



Village Hall, 262-567-2757
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 24, 2024

Re: Special Events License – Golden Lake Pub Fisheree

BACKGROUND: The Golden Lake Pub submitted an application on January 23, 2024 looking for approval of their Fisheree on February 3rd. This has been requested and approved in past years.

Chief Hartert has not had issues in the past with this event.

ATTACHMENTS: Application

FISCAL IMPACT: \$50 revenue

MOTION: To approve the Special Events License for the Golden Lake Pub for the Fisheree on February 3, 2024 from 6 am to 10 pm at 604 S Golden Lake Road.



VILLAGE OF SUMMIT

APPLICATION FOR SPECIAL EVENTS LICENSE

FEE: \$50.00 PER DAY

PAID 1/23/2024
cash \$50.00

FOR THE SALE OF FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS AT SPECIAL EVENTS, PICNICS OR SERVICE OUTSIDE OF THE CURRENT PLAN OF OPERATION FOR AN ESTABLISHMENT THAT CURRENTLY HOLDS A COMBINATION LIQUOR LICENSE IN THE VILLAGE OF SUMMIT, WAUKESHA COUNTY.

4200 am.

NAME OF LIQUOR LICENSE HOLDER GLP Acquisitions LLC
TRADE NAME Golden Lake Pub

THE ABOVE NAMED HAS APPLIED FOR A SPECIAL EVENTS LICENSE FOR THE PREMISES LOCATED AT:

604 S. Golden Lake Road - Golden Lake Pub

FOR A SPECIAL EVENT TO BEGIN: 2/3/24 6am AND END: 2/3/24 10pm
(Date & Time) (Date & Time)

AND AGREES TO COMPLY WITH ALL LAWS, RESOLUTIONS, ORDINANCES AND REGULATIONS (INCLUDING STATE, FEDERAL AND LOCAL).

TYPE OF EVENT Fisheree

ESTIMATED NUMBER OF PEOPLE TO ATTEND THE EVENT 125

LIST PROVISIONS IN EFFECT FOR ADDITIONAL PARKING AND RESTROOM FACILITIES
Additional Parking Available at Miller Sandy Beach

DOES THE EVENT INCLUDE: MUSIC _____ FOOD X OTHER _____

SECURITY WILL BE PROVIDED BY: Staff

IT IS FURTHER UNDERSTOOD THAT THE PERMIT HOLDER WILL MAKE PROVISIONS TO ASSURE ALL ALCOHOLIC BEVERAGES REMAIN ON THE LICENSED PREMISE AND THAT NO ALCOHOLIC BEVERAGES ARE SERVED TO MINORS.

DECLARATION: I HEREBY ACCEPT AND ASSUME FULL RESPONSIBILITY FOR ALL BUSINESS CONDUCTED RELATIVE TO ALCOHOLIC BEVERAGES ON THE ABOVE REFERENCED PREMISES.

SIGNED THIS DATE 1/23/24 BY Beth Fisor
Officer, agent, partner or individual

APPROVED ON _____ BY VILLAGE OF SUMMIT BOARD



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MEMORANDUM

To: Village Board

From: Kamron Nash, P.E., Village Public Works Director

Date: January 24, 2024

Re: Discussion and Action on a Department of Public Works (DPW) Crew Leader Job
Description and Pay Range

PURPOSE:

To request approval of a job description for a DPW Crew Leader, a supervisory position within the DPW crew.

BACKGROUND:

On March 3, 2022, a draft job description was presented to the Village Board for a Department of Public Works Crew Leader position. At that time, the Board determined that they would not approve the job description since it was not yet budgeted for, but that it would be recognized as work completed.

Village staff believes that it is in the best interest of the Village DPW to create a supervisory position for the DPW crew, whose primary responsibilities will include directing the daily tasks and work activities of the DPW under the guidance and direction of the Public Works Director. The Director has assumed a majority of the administrative and managerial functions of the DPW and is unable to spend a considerable amount of time directing the work group on a daily basis. Leadership and direction in the DPW crew is critical to ensure that the crew works efficiently, following Department and Village priorities, goals, policies, and procedures.

