Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall ● 37100 Delafield Road ● Summit, WI 53066

MINUTES
Village Board - Village of Summit
May 11, 2023

CALL TO ORDER

President Riley called to order the Village of Summit Village Board Meeting at 6:30 p.m. on Thursday, May 11, 2023 at the Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator-Clerk/Treasurer Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Village Trustees present were Justin Phillips, Jim Petronovich, Kraig Arenz, Sr., and Jeff Lee. Also present were: President Jack Riley, Public Works Director Kamron Nash, Planner Amy Barrows and Administrator-Clerk/Treasurer Debbie Michael.

PUBLIC COMMENT

Bob Magnus, 1025 N Morgan Road, Oconomowoc, business property owner in Summit at 39151 Delafield Road. Here as Mayor of City of Oconomowoc and wanted to stop by and introduce himself, door is open for us to do collaborative work moving forward. Looks at City as the greater area and his responsibility is to the residents. Enjoyed working with Jack and has known Kraig the longest as a neighbor for many years. Happy to come back to meetings and explain anything to do with the City. Thanked Jack with his help in working on increasing shared revenue. City working to get lots of interconnectivity, increase trails and share resources. If they can do anything in the future, please reach out.

Mike Nevins, 849 N Point View Road – interested on hearing comments on the discussion of Narcan and how that will address the major problem of Fentanyl and opioids coming in. Doesn't want it to just be a band aid and wants it to be a benefit to the residents not just to the drug addicts.

Nate Rice, 37803 Valley Road – thanked the police department regarding the speed sign on Valley Road, and stated there was a semi that came through and used jake break three times. He stated he called it in, and same truck came by in the opposite direction and the officer called him and called the trucking company. When the law is enforced, it is helpful to their quality of life.

CONSENT AGENDA - Items listed under the Consent Agenda are considered in one motion unless a Village Board Member requests that an item be removed from the Consent Agenda

A. Minutes of April 13, 2023 regular meeting
B. April 2023 payables

C. Resolution recognizing the week of May 21 – 27 as "National Public Works Week"

MOTION: (Petronovich, Arenz) *to approve the consent agenda.* Carried.

PLANNING DEPARTMENT

Discussion and action to adopt an ordinance that detaches land located at 36818 Sunset Drive, (SUMT0711996001) from the Village of Summit to the Village of Dousman in accordance with the Cooperative Boundary Plan Between Town of Summit and Towns of Delafield, Oconomowoc and Ottawa and the Villages of Dousman and Oconomowoc Lake

Planner Barrows referenced the GIS map. Summit has 45 days to act. The Village of Dousman did not include the right of way in the legal description of their ordinance. Without that right of way there would be jumping of the boundaries between Summit and Village. Planner Barrows reached out to Dousman Planner who said she will be reaching out to the applicant requesting that the right of way be added. This would then come back to the Summit board as a separate ordinance. The motion that has been recommended will approve the ordinance but it will not be in effect until the public right of ways are detached via an additional ordinance from Dousman.

Additional conversation is had about the parcel and rights to the road.

MOTION: (Petronovich, Arenz) *to adopt the enclosed Ordinance to detach the property described in the Ordinance from the Village of Summit in accordance with the Cooperative Boundary Agreement between the Village of Summit and Village of Dousman, subject to the Ordinance not being effective until the adjacent public road right of ways are also detached form the Village of Summit and attached to the Village of Dousman.* Carried.

Acknowledge Notice of Public Hearing in the Village of Dousman that took place on April 10, 2023 to amend the text and proposed land use map of the Land Use Plan of the Village of Dousman for potential future development of 80 acres along the north side of USH 18 and west side of STH 67 with an address of 36240 Sunset Drive from existing Mixed-Use Residential and Business Park to Planned Mixed Use (DOUV0709999002-003)

Planner Barrows showed the property on the GIS map. President Riley stated that if the board would like more information on the hearing that it is on the Village of Dousman's website.

PUBLIC WORKS DEPARTMENT

Monthly Administrative Report

Director of Public Works Kamron Nash stated there was nothing additional to add to the report and asked if anyone had questions.

