mancuso, Agent

Umans/Jaramillo motion to recommend Village Board approval of Green Grocer's renewal application with no alcohol to be served outside and to resubmit the premise map without the outside area. It was the consensus that if outside serving is requested, they will need to resubmit application after gates are installed. Unanimously carried.

RESERVE COMBINATION CLASS “B” FERMENTED MALT BEVERAGE AND “CLASS B” INTOXICATING LIQUOR

LICENSE RENEWAL APPLICATIONS:

1. Gage Marine Corporation, d/b/a Pier 290, 1 Liechty Dr, William B. Gage, Agent
2. Bay Cooks LLC, d/b/a Bay Cooks, 99 N. Walworth Ave, Elizabeth Sanchez, Agent

Umans/Jaramillo motion to recommend Village Board approval of the Reserve Combination Class “B” Fermented Malt Beverage And “Class B” Intoxicating Liquor License Renewal Applications. Unanimously carried.

COMBINATION CLASS “A” FERMENTED MALT BEVERAGE AND “CLASS A” INTOXICATING LIQUOR LICENSE RENEWAL APPLICATIONS:

1. ARFM Energy, LLC, d/b/a Bayside 66, 156 Elkhorn Rd, Mishelle Kragenbrink, Agent
2. GLM Liquor and Grocery Inc, d/b/a Bell’s Store, 659 E. Geneva St, Gurpeet Kaur, Agent
3. Williams Bay Mobil Mart, Inc, d/b/a Williams Bay Mobil Mart, 66 W. Geneva St, Gurdarshan Singh, Agent

Umans/Jaramillo motion to recommend Village Board approval of the Combination Class “A” Fermented Malt Beverage And “Class A” Intoxicating Liquor License Renewal Applications. Unanimously carried.

CLASS “B” FERMENTED MALT BEVERAGE LICENSE RENEWAL APPLICATIONS:

1. Daddy Maxwell’s Inc, d/b/a Daddy Maxwell’s, 150 Elkhorn Rd, Joellen Berryhill, Agent

Umans/Jaramillo motion to recommend Village Board approval of the Class “B” Fermented Malt Beverage License Renewal Application. Unanimously carried.

TOBACCO PRODUCTS LICENSE RENEWALS:

1. ARFM Energy, LLC, d/b/a Bayside 66, 156 Elkhorn Rd
2. GLM Liquor and Grocery Inc, d/b/a Bell’s Store, 659 E. Geneva St
3. Williams Bay Mobil Mart, Inc, d/b/a Williams Bay Mobil Mart, 66 W. Geneva St

Umans/Jaramillo motion to recommend Village Board approval of the Tobacco Products License Renewals. Unanimously carried.

Monthly Numbers

Chief Timm provided an overview of the May 2022 Police Activity. Timm gave a brief update on monthly police activities.

Chief’s Report

Timm stated that Officer Raabe is doing well at the academy, digital speed signs are up and providing feedback, and he is working on the process to adding a Chaplin for the Department.

Taser Presentation

Officer Borgen gave an in-depth presentation on the latest model of tasers the Department has acquired.

Adjourn

Umans/Jaramillo motion to adjourn at 8:05pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



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OFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, JUNE 15, 2022, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 8:26pm

Roll Call

Trustees Umans Jaramillo and Stanek

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

Meeting Minutes

Stanek/Jaramillo motion to approve the May 11, 2022 meeting minutes. Umans abstained, motion carried.

Resolution R-17-22 – Resolution to approve the submission of the Annual Compliance Maintenance Report

Umans/Jaramillo motion to recommend Village Board approval of Resolution R-17-22 – Resolution to approve the submission of the Annual Compliance Maintenance Report. Unanimously carried