Village staff solicited job descriptions and pay ranges for similar supervisory positions from neighboring municipalities and Waukesha County in 2022. The initial wage range that was recommended was \$28.00 to \$33.00, based on these survey results. Over the last two years, increases to both non-supervisory and supervisory DPW position wages have occurred. To stay in line with peer communities and to ensure wages are appropriate when compared to DPW crew member (non-supervisory) wages, a proposed wage range of \$30.00 to \$35.00 is recommended, based on past supervisory experience, knowledge of public works work activities, education, skills, and abilities.


RECOMMENDATION:

Village staff recommends that the Board approve the proposed job description and pay range for a DPW Crew Leader.

ATTACHMENTS: DPW Crew Leader Job Description (Draft)

FISCAL IMPACT: To be determined based on direction and action from the Village Board.

RECOMMENDED MOTION: **Motion to approve the proposed job description and pay range for a Department of Public Works Crew Leader position.**

 Position Description	Position Title	Department of Public Works (DPW) Crew Leader		
	Department	Public Works	Date Approved	Pending Approval
	Full/Part Time	Full Time	Union/Non-Union	Non-Union
	Reports to	Public Works Director	Supervisory Position	Yes
	FLSA Status	Non-Exempt	Pay Range	\$30.00 - \$35.00

OBJECTIVE

This is a supervisory position that is responsible for oversight of the daily tasks and activities involved in the Department of Public Works (DPW). Under direct supervision of the Public Works Director, this position provides support in planning and directing the safe, efficient, and effective operations of the department. Work includes, but is not limited to, oversight of snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, public facilities and grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance. This position involves performing supervisory functions and requires the use of judgment in carrying out work activities. The DPW Crew Leader leads, trains, schedules, and provides daily direction to members of the DPW work crew.

RELATIONSHIPS

Reports to: Public Works Director

Supervises: Provides supervision of daily tasks to DPW work crew and seasonal (temporary) employees.

Has work contacts with Department Heads, employees, co-workers, contractors, vendors, and the general public.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Leads, trains, directs, and supports the DPW crew members to ensure assigned tasks are completed properly and as scheduled; performs daily on-site inspections to ensure assignments are completed efficiently and effectively, and in compliance with proper safety procedures; forwards personnel issues to the Public Works Director.
2. Delegates daily work activities for the DPW crew including snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, routine maintenance of public facilities, grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance.
3. Works along with employees of the DPW as a “working foreman” when workload requires such participation.

4. Supervises the control and use of and assumes responsibility for all materials, supplies, and equipment used; approves procedures and activities for the proper operation and maintenance of equipment.
5. Receives, investigates and resolves complaints from the general public according to department policies; determine proper action to take, conferring with the Public Works Director as needed.
6. Communicates operational or maintenance problems to the Public Works Director and other Village departments when necessary.
7. Assures DPW crew members are properly trained in the use of vehicles, equipment, and tools and in the proper application of standard maintenance and repair methods and techniques; ensures the proper maintenance of equipment and tools by supervising the cleaning and checking after use.
8. Prepares written reports concerning public works maintenance and repair activities; responsible for maintaining records of time, materials, and equipment usage and provides these records to various support staff members on a regular basis.
9. Oversees the safety of assigned employees by instructing individuals in proper safety procedures and monitoring work in progress; enforces all applicable or adopted safety standards or programs.
10. Assists in snow plowing operations under the direction of the Public Works Director, including plowing and chemical application to pavements following Village policies and procedures.
11. Responds to emergency situations 24 hours a day, 365 days per year, including, but not limited to, power outages, traffic control measures, severe storm clean up, and snow and ice control.
12. Coordinates work activities with other Village departments, Village employees, Village appointed officials, contractors, suppliers, vendors, and consultants; interacts with other municipal organizations for shared services and interagency coordination.
13. Follows all safety regulations, policies, and procedures; reports all unsafe conditions and acts to Public Works Director; reports all accidents to the Public Works Director immediately whenever possible; follows recognized safe work practices.
14. Performs special projects and other duties as assigned or required during regular and non-business hours, including providing support as a part of any Village response to essential or emergency operations.

