



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

COMMITTEE MEETINGS

WEDNESDAY, FEBRUARY 15, 2023 AT 6:30 PM

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Streets & Highways Committee – Stanek, D'Alessandro, Vlach**
 - a. Call to Order
 - b. Roll Call
 - c. Streets & Highways Committee Meeting Minutes of January 11, 2023
 - d. Request to close Walworth Ave to vehicular traffic from Geneva to Cherry Streets on May 6, 2023 for Cinco de Mayo Event
 - e. Request for Car Show
 - f. Request by residents for replacement of the Baywood Heights subdivision sign at the Theatre Road entrance to the subdivision
 - g. Adjourn
- II. Protective Services Committee – Vlach, Umans, Jaramillo**
 - a. Call to Order
 - b. Roll Call
 - c. Protective Services Committee Meeting Minutes of January 11, 2023
 - d. Request to close Walworth Ave to vehicular traffic from Geneva to Cherry Streets on May 6, 2023 for Cinco de Mayo Event
 - e. Monthly Numbers
 - f. Adjourn
- III. Parks & Lakefront Committee – D'Alessandro, Stanek, Wright**
 - a. Call to Order
 - b. Roll Call
 - c. Parks & Lakefront Committee Meeting Minutes of January 11, 2023
 - d. Recreation Department Director's Report
 - e. Recreation Department Numbers
 - f. Boat Cleaning Station
 - g. Spectrum Fireworks Proposal
 - h. Boat Launch Webcam

- i. Adjourn

IV. Finance & Personnel Committee – Wright, D’Alessandro, Umans

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of January 11, 2023
- d. Finance & Personnel Committee Meeting Minutes of January 16, 2023
- e. Finance & Personnel Committee Meeting Minutes of January 20, 2023
- f. Finance & Personnel Committee Meeting Minutes of January 25, 2023
- g. Finance & Personnel Committee Meeting Minutes of January 27, 2023
- h. Walworth County Economic Development Alliance 2023 Membership
- i. Removal of Tennis Courts
- j. Contract for construction of tennis and basketball courts on Theatre Road
- k. Walworth County Economic Development Alliance 2023 Membership
- l. Monthly activity of Borrowing projects
- m. Treasurer Report
- n. Adjourn

V. Water & Sewer Committee – Umans, Jaramillo, Stanek

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of January 11, 2023
- d. Engineer's Updates
- e. Public Works Update
- f. Adjourn

VI. Building, Zoning & Ordinance Committee – Jaramillo, Vlach, Wright

- a. Call to Order
- b. Roll Call
- c. Building, Zoning & Ordinance Committee Meeting Minutes of January 11, 2023
- d. Adjourn

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 02/14/2023 5:00 PM
Amended 02/14/2023 2:00PM



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UNOFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, JANUARY 11, 2023, 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 D'Alessandro

Excused: Vlach

Also Present: Trustee Jaramillo, Umans and Wright, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Recreation Director Rowland, Library Director Schnupp, Village Engineer Snyder, Lee Christensen (36 Congress St), Jack Sherrier (119 Conference Point) and Patty Clare (131 Conference Point).

Meeting Minutes

D'Alessandro/Stanek motion to approve meeting minutes of December 14, 2022 (5:45pm) and December 14, 2022 (6:30pm). Motion carried unanimously.

Congress St. Speed Limit Signs

Lee Christenson (36 Congress) requested that the Village install (2) speed limit signs going East & West on Congress Street. Stanek discussed the results of the data from the electronic speed sign from September 15 to October 9, 2022 that was provided at the November 16th Committee meeting and stated that the Committee determined at that time that additional signs were not needed. Christensen requested that the data be collected in June or July when summer residents are here. Further discussion was held regarding speed bumps and it was the consensus to not install speed bumps. D'Alessandro/Stanek motion to recommend Protective Services approved (2) speed signs going East & West on Congress Street. Motion carried unanimously.

119 Conference Point Rd – status update

Jack Sherrier was present to provide an update on the grading and removal of (2) trees that were to be removed by January 11, 2023. Sherrier stated that the (2) trees have been removed and has hired a landscaper to do the grading, however it can't be done when the ground is frozen or wet due to moisture issues. Snyder stated that he is making good progress and recommending giving Sherrier another month to complete everything. Discussion was held regarding an agreement between the Sherrier's and the Clare's that approves a modified plan. Patty Clare stated that she does not want to modify the plan that was approved by the Village, she wants the Sherrier's to adhere to the original approved plan. It was the consensus of the Committee that if they can't agree on an approved plan by February, Sherrier will need to comply with the approved plan.

Adjourn

D'Alessandro/Stanek motion to adjourn at 7:16pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Streets & Highways Committee



VILLAGE OF WILLIAMS BAY

To: Trustee Stanek

C. Tina Kolls, Village Clerk

From: Dave Bretl, Interim Administrator

A handwritten signature in dark ink, appearing to read "Dave Bretl", is written over the printed name.

Re: Request for car show
Speed limit signs on Congress Street

Date: February 7, 2023

1. We received the following email request on January 21, 2023

Good Afternoon Sir, I am a member of the Marquis Car Club which if you haven't heard about us are a car club started in 1958 in Williams Bay. We were looking at putting together a car show and would like to host it in Williams Bay and wanted to see what the possibility would be to hold it downtown on the streets. We would be thinking a Friday Evening and wanted to know if something like this would be possible and if so how we could partner with you and the Village to make this event happen for this year. Our goal would be to help bring business to the downtown area similar to what the Lions Club does with the Car Show they host. Please let me know if this is something you would be open to discuss more and if we can present more to you and the village board as well if needed on our plans as we are in the preliminary stages. Thank you for your time. Jose Guerrero

We weren't certain which committee would have oversight of this request. I contacted Jose Guerrero and it appears that Streets and Highways would be the proper venue.

The Club would like to hold the show either on Friday June 16 or Friday June 30. They are proposing that a portion of Walworth Street be closed (I believe Walworth to Cherry from 5:00 to 9:00 PM.) There would be '50s and '60's music, cars on display and a "Best of Show" award. They would not be serving food or beverages but were thinking that restaurants might want to.

Tina, by a copy of this memo I would ask you to include this item as a "placeholder" on the upcoming committee meeting pending a decision by Chair Stanek to include the item on the agenda. Matt, if you would like to address this at the meeting I can reach out to Mr. Guerrero to see if he would be available to attend. Let me know your thoughts.

