



VILLAGE OF WILLIAMS BAY

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

OFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE WEDNESDAY, MARCH 15, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Jaramillo at 7:14pm

Roll Call

Trustees Jaramillo, Vlach, and Wright

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

Meeting Minutes

Vlach/Wright motion to approve the meeting minutes of February 15, 2023. Jaramillo abstained; motion carried.

Consider update to 238-1 concerning minor curfew

Discussion was held regarding changing the curfew hours to be consistent with neighboring communities of Lake Geneva and Fontana. It was the consensus of the Committee to direct the Attorney to draft an ordinance change to reflect the curfew hours to 11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday, or Thursday until 6:00 am of the following day, and 12:01 a.m. until 6:00 a.m. on and Saturday or Sunday.

Review of certain ordinances identified in the codification process

Bretl stated that during the codification process in 2021 there were sections of the code that were not changed with the understanding that they would be reviewed and updated at a later date. Jaramillo stated that the BZO Committee will begin working on getting these updated.

Adjourn

Wright/Vlach motion to adjourn at 7:29pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

These are not official minutes until approved by the BZO Committee



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OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, MARCH 15, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 8:33pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustees Jaramillo, Stanek and Vlach, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Harbormaster Blincoe and Engineer Snyder.

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of February 15, 2023, Joint Parks & Lakefront Committee and Finance & Personnel Committee meeting minutes of February 20, 2023, and meeting minutes of March 6, 2023, with corrections. Unanimously carried.

Add David Lothspeich and remove Catherine Tobin as authorized signer for First National Bank & Trust and Advia Credit Union

D'Alessandro/Umans motion to recommend Village Board approval of adding David Lothspeich and remove Catherine Tobin as authorized signer for First National Bank & Trust and Advia Credit Union. Unanimously carried.

IT Services Contract Renewal

The Committee reviewed the IT Services contract renewal with Velocity Solutions for a 1-year term ending December 31, 2024. Wright/D'Alessandro motion to recommend Village Board approval to renew the IT services contract with Velocity Solutions. Unanimously carried.

Assessment Services RFP

The Committee reviewed the proposed assessment services RFP. Peternell stated that Associated Appraisal's contract is expiring on December 31, 2023, and is requesting the F&P Committee recommend VB approval seeking proposals for assessment services. Wright/Umans motion to recommend Village Board approval of assessment services RFP. Unanimously carried.

Village Hall Server

The Committee reviewed the proposal from SHI to upgrade the Village Hall server in the amount of \$4901.59. Peternell stated that this item was included in the borrowing as part of the computer upgrades for a total of \$20,000. To date, we have spent \$10,275. Umans/D'Alessandro motion to recommend Village Board approval to upgrade the Village Hall server in the amount of \$4,901.59. Unanimously carried.

Baywood Heights Subdivision Entrance sign on Theatre Road

The Committee reviewed (2) proposals to replace the entrance sign to Baywood Heights. Wright/D'Alessandro motion to recommend Village Board approval of Brushfire Signs proposal in the amount of \$2660 to be paid from contingency funds. Unanimously carried.

Boat Cleaning Station Funding

Since the P&L Committee recommended declining the donation of the unit from Geneva Lake Conservancy, no action was taken.

Clean Boat Grant

Umans/D'Alessandro motion to recommend Village Board approval of accepting the clean boat grant in the amount of \$2400 from the Geneva Lake Environmental Agency. Unanimously carried.

Treasurer Report

The Committee reviewed the Treasurer's report on February activities.

Monthly activity of Borrowing projects

The Committee reviewed the to date spending of the borrowed funds.

Identifying and approving matching funds for the disaster assistance program

It was the consensus of the Committee to determine what costs would be eligible for reimbursement and then determine a funding source.

Replacement of certain portions of sidewalk on Highway 67

Wright/Umans motion to recommend Village Board approval to replace portions of sidewalk on Highway 67 not to exceed \$6,500 and include in borrowed funds from Hwy 67 construction costs. Unanimously carried.

Adjourn

Umans/D'Alessandro motion to adjourn at 9:02pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, MARCH 15, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 7:29pm

Roll Call

Present: Trustees D'Alessandro, Stanek and Wright

Also Present: President Duncan, Trustees Vlach and Umans, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Harbormaster Blincoe and Engineer Snyder.

Meeting Minutes

Wright/Stanek motion to approve meeting minutes of February 15, 2023, and Joint Parks & Lakefront Committee and Finance & Personnel Committee meeting minutes of February 20, 2023. Unanimously carried.