MINIMUM REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential duties of the position.

Education and Experience

1. A High School diploma or equivalent is required.
2. Possession of a valid state-issued Class "B" Commercial Driver's License.
3. Possession of a tanker (N) endorsement, or ability to obtain within 6 months of hire.

4. Minimum of five (5) years of experience, preferably with at least one year of supervisory experience, in Public Works involving snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, public facilities and grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance.
5. Understands and has had exposure to the requirements of the positions within the DPW. At a minimum, demonstrates proficiency with operating single axle dump trucks and has had experience operating medium-duty equipment safely.
6. Completion of UW Extension Public Works Supervisory Academy, or equivalent supervisory training as determined by the Public Works Director and Village Administrator, within twelve (12) months of promotion/hire.

A candidate for this position should have thorough knowledge, skills, and abilities of the following:

Knowledge of:

1. Knowledge of the principles and practices of modern public works operations, including, but not limited to, snow and ice control operations, road and public right-of-way maintenance, cemetery operations and maintenance, parks maintenance, routine maintenance of public facilities, grounds maintenance, stormwater infrastructure maintenance, and vehicle and equipment repair and maintenance.
2. Good knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities.
3. Knowledge of proper utility locating procedures.
4. Knowledge of, and ability to, execute safety practices and procedures.
5. Knowledge of effective supervisory practices.
6. Knowledge of work zone safety, excavation safety and procedures, and confined space entry.

Skill in:

1. Skill in safely operating Village vehicles and a variety of maintenance equipment and machinery.
2. Skill in dealing with the public in responding to complaints or request for information.
3. Proficient in basic Microsoft applications, including Word, Excel, and Outlook.
4. Skill in providing directions, instruction, and training to other workers.
5. Skill in effectively organizing work activities and supervising employees in the work group.
6. Skill in implementing excavation safety and procedures.
7. Skill in establishing work zone safety and confined space entry procedures.

Ability to:

1. Ability to safely and effectively operate a variety of medium-duty and light-duty equipment, including, but not limited to, snow plowing equipment, end loaders, skid steers, etc. Heavy equipment experience is preferred, but not required.
2. Ability to read and interpret maps.
3. Ability to learn and apply new technology.
4. Ability to identify and report any malfunctioning equipment and/or machinery.
5. Ability to read, comprehend, and follow technical specifications and plans.
6. Ability to prepare and maintain accurate reports of daily assignments completed.
7. Ability to perform strenuous labor for extended periods of time under varying weather conditions, and to do so in a safe manner.
8. Ability to interact with the public and respond to citizen inquires or guide them to the appropriate service.
9. Ability to operate Village vehicles and equipment in a safe manner.
10. Ability to maintain a valid state-issued Class "B" commercial driver's license with a tanker (N) endorsement.
11. Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
12. Ability to work without direct supervision and within the boundaries of responsibility.
13. Ability to effectively plan, organize, and complete the tasks assigned.
14. Ability to work effectively as part of a team.
15. Ability to maintain a positive attitude and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.
16. Ability to establish and maintain effective working relationships with Department Heads, Village staff, co-workers, residents, vendors, customers, and the general public.
17. Ability to communicate effectively both verbally and in written form, with supervisors, vendors, fellow employees, the general public, and Village officials.
18. Ability to exercise good judgment and courtesy in maintaining public and employee relations.
19. Ability to work with others in a positive, supportive fashion to solve problems, generate ideas, and accomplish department and Village goals.