2. Just a heads up that Trustee Vlach is not going to include the Congress Street speed limit sign issue on the Protective Services agenda. He believes that this issue falls squarely within the purview of the Streets Committee. Since the Streets Committee recommended the signs I have asked Tina to place this item on the next Village Board agenda.



VILLAGE OF WILLIAMS BAY

To: Tina Kolls, Village Clerk

C: Trustee Stanek

From: Dave Bretl, Interim Administrator

Re: Informational material for Committee meeting

Date: February 14, 2023

The purpose of this memo is to provide information regarding the request of Marquis Car Club to close a portion of Walworth Street for a car show. We received the following email request on January 21, 2023

Good Afternoon Sir, I am a member of the Marquis Car Club which if you haven't heard about us are a car club started in 1958 in Williams Bay. We were looking at putting together a car show and would like to host it in Williams Bay and wanted to see what the possibility would be to hold it downtown on the streets. We would be thinking a Friday Evening and wanted to know if something like this would be possible and if so how we could partner with you and the Village to make this event happen for this year. Our goal would be to help bring business to the downtown area similar to what the Lions Club does with the Car Show they host. Please let me know if this is something you would be open to discuss more and if we can present more to you and the village board as well if needed on our plans as we are in the preliminary stages. Thank you for your time. Jose Guerrero

I contacted Jose Guerrero and it appears that Streets and Highways would be the proper venue.

The Club would like to hold the show either on Friday June 16 or Friday June 30. They are proposing that a portion of Walworth Street be closed (I believe Walworth to Cherry from 5:00 to 9:00 PM.) There would be '50s and '60's music, cars on display and a "Best of Show" award. They would not be serving food or beverages but were thinking that restaurants might want to.



TIMBER LINE SIGN CO., INC.



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BAYWOOD
HEIGHTS



Timber Line Sign Co., Inc.
N3211 St. Rd. 67
Lake Geneva, WI 53147

Sand-carved no.1 Cedar.
Artwork & colors optional.
6' X 2.5' = \$1995.00
Posts = \$ 170.00 + Tax.

APPROVED BY _____ DATE _____

Phone 262-245-9899
Fax 262-245-9898

Page 7 of 39





Feb 2, 2023

To: Streets Committee members

From: Cathy Butler, Baywood Heights subdivision homeowner

Hello-

The Baywood Heights subdivision sign, located on Sunset Blvd off of Theatre Rd, has been rotting around the edges for the last several years. It was installed in 2005, and refreshed in 2011 (at the expense of some neighbors who pitched in to pay for it). Baywood Heights does not have a neighborhood association, but we do have interested homeowners who would like to have the sign replaced with a new one, and are willing to raise funds from Baywood Heights homeowners to help pay for it if necessary. To stay consistent with subdivisions in the area, I propose a sign similar to the one at the entrance of Lakewood Trails.

I also propose to change the orientation of the sign, so it is double-sided, and can be seen driving from both directions off of Theatre Rd. I spoke with Wayne Edwards, who said that may require removing a tree from the boulevard to install it that way, and we could include the cost of a new tree in the funds raised as well, if that is the case.

Once you've had time to review this proposal, and decide how much the village is able and willing to put towards this project, we (interested neighbors I know of) can proceed to request donations to make up the difference. I have requested a quote from Timber Line Sign Co. in Lake Geneva, who has made and installed many recognizable signs around Walworth County. They gave another Baywood Heights neighbor a quote to replace the sign in 2020 for approximately \$1900 for a single-sided sign, when she tried to get this accomplished. I will email their quote to you if I get it before the Feb 15th committee meeting. We can certainly get other quotes as well.

I appreciate your consideration on this matter to keep Williams Bay beautiful!

Cathy Butler





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Phone: 262-245-2700

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, JANUARY 11, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Trustee Umans at 7:16pm

Roll Call

Trustees Jaramillo and Umans

Excused: Vlach

Also Present: Trustees D'Alessandro, Stanek and Wright, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Recreation Director Rowland, Library Director Schnupp and Engineer Snyder.

Meeting Minutes

Umans/Jaramillo motion to approve the meeting minutes of December 14, 2022, and Joint Finance & Personnel meeting minutes of December 19, 2022. Unanimously carried.

Monthly Numbers

The Committee reviewed the December 2022 Police Activity.

Adjourn

Umans/Jaramillo motion to adjourn at 7:17pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, JANUARY 11, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 7:17pm

Roll Call

Present: Trustees D'Alessandro, Stanek and Wright

Also Present: Trustees Jaramillo and Umans, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Recreation Director Rowland, Library Director Schnupp and Engineer Snyder.

Meeting Minutes

Stanek/Wright motion to approve meeting minutes of December 14, 2022, and December 19, 2022. Unanimously carried.

Monthly Reports for Rec Department

The Committee reviewed the monthly recreation department activity reports.

Adjourn

Wright/Stanek motion to adjourn at 7:18pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Parks and Lakefront Committee

Recreation Department Director Report by Dave Rowland 2/13/2023

- We have interviewed two excellent candidates for the sports coordinator position. We are now waiting for the next steps in the process.
- We are in the final stages of our spring/summer program guide. Our deadline for submissions is February 23 for all other organizations that would like to be a part of the guide. We have many new events and programs this year and cannot wait to share our offerings with the community!
- Working with Kishwauketoe Nature Conservancy and the Barrett Memorial Library we had a great turnout for our full moon night hike on Sunday, February 5. We had 74 participants that enjoyed Kish with some hot chocolate, s'mores, and hot dogs. We will try to do a full moon night hike every month this year.
- We held a registration day for baseball/softball on Saturday, February 11 and registered 54 players. We will try to do even better this Saturday from 9am-2pm. It looks like we will have a team for each level for both baseball and softball. 7-8 grade baseball will be a level that we will have to do a lot of recruiting for. There are not many boys that play baseball in those grades so I will go to the school and try to get some more players in the next month.
- Potluck 55+ has continued to be a very successful program. Sheila has been working hard on putting together excellent events. We had 32 participants for this event. Our next Potluck is St. Patrick's Day March 9 from 6-8pm at the Lions Field House.
- Community Garden group has met and are very excited to start gardening with all the new improvements to the garden. The garden plots are currently full, and we now have 9 people on our waiting list for this year. We will be starting a "Make your Bed" program which is a Garden club for kids Ages 6+. They will meet 2 and 4 Wednesdays from 10-11am starting April 12. We will also be holding a Gardening 101 program for ages 18+. They will meet once a week from April-October on Wednesday's 9-10am, Community Garden April 12. With the two new programs we hope to connect to the community, so they have a better understanding of what a community garden is and how to garden for themselves. I was able to secure a donation from Lowe's so we have all the supplies that we will need for the programs to make both free to everyone.