There was a question regarding the Waterville Lake Dam, Director Nash gave an explanation.

Discussion and action on various Silver Lake shoreland properties

Public Works Director Kamron Nash provided a brief overview of the summary and stated she is looking for

direction from the Board.

Trustee Lee thinks we wanted to check our riparian rights to see if they are encroaching on the Village's lot and he thinks the Silver Lake residents are still putting piers in. Trustee Petronovich had two questions, do the people in this subdivision have a deed that says they have a right. The two portions on the east and west, owned by Annabelle Jones, he stated the subdivision doesn't own them. If Jones Subdivision purchases this property, isn't that considered pyramiding and he doesn't want the Village to get caught in something that isn't allowed.

President Riley recommended that we wait until it's up and bring it back next month.

Discussion and action on setting a public hearing for 2023 – 2027 Comprehensive Outdoor Recreation Plan

Director Nash said the original plan was to have a joint public hearing with the Comp Plan but timing is of the essence with this CORP so she is requesting that it be held at the next regular Village Board Meeting.

MOTION: (Lee, Petronovich) *to authorize Village staff to set and notice a public hearing for the 2023 – 2027 Comprehensive Outdoor Recreation Plan for June 8, 2023 at the Village Board meeting.* Carried.

Discussion and action on on-street parking on Genesee Lake Road adjacent to Village Park

Director Nash stated her and Chief Hartert have been discussing this over the past couple of months. This Spring there were issues with people parking on the grass on the west side and it is really wet so they were asked to not park there. Some nights there are baseball and lacrosse events and there is a lack of parking. Right now, there is parking allowed on the north. There was no ordinance passed for the no parking on the south side. When the road is up for maintenance, she would like to proposed widening the shoulder area.

MOTION: (Arenz, Phillips) *to reverse the parking restriction to allow parking on the south side of Genesee Lake Road immediately adjacent to Genesee Lake Road Park and review adding the prescribed no parking ordinance.* Carried.

Discussion and action on authorization of Public Works Director to make hiring decisions for DPW seasonal laborer positions

Director Nash stated this would allow her to not bring each candidate back to the Village Board

MOTION: (Lee, Petronovich) *to authorize the Public Works Director to make hiring decisions for seasonal public works employees with the understanding that the wage range and total number of budgeted hours may not be exceeded without Village Board approval*. Carried.

POLICE DEPARTMENT

MOTION: (Arenz, Lee) *to suspend the rules and consider Items 8 A., B., and C. as the last items prior to Item 11.* Carried.

WESTERN LAKES FIRE DISTRICT

Monthly Report

Chief Bowen reviewed the report – on file. President Riley asked Chief to explain about Narcan. Chief Bowen stated that the first responders and all officers carry Narcan in case they come across someone who has overdosed.

VILLAGE BOARD

Discussion and action on appointments to the following:

a. Upper Nemahbin Lake Management District Representative: two-*year term*

MOTION:*(Arenz, Lee) to direct staff to reach out and advertise for candidates for representatives to serve on the lake management districts on behalf of the Village.* Carried.

b. Western Lakes Fire District Liaison: *no defined term*

MOTION: *(Riley, Lee) to appoint Justin Phillips to Western Lakes Fire District Liaison.* Carried

c. Chair and Vice-Chair for Board of Review (appointed by President)

MOTION: (Riley, Arenz) to a*ppoint Richard Wentland as Chairperson and Matt Schmitz as Vice chair for Board of Review.* - Carried

Discussion and action on plan for adopting a fire service fee

Administrator Michael explained the draft letter that she has supplied for the exempt properties with improvements.

MOTION: (Arenz, Riley) *to approve the process to communicate with tax exempt properties as proposed.* Carried.

Discussion and action on Holding Tank Ordinance

Administrator Michael reviewed changes and recommendation from legal to pull language out and adopt application form separately.