20. Ability to make decisions in accordance with laws, regulations, and established procedures.
21. Ability to maintain confidential information, possess a high level of integrity, and adopt a professional work ethic.
22. Ability to work a varied schedule including nights and weekends; ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
23. Ability to respond and assist in weather clean-up emergencies.
24. Ability to work extended and non-standard hours. This includes participation in snow and ice control, severe weather response operations, and other public works operations as directed.

EQUIPMENT, INSTRUMENTS AND MACHINES:

Machinery and equipment including pick-up trucks, dump trucks, end loaders, skid-steer loaders, backhoe, chain saw, walk behind compactor, pavement and pipe saws, compressed air, lawn mowers, string trimmers, brush chipper, street sweeper, snow plow and salting equipment, common hand and power tools, air monitoring equipment, utility monitoring equipment, and cell phones.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee regularly works in an outdoor environment and will frequently be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions. The employee will work near moving mechanical parts in precarious places; and is exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On occasion, the employee is exposed to situations which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy.

This position exerts continuous physical effort, working with average and heavyweight materials, and frequently walks, stands, stoops, kneels, crouches, and crawls for sustained periods of time. This position can exert up to 100 pounds of force by lifting, carrying, pushing or pulling objects. The employee is frequently required to see/observe, talk/speak, and listen/hear; use their hands to finger, handle, feel, or operate objects and equipment; repetitive arm, wrist, hand, and eye movements are included. There is frequent twisting, reaching, wrist turning, and grasping. The employee may be required to climb or balance. Use of protective equipment is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, or tasks.

MENTAL FACTORS:

While performing duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant

interruptions; and interact with officials and the public. Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

AVAILABILITY:

The employee must live within 30 minutes driving distance of Village Hall and be able to drive to Village Hall within 30 minutes of contact by supervisor or Village Police, especially for local storm events. Further, the employee must have personal transportation available. No Village vehicles are designated for travel to/from employee's residence.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, or is responsive to the needs of the Village of Summit.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Summit, Wisconsin is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 24, 2024

Re: Amended 2024 Salary Schedule

BACKGROUND: The Village Board had a request from Public Works Director Kamron Nash for an increase in her salary for 2024. The Village Board discussed the matter in Closed Session on January 11, 2024. An offer was made based on the request and Director Nash accepted that offer on January 19, 2024.

The Village Board previously adopted the 2024 Salary Schedule so it needs to be amended to reflect the new rate.

ATTACHMENTS: None

FISCAL IMPACT: Increased expenses in the Public Works for additional salary.

MOTION: **To approve an amended 2024 Salary Schedule to reflect the new agreed upon rate for the Public Works Director.**



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 24, 2024

Re: Consideration of a Budget Amendment related to amended 2024 Salary schedule

BACKGROUND: The Village Board had a request from Public Works Director Kamron Nash for an increase in her salary for 2024.

The Village Board discussed the matter in Closed Session on January 11, 2024. An offer was made based on the request and Director Nash accepted that offer on January 19, 2024.

The Village Board then adopted the Amended 2024 Salary Schedule with the new rate at tonight’s meeting.

The additional funds were not budgeted so they will need to come from either the General Fund balance or unspent but budgeted expenses within the Public Works category of the 2024 Budget (that section shown below)

<u>Account Number</u>	<u>Description</u>	<u>2024 APPROVED BUDGET</u>
EXPENSES:		
	PUBLIC WORKS:	
100-00-53300-110-000	PUBLIC WORKS WAGES	\$278,887.00
100-00-53300-130-000	PUBLIC WORK SS/MEDI	\$21,335.00
100-00-53300-132-000	PUBLIC WORKS INSURANCE	\$55,000.00
100-00-53300-131-000	PUBLIC WORKS WRS	\$18,011.00
100-00-53300-321-000	PUBLIC WORKS DUES & TRAINING	\$5,760.00
100-00-53300-390-000	PUBLIC WORKS EXPENSE	\$3,790.00
100-00-53300-250-000	PUBLIC WORKS FUEL	\$22,600.00
100-00-53300-350-000	PUBLIC WORKS EQUIPMENT MAINT	\$15,500.00
		=====
	sub-total Public Works	\$420,883.00