- Our family and friends ski/snowboard days at Alpine Valley have had great turnouts. We are holding our last two dates on Thursday and Friday from 12-7pm. Alpine Valley was able to make their own snow this year and was able to keep open all year.
- Truck-A-Palooza has received great feedback from the community! We currently have 116 families that are interested in attending. We hope the weather will be great for the event because we will have a great truck selection. Right now, we have 10 trucks that have committed to being a part of the event. Our goal is 20-25 trucks. I will continue to recruit more trucks from local organizations.
- George Williams College is letting us use their old back 9 golf course for a Frisbee golf tournament this summer and Williams Bay School District is letting us borrow their frisbee golf hole markers. We must wait for GWC to confirm their Music by the Lake schedule, so we do not hold the tournament on the same day as one of their events.
- We have added new additional adult fitness classes at the field house! Starting with a new Tai Chi class on Monday nights from 5:30-6:45pm, Chair Yoga on Thursdays from 11am-Noon and Jazzercise on Monday, Thursday, & Saturday from 9:30-10:30am.\
- Our Ping Pong group on Friday mornings has continued to grow. We now have 16-18 participants every Friday, which has outgrown our three tables that we currently have. With the storage space we have at the Lions Field House we cannot add a fourth table at this time. We are currently looking at options at Lions Field House for adding additional storage space in our old recreation department office.
- Our Pickleball Sunday groups will be holding their last session on Sunday, but all three groups would like to extend the dates until April. We will most likely be adding additional dates if the school district calendar allows it.

2023	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Tot	0	0											0
Youth	32	0											32
Youth Sport	114	128											242
Family	0	74											74
Adult	134	54											188
Senior	65	72											137
Monthly Totals	345	328											673
YTD	345	673											

2022	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Tot										0	0	0	0
Youth										0	18	23	41
Youth Sport										48	27	115	190
Family										928	0	58	986
Adult										105	79	155	339
Senior										70	65	45	180
Monthly Totals										1,151	189	396	1,736
YTD										1,151	1,340	1,736	



Geneva Lake Environmental Agency

350 Constance Blvd., P.O. Box 914, Williams Bay, WI 53191

Village of Fontana - Village of Williams Bay - City of Lake Geneva - Town of Linn - Town of Walworth
Phone: 262.245.4532 Fax: 262.245.4533 Email: info@gleawi.org Website: www.gleawi.org

1/31/2023

Dear Municipal Administrator, Harbormaster, and Local Committee Members:

The Geneva Lake Environmental Agency again applied and received a Clean Boats Clean Waters (CBCW) Grant through the Wisconsin Department of Natural Resources. I am writing you to see if your municipality is interested in being reimbursed for taking on the CBCW inspector and having them be part of your launch staff. I am proposing this due to several issues that arose last year with CBCW inspectors falsifying hours and inappropriate behavior at the launch. Your municipality is better equipped to supervise and handle staff in these positions, as you are already staffing the launch. This will also allow you to hire the inspector that makes the most sense based on your team's dynamic and your needs for the launch.

As this position is grant fund, I can offer to each of the municipalities interested in taking on this program a reimbursement of \$12.00 per hour or a total of \$2,400 after completing the 200 hours required by the grant. The 200 hours must be completed by October 31, 2023. The GLEA will host a mandatory CBCW staff training sometime before Memorial Day. Should you want your inspectors to start logging hours before the GLEA scheduled training, they can attend another training, which I will work directly with your municipality to get your staff scheduled. The GLEA will collect the datasheets from the inspectors and enter the hours and data collected by the inspectors into the SWIMS database as required by the grant. The GLEA will provide all the needed materials, including CBCW shirts, a bag with literature and other educational materials, a clipboard, field sheets, stickers, and a grabber reach tool to help remove AIS and other debris off the boat and trailer.

If your municipality would like to cross-train multiple launch staff as CBCW inspectors, we can do that. However, we can only reimburse you for one employee per shift. For example, if you have an employee working from 7 am- 3 pm, then another CBCW employee comes in from 3 pm- 11 pm, that would be acceptable, and you can be reimbursed for both employees' hours. We cannot compensate you for overlapping shifts, such as 7 am – 3 pm, and then you have another CBCW inspector who comes in and works from 10 am-6 pm. Only one of these employees' hours can be reimbursed. After 3 pm, the second inspector's hours would be eligible for reimbursement until 6 pm. It is up to each municipality to decide how they want to schedule the inspector.

In the case of the Town of Linn, with two launches on the same body of water, the 200 hours can be broken up between both Hillside and Linn Pier Rd, for a combined total of 200 hours. The GLEA will reimburse the Town of Linn \$1,200 per launch should you decide to participate.

The GLEA will give you each municipality that chooses to participate in this program weekly updates on hours; once your municipality has completed the hours, the GLEA will request an invoice from the municipality once the 200 hours are completed. All hours must be completed before October 31, 2023, to be reimbursed by the GLEA.

I am happy to come to a municipal meeting and answer any questions you or your local elected officials may have.

Thank you,

Jacob Schmidt

Executive Director

CC: GLEA Board Member and Staff

Fw: CD3 Boat Cleaning Station

Jim D'alessandro <harborview_wb@yahoo.com>

Mon 2/13/2023 8:46 AM

To: Tina Kolls <clerk@vi.williamsbay.wi.gov>

Tina,

Attach this letter to the agenda item:

Boat Cleaning station

----- Forwarded Message -----

From: Bob Morava <bob.morava@stuartjohnsonco.com>

To: Jim D'Alessandro <harborview_wb@yahoo.com>

Sent: Wednesday, January 18, 2023 at 06:09:35 PM CST

Subject: CD3 Boat Cleaning Station

Hi Jim

Here is my first follow up to our conversation last month. The Geneva Lake Conservancy(GLC) owns the existing trailered CD3 boat cleaning station which has been moving through Williams Bay and the 3 other municipalities around Geneva Lake for the past 2 summers. The GLC has approached me and the Geneva Lake Association, of which I am a member, to contact the Village of Williams Bay to take ownership of the unit. As you and I discussed, there would be questions that need to be answered prior to the Bay considering this transaction. The reason for this transfer is multiple. First, the Geneva Lake Environmental Agency(GLEA) has agreed to fund 3 more units, those being smaller single post units with fewer features. We want to ask the Village of Williams Bay to accept the existing unit because WB has the largest and best location of all the launches. Williams Bay has also seen, by far, the most usage of the unit over the past 2 summers.