Sewer Televising Report

Snyder stated that Great Lakes TV Seal televised the gravity sanitary sewer system tributary to LS 4 (Edgewater Park) and LS 5 (Conference Point Camp) between April 19th and April 27th. They issued a 170-page Sewer System Televising Report (Report) on May 5, 2022. There is a 15 to 20 gallon per minute leak in Manhole 114 on the LS 4 gravity system. There is a 2 gallon per minute leak just outside of Manhole 115.2. There is a 3 gallon per minute leak 56 feet upstream of Manhole 122. These leaks are in the public-owned portion of the system and should be fixed immediately. There is a 20 to 30 gallon per minute leak 290 feet downstream of Manhole 154 on the LS 5 gravity system. There is also a 15 to 20 gallon per minute leak 65 feet downstream of Manhole 152. These leaks are in the public-owned portion of the system and should be fixed immediately. There is heavy grease and root intrusion in the joints on the LS 4 gravity line. The grease adheres to the pipe wall as it cools. This line should be planned for cleaning, root cutting, and televising as soon as the budget allows. The Village should require immediate and routine grease trap inspections at Pier 290 and other commercial locations on this line. There are many locations in this line that the camera was unable to travel due to grease. A decision to repair or replace this line should be made following the upcoming cleaning and televising. There is heavy grit and some grease in the LS 5 gravity line just downstream of George Williams College. This should be cleaned and televised as soon as the budget allows. The Village should require immediate and routine grease trap inspections at George Williams College. There are locations in this line that the camera was unable to travel due to the heavy grit; the grit adheres to the grease on the pipe wall. The sanitary system on Conference Point Camp property is in poor condition. There are several locations with offset joints, infiltration, and root intrusion in the pipe joints. A decision to repair or replace this line should be made following the upcoming cleaning and televising. We expect the immediate leak repairs to cost approximately \$60,000. We expect the future cleaning and televising to be \$50,000.

Water Meters – Allowing Second Meters

Edwards stated that over the years the Water Utility has received requests to allow a 2nd meter for pools and irrigation systems, however Village Ordinance states that “There shall be only one meter permitted per residential

Water Utility customer. A residential Water Utility customer shall not have the option of being served by more than one meter.” It was the consensus not to allow an additional meter for pools or irrigation systems. Edwards stated that ordinance needs to be updated to address multi-family residential customers that have more than one meter. Umans/Stanek motion to recommend Building, Zoning & Ordinance Committee update the ordinance to reflect multi-family residential customers that are served with more than one meter. Unanimously carried.

Adjourn

Umans/Stanek motion to adjourn at 9:00pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, JUNE 15, 2022, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Stanek at 6:48pm.

Roll Call

Trustees Stanek and Umans

Excused: Trustee Vlach

Also Present: President Duncan, Trustee D'Alessandro and Wright, Administrator Tobin, Treasurer Peternell, Police Chief Timm, Director of Public Works Edwards, Engineer Snyder and Greg & Tina Hamberg; 528 Woodlawn Dr.

Meeting Minutes

D'Alessandro/Stanek motion to approve meeting minutes of March 16, 2022. Unanimously carried.

Gage/Summer Haven Drive Proposal

Discussion was held regarding Gage Marine's request to widen the access drive to Summer Haven lakefront to improve pedestrian safety and traffic flow. It appears that over the years the right-a-way has been over taken by landscaping creating a very narrow traffic lane. This area is shared by Summer Haven members vehicle and pedestrian, and Gage Marine staff and guests. The narrow passage creates a safety issue for both vehicles and pedestrians. Currently Bill Gage owns 14 Liechty Dr and is willing to surrender some of his property and pay to widen the drive. The proposal would widen the current lane from just over 17 feet to approximately 23 feet. The improvement would be done in asphalt with a small curbing in asphalt to direct water to the center of the lane away from residences. The current concrete curb is cracked and would need to be replaced to follow the new paving. The new paving with integrated gutter would terminate at the western edge of the concrete drive of 14 Liechty and flair to the south. Discussion was held that Summer Haven owns the road and has requested an updated survey so they can vote on the request. Snyder stated that the curb design would need to be approved by the Village. No action taken.

Prairie View Drainage

Tina Hamberg spoke regarding the ongoing drainage issues in Prairie View. Snyder referenced his Engineer's Report dated June 9, 2022. In the report, he states that this issue goes back to 2020. At the time, the roadside ditch on Woodlawn Drive contained standing water following nearly every rain event. The storm water was not draining as intended by the original design. Maintenance and repairs were needed on the infiltration basin. Later the same year, the former developer and the Prairie View Homeowner's Association performed maintenance and made repairs to the infiltration basin. The site was reviewed on May 4, 2022, following a 1.4-inch rain event on May 3, 2022; there was no water in the roadside ditch along Woodlawn Drive and the basin appeared to be draining. He stated that the infiltration basin may need some maintenance and some structures removed that were placed there by the property owners, but it appears to be functioning as intended by the original design. He further stated that the issues are between the homeowner and the HOA, and that the Village would only get involved if the roadways are damaged, which is not happening. No action taken.

Adjourn

D'Alessandro/Stanek motion to adjourn at 7:18pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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