	ROAD MAINTENANCE:	
	PUBLIC WORKS ROAD	
100-00-53300-370-000	MAINTENANCE	\$41,500.00
100-00-53300-345-000	PUBLIC WORKS MS4	\$32,120.00
100-00-53300-340-000	PUBLIC WORKS ICE & SNOW	\$41,500.00
100-00-57350-000-000	EQUIP REPLACEMENT - DR BRIDGE	\$10,000.00
		=====
	sub-total Road Maintenance	\$125,120.00
100-00-53420-000-000	STREET LIGHTING	\$15,000.00
100-00-53620-000-000	GARBAGE & RECYCLING	\$487,500.00
100-00-57325-000-000	EQUIP REPLACEMENT DPW - to CIP	\$55,000.00
		=====
	TOTAL PUBLIC WORKS	\$1,103,503.00

I am not certain if there are any categories that might not expend what was budgeted for 2024. Does the Board wish to wait until later in the year to see if the Total Public Works budget can accommodate the increase in salary and benefits before making an official budget amendment?

ATTACHMENTS: None

FISCAL IMPACT: Increased expenses in the Public Works budget for additional salary & benefits.

MOTION: TBD



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MEMORANDUM

To: Village Board

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: January 24, 2024

Re: Future of Vacation Rental Establishments

BACKGROUND: The lawsuit between the Village and Wildwood Estates related to the Vacation Rentals could be coming to an end. Early on in the case, the Village's Ordinance was ruled to be voided and not enforceable. The Insurance Attorney has opined several times that if the Village wishes to have this ordinance in place in the future that it should consider amendment of the ordinance. There have been 2 options referenced:

1. Start the process over again & create a new short-term rental ordinance as a zoning ordinance instead of a police powers ordinance
2. Address the legal issues previously raised during this case: removing the ambiguous requirement regarding "assigned sleeping quarters"; Fourth Amendment concerns raised by requiring the guest registry information without any sort of pre-compliance review; and potentially excessive penalties provided for by the ordinance.

Each of the above options would require the assistance of legal counsel, planner and Village staff. None of this has been contemplated in the legal expenses for 2024.

I would add a 3rd option: if the Village chooses to no longer have an ordinance related to vacation rentals that it should formally rescind that ordinance at some point (I would double check with Attorney on the process).

ATTACHMENTS: Current Section of the Code related to Vacation Rental

FISCAL IMPACT: Potential Planner time, Attorney time and staff resources to amend the Code or start the process over.

MOTION: **To direct staff to either: work on updating the Vacation Rental Ordinance OR determine that the Village will no longer have a Vacation Rental Ordinance & take necessary steps to rescind that section of the Code.**

ARTICLE V. - VACATION RENTAL ESTABLISHMENTS

Sec. 6-156. - Definition.

Vacation rental establishment means any property that is defined or regulated by Wis. Stats. § 66.1014(2)(d)2 or 97.01 (15k), as a tourist rooming house.

(Ord. No. 71-2019, § 1, 8-15-19)

Sec. 6-157. - Regulation of vacation rental.