To get the ball rolling, I came up with a list of questions to submit to the manufacturer. These have been sent out recently, and I expect the company President to answer them by week's end. In addition to my 'layman's' questions, what questions may I add to the list below from you and your team? Here is my list....

1. As this unit is 3 years old, what upkeep needs does it have? Is the programming sound and current? Did it report accurately to your team when issues occurred last summer and the year before? Did it have any issues that lead you to believe expenses may be on the horizon?
2. What are the annual costs to keep this unit running, and the software updated?
3. In this community, the trailer will need to be removed. This means that they will need to pour a pad, or have your team provide a ready-made concrete base for it? What do you recommend? Why is your pad better than a poured slab? Do you have a template for the base? Seems we should not have to travel to Minnesota for concrete...?
4. The Village has asked about training. Is there an opportunity for this to be done in person, or via Teams/Zoom meeting? Can this be done annually, as they have new staff each year.
5. If it is located permanently on a slab at the lakefront, what happens in the winter? Do they need to move it? Can it live next to the lakefront? Is there a cover that can help keep it out of the elements. It would be within 30 feet of the roadway. Will the paint or the mechanicals be held in danger if it is that close to road salt or highway brine?
6. What type of battery is used in it? Is this a battery that can be sourced locally? Is the original battery still in the machine?
7. What do you consider as a full life for this unit? I remember in the original process a shelf life of about 7 years. Does that hold for this unit? How long do the solar panels live? Are there any disposal issues with them if the unit needs replacement? Is there a trade-in program, or any GREEN Guidelines to be followed for disposal?
8. Our purchase price was about \$31K. What is depreciated value today, as an estimate? What value would it need to be insured for? What is replacement cost if we do not need the trailer?

9. What have I missed, that your tribal knowledge may help inform them on this decision?

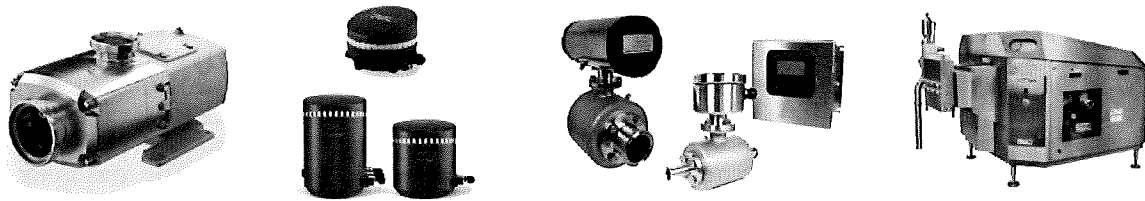
JIM- thank you for your consideration here. Let me know what else I can do to help move this through. The original purchase price was about \$31,000.00

Bob Morava

Robert T. Morava, Jr. | Phone: 262-248-8851 | Phone: 800-558-5904 | bob.morava@stuartjohnsonco.com

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VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, JANUARY 11, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 7:18pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

Also Present: Trustees Jaramillo and Stanek, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Library Director Schnupp, Recreation Director Rowland, and Engineer Snyder.

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of December 14, 2022, with corrections regarding investigating flood insurance for the water plant, Joint Finance & Personnel Committee and Protective Services Committee December 19, 2022. Unanimously carried.

R-2-23 Establishing salaries and expense reimbursement levels of Village President and Village Trustees

Wright stated that this is an annual resolution that needs to be adopted and there are no changes for 2023.

Umans/D'Alessandro motion to recommend Village Board approval of R-2-23 Establishing salaries and expense reimbursement levels of Village President and Village Trustees. Unanimously carried.

Clerk and Treasurer Appointments

Bretl discussed the terms of the Clerk and Treasurer and stated that they are currently annual appointments that state statutes provide Village Boards with flexibility on the tenure of each position. He stated that recruitment and retention may be easier if you can provide greater job security. Discussion was held on the Village Board process for appointments, and it was the consensus of the Committee to not make any changes to the appointment term for the Clerk and Treasurer.

Proposals from Gordon Flesch – Laserfiche Software and Document Storage Project

The Committee reviewed the proposals from Gordon Flesch to provide Laserfiche software and document storage. Discussion was held regarding some questions regarding the language in the contract. Bretl stated that the contract is probably a boiler plate contract and Gordon Flesch may not be agreeable to changes. Bretl felt the questions regarding the contract were of low risk and recommended that if Gordon Flesch does not agree to all that changes that the Committee let Bretl decide if it's acceptable to move forward. D'Alessandro/Umans motion to recommend Village Board approval of Interim Administrator Bretl discuss recommended changes to the contract with Gordon Flesch and determine if it's acceptable to move forward with the contract. Unanimously carried.

Adjourn

D'Alessandro/Umans motion to adjourn at 7:42pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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UNOFFICIAL MINUTES FINANCE AND PERSONNEL MEETING 1/16/2023 MEETING MONDAY, JANUARY 16, 2023 AT 10:00 AM

I. Call to Order

Lowell Wright called the meeting to order at 10:00am.

II. Roll Call

Present: Lowell Wright, Jim D'Alessandro, Robert Umans

Also Present: President Duncan, Interim Administrator Bretl

- ### III. Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Review Village Administrator applications and determine next steps in the hiring process

The motion to convene into closed session was initiated by Jim D'Alessandro and seconded by Robert Umans at 10:04am.

Roll Call, Unanimous.

IV. Motion to reconvene into open session

The Motion to reconvene into open session was initiated by Jim D'Alessandro and seconded by Robert Umans at 11:17pm. Vote Unanimous.

V. Possible discussion of/action for those items discussed in closed session

VI. Adjourn

The motion to adjourn was initiated by Robert Umans and seconded by Lowell Wright at 11:18am. Vote Unanimous.