MOTION: (Arenz, Lee) *to approve Holding Tank Ordinance #115-2023 creating section of code relating to holding tanks.* Carried

Discussion and action on Holding Tank Permit Application

MOTION: (Lee, Petronovich) *to approve Holding Tank Agreement as presented.* Carried

Discussion and action on transfer of Liquor License for Ole's Tap, 34324 Delafield Road

Administrator Michael reviewed the summary and stated they would be re-issuing license in Dana Schmitz's name. The intent is the new owners reapply for the next licensing period.

MOTION: (Lee, Petronovich) *to approve transfer of Class B and "Class B" License no. 2022-05 from Thomas Oleson to Dana M Schmitz, personal representative for the period of May 12, 2023 – June 30, 2023.* - Carried

Discussion and action on purchase of voting booths

Administrator Michael reviewed the information and proposals for two different kinds of voting booths. The recommendation is for the 4-station booths because they allow for easier set-up and take up less space in the polling place. The old booths can be sold online but will keep a few for absentee voting purposes.

MOTION: (Arenz, Petronovich) *to approve the purchase of 4 Franklin 4-station voting booths from Inclusion-Solutions utilizing budgeted Election monies previously slated for Badger Books and monies allocated to Village Office Salary.* Carried.

Discussion and action on proposal for acoustical panels for Village Hall

Administrator Michael reviewed the proposal for the Community Room and Lobby that she received.

MOTION: (Lee, Petronovich) *to discuss acoustic proposal during budget process and make decision then*. Carried.

Discussion and action to set items for June 8, 2023 regular Village Board meeting

Liquor License renewals, CORP Public Hearing and Present newest officer.

Discussion and action on Resolution to approve and authorize application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan in an amount not to exceed of $950,000 with 5-year term for the purpose of financing 2023 capital improvement program

The following preamble and resolutions were presented by Trustee Phillips and were read to the meeting:

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec . 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Village of **Summit,** in the County(ies) of **Waukesha,** Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Nine Hundred Fifty Thousand And 00/100 Dollars ($950,000.00)** for the purpose of **financing the 2023 Capital Improvement Program** and for no other purpose.

The loan is to be payable within **5** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **5.00** percent per annum

from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Village of **Summit,** in the County(ies) of **Waukesha,** Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Village of **Summit** by such loan from the state be applied or paid out for any purpose except **financing 2023 Capital Improvement Program** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the president and clerk of the Village of **Summit,** in the County(ies) of **Waukesha,** Wisconsin, are authorized and empowered, in the name of the Village to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Village pursuant to this resolution. The president and clerk of the Village will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Village forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

MOTION: (Phillips, Arenz) - Carried

ROLL CALL: Petronovich - aye, Phillips - aye, Lee - aye, Arenz – aye, Riley - aye.

Trustee Petronovich asked how we go ourselves into this mess, thinks it is crazy.

Monthly Report

Chief Hartert reviewed the monthly report.

Discussion and action on Narcan kits for Village facilities

Chief Hartert said this was just rolled out in Waukesha County and he thinks it's a good idea. Isn't sure of any studies that using Narcan makes a user continue to use, and he looks at it from a different angle, and having personal experiences with this, if we can save lives, we need to do that in our community. When it expires, we don't have to throw it away, the officers are allowed to take it home in case they need it for personal use.

The program is free of charge to the Village. He would propose that we put it in the lobby and if we'd be able to get a second kit that we could put it in the emergency vestibule.

MOTION: (Lee, Petronovich) *to approve the placement of an Overdose Aid Kit in the Summit Village Hall and potentially an additional kit in the Secure Vestibule.*

Trustee Lee asked about what's being done to try and alleviate this problem in Waukesha County. Chief said they are trying to get to people before they become users, similar to the DARE program of the past. They keep coming up with stronger and stronger drugs and eventually Narcan will stop working on those.

Carried.

Discussion and action on enforcement of building code related to capacity violations

MOTION: (Arenz, Lee) *to approve Resolution #23-450 which allows the Police Department to enforce Section 103 of the Village Code until at such time Western Lakes Fire Department can begin enforcement.* Carried.

ADJOURN VILLAGE BOARD MEETING

MOTION: (Arenz, Lee) *to adjourn at 8:35 p.m.* Carried.

Respectfully Submitted,

Debra J. Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: June 8, 2023