- (a) *Purpose.* The following vacation rental establishment licensing regulations are created, to ensure that applicable state laws are followed, to protect persons engaged in this practice either as landlord or tenant; to protect against adverse impacts of noise, odor, disturbance, adverse visual impacts, or other nuisances, that this practice could have upon neighboring properties; to preserve property values for the commercial benefit of the village; and also to control the impacts of such operations on municipal services, including snow plowing, garbage collection, sanitation, law enforcement and fire protection.
- (b) *License required.* No vacation rental establishment may operate in the village unless an annual vacation rental establishment license for such operation is granted by the village, and only in full compliance with such license. A separate tenant permit is required for each rental of the vacation rental establishment.
- (c) *Application.* An annual application for license shall be made by the property owner in writing to the village administrator upon forms provided by the village. Such application must be filed with the village no later than one week (168 hours) prior to the proposed vacation rental period of use. The village administrator is authorized to issue the vacation rental permit if the village planner has found that the application meets all requirements of this article, and the administrator may include such conditions as the administrator deems to be necessary or appropriate to ensure compliance with this article. The application must include all of the following:
 - (1) Address of vacation rental establishment.
 - (2) Name (include full legal name with middle initial), address, telephone number and email address of vacation rental establishment owner.
 - (3) Name (include full legal name with middle initial), address, telephone number and email address of vacation rental establishment operator, if different from the owner or if owner is a trust or entity other than an individual.
 - (4) If the owner resides more than 40 miles from the vacation rental establishment, an owner's agent must be appointed and application shall include: name (include full legal name with middle initial), address, telephone number and email address.
 - (5) A copy of a valid State of Wisconsin, Department of Agriculture, Trade and Consumer Protection, Tourist Rooming House License for the vacation rental establishment.
 - (6) Proof that the vacation rental establishment complies with the Wisconsin Commercial Building Code as required by Wisconsin Administrative Code Section ATCP 72.14.
 - (7) Proof of property and liability insurance covering the vacation rental establishment property and use.
 - (8) Proof that property is connected to a municipal sewer system or that the septic system is properly sized and maintained for the purposes of the proposed use.
 - (9) Proof of parking as required is available.
 - (10) Proof how property lines are delineated and property address is displayed.
 - (11) A list of all property that may be used by the vacation rental establishment tenants, including for example; whether tenants are permitted to use the house, any guest house, any boathouse, any garage, any dock, any boats, golf carts, or particular amenities of the vacation rental establishment property.
 - (12) The total square footage of the principal structure used as a vacation rental establishment.

- (13) The total number of bedrooms, and total number of beds used for the vacation rental establishment.
- (d) *Fees.* The applicant shall pay such fee as may be established from time to time by the village board by separate resolution, for each vacation rental establishment license application and tenant permit.
- (e) *Minimum standards.* Conditions under which permitted. A license shall not be granted for a vacation rental establishment unless all of the following conditions are met per the satisfaction of the village planner:
- (1) Should such property be sold, then the license shall become void. Transfer of a license because of transfer or sale of property is not permissible.
 - (2) All vacation rental establishments shall be subject to and comply with Wis. Stats. ch. 97 including maintaining a tourist rooming house annual license as required by Wis. Stats. § 97.605(1)(a), which sections are incorporated herein by reference.
 - (3) All vacation rental establishments shall be subject to and comply with Wisconsin Administrative Code Section ATCP 72 which is hereby incorporated by reference.
 - (4) Each vacation rental establishment shall be required to keep a register and require all guests to sign such register using their actual legal names including middle initial and address before being assigned sleeping quarters. The register shall be available for inspection by the Village of Summit Police Department, and village planner or designee of the village for a period of not less than one year.
 - (5) A minimum of one off-street parking stall shall be provided for every guest bedroom with a minimum of three parking stalls. All parking areas shall meet the size and location requirements of the Village Code and shall be hard-surfaced and maintained in a reasonably dustless condition. Proof must be provided per the satisfaction of the village planner.
 - (6) Every vacation rental establishment shall be properly addressed with the village furnished sign, in the designated area so as to be visible from the street. If there are multiple dwellings located on the same property, each dwelling must be signed individually with the corresponding address.
 - (7) The village board shall consider the potential impact to the surrounding neighborhood and proximity to any existing bed and breakfast establishment or vacation rental establishment when reviewing a request for a vacation rental establishment license.
 - (8) Whenever the property changes ownership, a new license is required to ensure compliance with all state and local regulations and ordinances. When the new owner obtains approval of a Wisconsin Tourist Rooming House License, the previously established annual 180-day period shall remain applicable.
 - (9) All refuse containers shall be screened from view.
 - (10) If the village finds that any statement made on the license application is incorrect, at any time, the village may immediately and summarily revoke the license.
 - (11) Sleeping quarters related to a vacation rental establishment use shall only be located within the principal structure on the lot. Accessory buildings, including legal non-conforming guest houses, cannot be used for sleeping quarters.
 - (12) Property that is used for a vacation rental establishment must have clearly delineated property lines, by approved fences, vegetation or other means to the satisfaction of the village planner. Such clear delineation must be maintained for the duration of the license, to ensure that all users of the property are clearly aware of the boundaries of the property and confine their use to the applicable parcel.
 - (13) Unless the property is connected to a municipal sewer system, the petitioner/owner must provide to the village planner, proof that is satisfactory to the village planner that the septic system is properly sized for purposes of the proposed use. Such septic system must be properly maintained at all times for the duration of the license.
 - (14) The vacation rental establishment occupancy limits shall not exceed the lesser of the following occupant limitations at any time: (a) the number of occupants allowed by Wisconsin Administrative Code Section ATCP 72.14(2)(b) per bedroom; (b) eight occupants per 1,000 square feet of living area within the principal structure; (c) the number of occupants for which