/s/ Tina Kolls, Village Clerk

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VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE MEETING 1/20/2023 MEETING

FRIDAY, JANUARY 20, 2023 AT 4:00 PM

I. Call to Order

Lowell Wright called the meeting to order at 04:03pm.

II. Roll Call

Present: Lowell Wright, Robert Umans

Also Present: President Duncan, Interim Administrator Bretl

Excused: Jim D'Alessandro

- III. Consider a motion to convene into closed session pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Review Village Administrator applications and determine next steps in the hiring process

The motion to convene into closed session was initiated by Lowell Wright and seconded by Robert Umans at 04:05pm.

Roll Call, Unanimous.

IV. Motion to reconvene into open session

The motion to reconvene into open session was initiated by Lowell Wright and seconded by Robert Umans at 04:58pm. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Robert Umans and seconded by Lowell Wright at 04:58pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE MEETING 1/25/2023 MEETING

WEDNESDAY, JANUARY 25, 2023 AT 4:00 PM

I. Call to Order

Lowell Wright called the meeting to order at 04:00pm.

II. Roll Call

Present: Lowell Wright, Jim D'Alessandro, Robert Umans

Also Present: President Duncan, Interim Administrator Bretl

III. Consider a motion to convene in Closed Session pursuant to Section 19.85(1) (c) and (e) Wis. Stats., for the purpose of considering employment of a Village Administrator and strategies for recruitment, all of which are of a competitive nature, specifically to conduct an interview for the open Village Administrator position.

The motion to convene in closed session was initiated by Jim D'Alessandro and seconded by Robert Umans.

Unanimously carried.

Roll Call, Unanimous

IV. Motion to Return to Open Session

The motion to reconvene into open session was initiated by Jim D'Alessandro and seconded by Robert Umans.

Unanimously carried.

V. Motion to take action on the Closed Session item, as appropriate

VI. Adjourn

The motion to adjourn was initiated by Lowell Wright and seconded by Jim D'Alessandro at 05:56pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE MEETING 1/27/2023 MEETING FRIDAY, JANUARY 27, 2023 AT 3:00 PM

I. Call to Order

Lowell Wright called the meeting to order at 03:00pm.

II. Roll Call

Present: Lowell Wright, Robert Umans

Also Present: William Duncan, Interim Administrator Dave Bretl

Excused: Jim D'Alessandro

- ### III.
- Consider a motion to convene in Closed Session pursuant to Section 19.85(1) (c) and (e) Wis. Stats., for the purpose of considering employment of a Village Administrator and strategies for recruitment, all of which are of a competitive nature, specifically to discuss terms of the employment contract for the open Village Administrator position and future steps in the recruitment process.

The motion to convene into closed session was initiated by Lowell Wright and seconded by Robert Umans at 03:02 PM, Vote Unanimous.

IV. Motion to Return to Open Session

The motion to reconvene into open session was initiated by Lowell Wright and Seconded by Robert Umans at 03:33 PM, Vote Unanimous.

V. Motion to take action on the Closed Session item, as appropriate

Motion to recommend approval by the Board of the President's appointment of David Lothspeich as Village Administrator and approval of an employment agreement with Mr. Lothspeich was initiated by Lowell Wright and seconded by Robert Umans. Vote Unanimous.

VI. Adjourn

The motion to adjourn was initiated by Lowell Wright and seconded by Robert Umans at 03:36 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.

Walworth County Economic Development Alliance
400 Country Road H
Suite 105
Elkhorn, WI 53121
262-564-3212

Membership Invoice

Invoice # 1322

Dave Bretl
Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Walworth County Economic Development Alliance!

MEMBER	ITEM	AMOUNT
Village of Williams Bay 1/7/2023 - 1/7/2024	Government Membership Dues	1,500.00
TOTAL:		1,500.00

Payment Stub

Please tear off this stub and include with your payment.
Send payment to:

WCEDA
400 Country Road H
Suite 105
Elkhorn, WI 53121

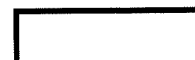
or login and pay online at www.walworthbusiness.com

Member: Bretl, Dave
Village of Williams Bay

Invoice #: 1322
Description: Membership Dues
Date Due: 1/7/2023

Amt. Due: 1,500.00

Enclosed:



January 10, 2023

Dave Bretl
Village of Williams Bay
PO Box 580
Williams Bay, WI 53191

Dear Dave,

On behalf of the Walworth County Economic Development Alliance (WCEDA), I would like to thank you for your continued commitment through membership support. This type of support enables WCEDA to evolve and grow into an even more valuable resource for business and community development within the county.

Last year we quickly came to realize that changing demographics and the resulting implications for the workforce is certainly one of the challenges our business partners face that needs to be understood in order to strategically plan for the future. In challenging times, it is best to look for opportunities where we can exert some influence. One of these areas is the "people" side of the workforce challenge, which includes work on both recruitment and retention.

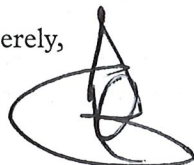
It is often said that people don't quit jobs, they quit managers, so it is imperative that we support and coach the supervisory folks we entrust to run our businesses every day. Taking full advantage of your current staff by upskilling them may be the fastest way to leverage growth opportunities. I'm proud of the effort WCEDA has put forth to help support our local businesses in the area of leadership and supervisory training and development. Our partnerships with Gateway Technical College and UW-Whitewater allow our members and constituents to tap into state-subsidized training that is very reasonably priced.

Additionally, the Wisconsin Department of Workforce Development has identified four major hurdles related to workforce: child care, housing, transportation, and broadband. There are no quick and easy solutions to these major challenges, but I am happy to report that WCEDA is working with the county and other community partners to address them.

We are writing to let you know that your annual membership is about to expire, and we hope you will consider renewing for the coming year. Your continued support enables our agency to evolve and grow into an even more valuable resource for business and community development within the county.

Again, thank you for your past support. It's much appreciated!

Sincerely,



Derek D'Auria
Executive Director

Dear Dave - so disappointed that Becky was unable to stay longer, but I know you will find a competent replacement. It was great working with WB this past year, and we hope they will consider



VILLAGE OF WILLIAMS BAY

To: Lowell Wright, Chair Finance & Personnel Committee

From: Dave Bretl, Interim Administrator 

C: Wayne Edwards, Public Works Director
Lori Peternell, Treasurer
Tina Krolls, Clerk

Date: 2/8/2023

RE: Removal of tennis courts

Wayne is requesting committee direction regarding the above-stated matter. Attached is a proposal from Odling Construction for removal of the tennis courts and restoration of the property in the amount of \$23,250.00.