there are beds available within the proposed vacation rental establishment structure provided that the beds do not include temporary beds (cots, air beds, fold-out beds, or futon couches) and each bed shall count for one occupant except each queen and king sized bed shall count for two occupants; (d) 20 occupants maximum.

- (15) The parcel cannot have more people on site than the higher of 20 people or the maximum number of people allowed under Wisconsin Administrative Code Section ATCP 72.14(2)(b).
- (16) The owner/agent must provide a copy of this section and a copy of the license, to all parties using the property for vacation rental purposes, prior to commencement of each such use. There shall be a document onsite that includes rules/regulations of the village pertaining to applicable subjects such as, fireworks, outdoor burning, use of all-terrain vehicles, snowmobiles and lake rules.
- (f) *Annual limit.* If a vacation rental establishment is rented for periods of more than six, but fewer than 29 consecutive days the vacation rental establishment shall not operate outside of the 180 consecutive day period that begins on the date of the first such rental, for a 365 day period. The owner of the vacation rental establishment shall notify the village planner in writing when the first 365 day period begins, and all subsequent 365 day periods shall be measured from that date. This limitation shall be interpreted in compliance with Wis. Stats. § 66.1014(2)(d)1.
- (g) *Prohibition.* Rental of a residential dwelling for six consecutive days or fewer is prohibited. For purposes of this subsection "rental" includes any real property that is subject to any verbal or written contract, lease, sublease, rental agreement, easement, instrument or other device (the "agreement"), if all of the following circumstances apply: (i) the agreement or agreements create a right to occupy said property; (ii) such rights of occupancy have an actual duration of less than seven consecutive days; and (iii) the agreement requires payment or other remuneration or barter, for the benefit of the property owner.

(Ord. No. 71-2019, § 2, 8-15-19)

Sec. 6-158. - Penalties.

Owners and operators of a vacation rental establishment shall ensure that the property is in compliance with this article at all times, and shall be liable for all violations, jointly and severally. Violation of this ordinance is subject to the Village of Summit Code of Ordinances Chapter 1, Sec. 1-7.-General penalty; continuing violations, including such amendments as may be made thereto from time to time, which are hereby incorporated herein by reference, except that the penalty amounts are modified as follows. Violations of this article are subject to penalties in the maximum amount of \$10,000.00 and minimum amount of \$1,000.00, for each day of violation, and under no circumstance shall a penalty be imposed that is less than the rental amount charged. Citations for violation of this article shall be written as "must appear".

(Ord. No. 71-2019, § 3, 8-15-19)