The work would be considered “public construction” under the statutes. Projects in excess of \$25,000 need to be competitively bid pursuant to sec. 61.54 of the Wisconsin statutes. Work in excess of \$5000 but less than \$25,000 do not need to be publicly bid, however, a notice of the proposed construction must be published as a Class 1 notice before a contract may be executed.

The proposal is attached. The Village’s options in my opinion are: 1. Soliciting additional proposals; 2. Executing the attached proposal (after the proper notice has been published) or 3. Preparing plans and specifications and advertising for sealed bids. There will be cost and additional time incurred with option 3.

By a copy of this memo I would ask that Tina include this item as a “placeholder” on the February 15th committee agenda pending a decision from Chair Wright to move this item forward. Wayne was under the impression that this proposal would be within budget, but if Lori sees it differently, please let us know.

Please reach out if we can provide additional information.

PROPOSAL: WB12023
DATE: 1/20/2023

PROPOSAL ODLING CONSTRUCTION, INC.

4941 TOWNHALL RD.
DELAVAN, WI 53115
PHONE: 262-728-5148
FAX: 262-728-0290

PROJECT: OWNER: Village of Williams Bay
ADDRESS: 263 Williams St
CITY, ST: Williams Bay, WI 53191
Email: wedwards@williamsbay.org
PHONE: 262-903-1764

PROJECT ADDRESS: Stark St Tennis Courts
Williams Bay, WI 53191

WE HEREBY PROPOSE TO FURNISH THE MATERIAL AND PERFORM THE LABOR NECESSARY FOR THE COMPLETION OF:

TENNIS COURT REMOVAL

INCLUDED: Remove fencing and posts with concrete bases
Remove all asphalt as needed
Haul away fencing, posts, concrete, and asphalt
Import and install app. 10 loads of black dirt
Level grade and prep black dirt
Seed and straw disturbed areas

Total \$23,250.00

Notes: All erosion control included
Final grade to be determined with assistance of village

NO PERMITS INCLUDED

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSON OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO CO-OPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED AND THE ABOVE WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A SUBSTANTIAL WORKMAN MANNER AND DONE ACCORDING TO STATE AND LOCAL CODES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN'S COMPENSATION INSURANCE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

PAYMENT IN FULL WILL BE DUE 30 DAYS FROM DATE ON FIRST INVOICE. 1.5% INTEREST PER MONTH WILL BE CHARGED ON ANY BALANCE AFTER 30 DAYS.

RESPECTFULLY SUBMITTED

Dean Odling

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS SPECIFIED ABOVE.

DATE _____

SIGNATURE _____



VILLAGE OF WILLIAMS BAY

To: Williams Bay Finance Committee

From: Dave Bretl, Interim Administrator

Date: 2/13/2023

RE: Construction contract for tennis/basketball courts- Theater Road

Your approval of the attached construction contract is requested. This item was included in the 2023 budget.

1. Contractor: Scherrer Construction Co., Inc. 601 Blackhawk Drive, Burlington, WI 53105 and
Owner: Village of Williams Bay, 250 Williams St., P.O. Box 580, Williams Bay, WI 53191

for good and valuable consideration, agree that Contractor shall furnish the services, material, labor, equipment, tools, and supervision necessary to construct, install and perform at the Project Location for and on behalf of the Owner, the following scope of work (described as the “Work”):

In accordance with the terms of the Invitation to Bid, WB-2022-02, Theatre Rd. Tennis and Basketball Courts and the related Technical Specifications dated November 1, 2022, and which are incorporated herein by reference (the “Project”). Any inconsistency or conflict between the Invitation to Bid and Technical Specifications and this Agreement, the Invitation to Bid and Technical Specifications shall apply.

Project Location: Theatre Road Park, Williams Bay

2. Start Date: April 1, 2023

Completion Date: June 30, 2023

3. The Work shall be performed by Contractor for the stipulated sum of \$219,500.00 (“Contract Price”) and paid by Owner as follows:

(a) Upon notice by Contractor that the Work has been completed, Contractor shall submit its single invoice for the Work. Owner shall inspect the Work promptly and identify any punch list items for Contractor to correct.

(b) Following prompt completion of the punch list items, Owner shall remit payment in full to Contractor within ten (10) days and upon receipt of payment, Contractor shall furnish Owner with any and all final lien waivers for the Work performed.

(c) Interest shall be due and payable by Owner on late and failed payment(s) at the rate of eighteen percent (18%) per annum from the date payment was due until paid.

4. Any changes in the scope of the Work (including contract time or Contract Price) shall be evidenced by a change order signed by the parties.

5. (a) Contractor represents and warrants that it shall carry its normal and customary insurance coverages and limits for the type of Work performed and as required by the Invitation to Bid, including workers compensation insurance as required by state law to protect it from bodily injury or property damage claims arising out of its operations under this Agreement, whether the operations are by Contractor, Contractor's consultants or subcontractors, anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Owner shall be included as an additional insured under Contractor's commercial general liability policy. Contractor shall provide Owner with a certificate of insurance and all required endorsements prior to commencement of the Work or as Owner may request.

(b) Owner shall carry its normal and customary general liability insurance. Unless otherwise agreed, Owner shall secure and maintain property insurance written on a builder's risk “all risks” completed value or equivalent policy form and sufficient to cover the total value of the subject property including the value of the Work to its full insurable value (replacement cost basis). This insurance shall include the interests of the Owner as “first named insured” and Contractor, subcontractors and sub-subcontractors in the Project as “named insureds.” Upon request, Owner shall provide Contractor with a certificate of insurance reflecting coverage set forth above.

(c) Owner and Contractor waive all rights against each other and any of their subcontractors, suppliers, agents, and employees, and each of the other, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance. The policies shall provide such waivers of subrogation by endorsement or otherwise.

6. Contractor warrants that the Work shall be in accordance with the terms of the Agreement and free from material structural defects and performed using the standard of care and skill ordinarily applied under construction industry standards for work performed under similar conditions at the time and location of the Project and shall return and repair any Work not in accordance herewith for a period of one (1) year from the date of completion of the Work. All product warranties, if any, are deemed assigned from Contractor to Owner to the extent allowed.

7. (a) If the performance of the Work is delayed by the act, neglect or default of Owner or Owner's agent, or any other reason or reasons beyond Contractor's reasonable control, including without limitation damage caused by smoke, fire or other casualty, strikes, shortage of materials or labor, transportation delays, Contractor's inability to obtain materials and/or supplies after exercising commercially reasonable efforts as applied in the construction industry due to (or reasonably arising out of) tariffs or similar restrictions, weather conditions, or change orders, unusual delay in deliveries, the unavailability of goods or materials or the disruption of supply chains (including long lead times for goods or materials), including, but not limited to, those resulting from the Coronavirus COVID-19 or other infectious disease, epidemic and pandemic (collectively referred to as a "Disease"), a local, state or federal government or agency order related to a Disease (including those associated with public health and safety), the inability of Contractor or a subcontractor (or sub-subcontractor) to supply sufficient labor as a direct or indirect result of a Disease (all of the above being an "Excusable Delay"), then the completion date shall be extended for a period reasonably equivalent to the time lost by reason of such delay.

(b) Within a reasonable time following the date Contractor knows, or with reasonable diligence should know of an Excusable Delay, Contractor shall notify Owner of the extension of time resulting from such delay. The extension of time shall be based upon Owner's and Contractor's reasonable determination of the delay period. Any time extension to the completion date shall be documented in a change order.

(c) Costs incurred by Contractor in its reasonable determination associated with corrections, mistakes or defects of any kind, or resulting from delays set out in Section 7(a) above impacting Contractor's performance of the Work or the time to complete the Work, or where the scope of the Work under the Contract requires clarification or correction, shall be borne by the Owner, except to the extent such clarification, correction, mistake or defect was caused by the negligent act or omission of the Contractor.

8. (a) Owner and Contractor shall communicate with each other as to any day-to-day inquiries and matters relating to performance of the Work as follows: the Contractor's representative is Joe Ehlen (joeehlen@scherrerconstruction.com), and Owner's representative is Becky Tobin (admin@williamsbay.org). All formal notices are to be in writing and (a) delivered personally to the attention of the party executing this Agreement at the address listed on the first page hereof; or (b) mailed by certified mail, postage prepaid, to the attention of the party executing this Agreement at the address listed on the first page hereof. All notices shall be deemed served upon delivery or two (2) days following deposit of the notice in the U.S. mail.

(b) Any dispute involving this Agreement shall be resolved by litigation in a court of competent jurisdiction in the county where the Work is performed. Contractor and Owner waive claims against each other for any and all indirect or consequential damages of any kind arising from an alleged breach or nonperformance under this Agreement.

(c) The performance and interpretation of this Agreement shall be governed in accordance with the laws of the State of Wisconsin. It shall not be construed against the drafter.

(d) AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

Owner

Village of Williams Bay

By: _____

Becky Tobin, Village Administrator
(print name and title)

Contractor

Scherrer Construction Co., Inc.

By: _____

Ben Templin, Executive Vice President
(print name and title)

Walworth County Economic Development Alliance
400 Country Road H
Suite 105
Elkhorn, WI 53121
262-564-3212

Membership Invoice

Invoice # 1322

Dave Bretl
Village of Williams Bay
250 Williams St.
Williams Bay, WI 53191

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MEMBER	ITEM	AMOUNT
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TOTAL:		1,500.00

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Elkhorn, WI 53121

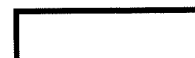
or login and pay online at www.walworthbusiness.com

Member: Bretl, Dave
Village of Williams Bay

Invoice #: 1322
Description: Membership Dues
Date Due: 1/7/2023

Amt. Due: 1,500.00

Enclosed:



January 10, 2023

Dave Bretl
Village of Williams Bay
PO Box 580
Williams Bay, WI 53191

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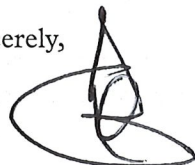
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Again, thank you for your past support. It's much appreciated!

Sincerely,



Derek D'Auria
Executive Director

Dear Dave - so disappointed that Becky was unable to stay longer, but I know you will find a competent replacement. It was great working with WB this past year, and we hope they will consider

TOTAL FUNDS RECEIVED									\$12,135,000.00
Levy Supported Projects									\$3,735,000.00
	Estimated amount used for borrowing	Committee approved date of project	VB approved date of project	Bid opening date (if applicable)	Bid/proposal amount	Signed contract/proposal on file (Y/N)	Project start date	Project end date	Total Project cost
Streets Department Projects									
Lakewood Trails Subdivision Paving	\$300,000.00								\$0.00
Observatory Place paving	\$300,000.00								\$0.00
Walworth Ave paving	\$300,000.00								\$0.00
State Road 67 reconstruction	\$500,000.00								\$0.00
Geneva St/Parking lots/bridge	\$1,035,000.00								\$0.00
Parks Department Projects									
Theatre Rd Baseball Fence	\$15,000.00	8/10/2022	8/24/2022	N/A	\$13,530.00				\$0.00
Restrooms/Concessions Theatre Rd	\$100,000.00								\$0.00
Upgrades to Theatre Rd baseball fields	\$25,000.00								\$0.00
Tennis/Basketball Courts	\$250,000.00	12/14/2022	12/19/2022	12/2/2022	\$219,500.00		ESTIMATED 4/1/2023	ESTIMATED 6/30/23	\$0.00
Remove Lions Field Tennis/Basketball Courts	\$30,000.00				\$23,250.00				\$0.00
Lions Field House updating with storage	\$100,000.00								\$0.00
Playgrounds (3)	\$200,000.00								\$0.00
Baywood Heights				N/A	\$42,023.00	Y			
Lion's Field				N/A	\$78,619.00	Y			
Edgewater Park									
Beach/Lakefront Projects									
Beach Cleaner	\$75,000.00	12/14/2022	12/19/2022	N/A	\$29,354.00	N/A			\$0.00
Utility Tractor **		12/14/2022	12/19/2022	N/A	\$34,406.58	N/A			
General Government IT Projects									
Village Server and IT Upgrades (11) desktops & (2) laptops	\$20,000.00		12/19/2022	N/A	\$10,864.11				\$0.00
New server									
Laserfiche Software	\$10,000.00	1/11/2023	1/16/2023	N/A	\$9,993.00	N-NEED GF COPY			\$0.00
Police Department Projects									
New Police Squad (292)	\$65,000.00								\$19,215.21
New Police Squad (294)	\$65,000.00								\$0.00
Squad Computers	\$15,000.00								\$0.00
Axon Fleet Vehicle Cameras (3)	\$45,000.00								\$0.00
Emergency Management Projects									
Emergency Management Vehicle	\$85,000.00	8/15/2022	8/15/2022	N/A	\$80,000.00				\$2,246.31
Fire & Rescue Projects									
Fire and EMS Equipment (Tanker and Ambulance)	\$200,000.00	11/16/2022	11/21/2022	N/A	\$198,980.00	Y			\$109,975.00
REMAINING LEVY SUPPORTED FUNDS									\$3,603,563.48
Water Utility Supported Projects									\$5,600,000.00
	Estimated amount used for borrowing	Committee approved date of project	VB approved date of project	Bid opening date (if applicable)	Bid/proposal amount	Signed contract/proposal on file (Y/N)	Project start date	Project end date	Total Project cost
Water Captial Projects									
Reactor Cleaning and Painting	\$200,000.00								\$450.00
State Road 67 Water replacement	\$1,000,000.00								\$248,242.92
Loch Vista Water Main	\$1,100,000.00								\$0.00
Chlorination Improvements	\$2,800,000.00								\$46,993.27
Southwick Creek Realignment	\$500,000.00								\$528.75
REMAINING WATER UTILITY SUPPORTED FUNDS									\$5,303,785.06

Sewer Utility Supported Projects									\$2,800,000.00
	<u>Estimated amount used for borrowing</u>	<u>Committee approved date of project</u>	<u>VB approved date of project</u>	<u>Bid opening date (if applicable)</u>	<u>Bid/proposal amount</u>	<u>Signed contract/proposal on file (Y/N)</u>	<u>Project start date</u>	<u>Project end date</u>	<u>Total Project cost</u>
Sewer Capital Projects									
Mainline repairs associated with televising	\$200,000.00								\$0.00
State Road 67 Sewer replacement	\$600,000.00								\$54,603.31
Harris Road Lift station upgrade	\$1,000,000.00								\$0.00
Harris Road Force Main	\$1,000,000.00								\$0.00
REMAINING SEWER SUPPORTED PROJECTS									\$2,745,396.69
REMAINING FUNDS (ALL PROJECTS)									\$11,652,745.23



MEMORANDUM

DATE: FEBRUARY 14, 2023
TO: FINANCE & PERSONNEL COMMITTEE
FROM: LORI PETERNELL, VILLAGE TREASURER
RE: JANUARY TREASURER REPORT

Tax Collection

2022 tax collection has been completed as of February 7, 2023. Through January, the Village collected \$10,993,617.39 or 68.32% of total tax roll. This year the Village offered online tax payments via electronic check or credit cards payments which was well received by taxpayers. A total of 161 payments or \$870,785.13 of payments were processed online. Most payments were made via electronic check; 125 payments compared to 36 credit card payments.

2022 Year End

January is a busy month closing out year-end items including the following:

- Processing of W-2's, 1099's and required reporting to the State and IRS.
- Reconciliation of 2022 WRS contributions.
- Collection of 1st installment of 2022 taxes
- Processing remaining 2022 accounts payable invoices
- Begin work on 2022 audit.
- Complete 2022 Worker's Compensation audit

Other activities

- The 2022 audit is scheduled for the week of February 13-17th. The 2022 financial statements that will be presented at the February 20th VB meeting includes the majority of audit entries; it's anticipated to have few additional entries from the auditor.
- Working on creating an RFP for assessment services that will be presented at the March Committee meeting.
- A master list of Village contracts is being created to track renewal dates so there is time to prepare for renewals and/or an RFP process.



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org
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UNOFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, JANUARY 11, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 7:45pm

Roll Call

Trustees Umans, Stanek and Jaramillo

Also Present: Trustee D'Alessandro and Wright, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Library Director Schnupp, and Engineer Snyder.

Meeting Minutes

Stanek/Jaramillo motion to approve the meeting minutes of December 14, 2022. Unanimously carried.

01/10/2023 WDOT Bid results for STH 67 Utilities – Update from Baxter Woodman

Snyder stated that Payne & Dolan was the low bidder on the project. A new State Municipal Agreement will be revised when contract is awarded, and a preconstruction meeting will be scheduled.

Public Works Update

No Report

Baxter & Woodman Engineering Updates

Snyder provided an update on the following projects:

- Geneva Lake Dredging at Southwick Creek

No changes from last month's update.

- Water Main Asset Management Condition Study

No changes from last month's update.

- Bailey Estates – Gerstad

No changes from last month's update.

- Water Loss and Infiltration Reduction

No changes from last month's update.

- Harris Road Lift Station

No changes from last month's update.

- Corrosion Control Study – Ammonia Reduction – Lime Reactor Cleaning

No changes from last month's update.

- Lime Reactor Cleaning

No changes from last month's update.

- Well 2 Pump Replacement

No changes from last month's update.

- Water Tower Antenna Relocation

No changes from last month's update.

- Women's Leadership Center

This property was previously owned by the University of Chicago (UIC); In June of 2020, the Village provided the design team an Engineering Guidance for Concept Plan Development, which was based on the UIC and Yerkes efforts. The Village Engineer, Zoning Administrator and Interim Administrator met with representatives from the Women's Leadership Center and were provided their 1-4-23 draft site plan, not many of the Village requested public improvements are part of the site plan. The engineer will need input from the Village of what to require from the developer for public improvements, including right-of-way, easements, water main replacement, and sanitary sewer repair on the property.

Adjourn

Umans/Jaramillo motion to adjourn at 8:11pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the Water and Sewer Committee



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UNOFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE WEDNESDAY, JANUARY 11, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Jaramillo at 7:52pm

Roll Call

Trustees Jaramillo and Wright

Excused: Vlach

Also Present: Trustee D'Alessandro, Stanek, Umans, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards and Library Director Schnupp.

Meeting Minutes

Jaramillo/Wright motion to approve the meeting minutes of December 14, 2022. Unanimously carried.

Bailey Estates – Phase 4B – Request to Reduce the Letter of Credit

Peternell explained that the letter of credit reduction request included in packet had been approved in 2022 and was placed on the agenda in error. No action taken.

Adjourn

Jaramillo/Wright motion to adjourn at 7:53pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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