Recreation Department Directors Report

Rowland provided an update on Recreation Department upcoming programs. Rowland stated that he has received inquiries from baseball organizations regarding renting the fields at Theatre Road once the updates are completed. D'Alessandro stated that a policy would need to be drafted for review at a future meeting.

Monthly Reports for Rec Department

The Committee reviewed the monthly recreation department activity reports.

Edgewater Park Application – Farmer's Market

D'Alessandro spoke on behalf of the WBBA regarding the Edgewater Park Application for the 2023 Farmer's Market every Friday from May 29, 2023, to September 4, 2023. Wright/Stanek motion to recommend Village Board approval of the WBBA Edgewater Park Application. D'Alessandro abstained; motion carried.

Linn Beach Tag Agreement

Discussion was held regarding the 2023 proposed beach tag agreement with the Town of Linn. As in years past, the Village would provide Town of Linn residents with beach tags and at the end of the season bill the Town of Linn. D'Alessandro expressed concern about the additional time involved for our staff during one of the busiest times of the year and didn't want to put the additional burden on our staff and recommended providing tags to the Town of Linn to distribute to their residents. Stanek/Wright motion to recommend Village Board approval of providing and billing the Town of Linn for 200 tags at the non-resident rate. The Town of Linn can purchase additional tags if needed or return unused tags for a refund. Unanimously carried.

Boat Cleaning Station

The Committee discussed the boat cleaning stations being offered to the Village. Bretl stated that the Town of Linn declined the donation of the CD3 mobile unit and suggested that the Village accept that unit instead of the unit being offered by the Geneva Lake Conservancy. Stanek/Wright motion to accept the donation of the (2) CD3 mobile units from Geneva Lake Environmental Agency and decline the donation of the unit from the Geneva Lake Conservancy. Unanimously carried.

Demo of Old Tennis Courts

Bretl is requesting direction from the Committee regarding whether to move forward with removing the old tennis courts before a determination has been made on the proposed new courts at Theatre Road. Edwards expressed concern about Odling being able to hold pricing and scheduling if we delay moving forward. It was the consensus of the Committee to contact Odling to inform them of the situation and ask if they will hold their pricing and schedule.

Adjourn

Stanek/Wright motion to adjourn at 8:03pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, MARCH 15, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Vlach at 7:03pm

Roll Call

Trustees Vlach, Jaramillo and Umans

Also Present: President Duncan, Trustees D'Alessandro, Stanek and Wright, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Harbormaster Blincoe and Engineer Snyder.

Meeting Minutes

Umans/Vlach motion to approve the meeting minutes of February 15, 2023. Jaramillo abstained; motion carried.

December 2022 EMS Report

The Committee reviewed the December 2022 EMS Report.

January 2023 EMS Report

The Committee reviewed the January 2023 EMS Report.

February 2023 EMS Report

The Committee reviewed the February 2023 EMS Report.

Monthly Numbers

The Committee reviewed the February 2023 Police Activity.

Adjourn

Umans/Jaramillo motion to adjourn at 7:14pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, MARCH 15, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Stanek at 6:31pm.

Roll Call

Trustees Stanek, D'Alessandro and Vlach

Also Present: President Duncan, Trustee Umans and Wright, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Harbormaster Blincoe and Village Engineer Snyder

Meeting Minutes

Vlach/D'Alessandro motion to approve meeting minutes of February 6, 2023, and February 15, 2023. Motion carried unanimously.

DOT Request Regarding Parking on STH 67

Bretl discussed the proposed WisDOT project along WIS 67, a portion of which resides within the Village of Williams Bay. As is standard for all state highway projects any on street parking along the state highway is 100% the responsibility of the local municipality to pay for as part of the proposed work. The project is a resurfacing project where the parking lanes will receive a similar overlay to maintain the roadway integrity. Based on this proposed scope of work if Williams Bay would like to maintain the parking called out in the attachment the cost would be in today's dollars: \$6,000.

Vlach/D'Alessandro motion to recommend Village Board approval of moving forward with the project. Motion carried unanimously.

DOT Request Regarding Parking on STH 67

Chief Timm recently spoke with Jacob Olt, the engineer overseeing the 67 project. He has been in conversations with the Post Office regarding their large mail truck being able to get mail to their office. Since they closed down the access point on 67, he was hoping to put up "Temporary No Parking" signs on certain sections of Walworth Avenue, just around the area needed to get their large truck into the office. Chief Timm gave him approval to put up the signage. For information only, no action required.

Replacement of certain portions of sidewalk on Highway 67

Following the Highway 67 open house at Village Hall on February 20, Doug Snyder became aware of approximately 15 squares of sidewalk on the west side of Elkhorn Road between Stark Street and Olive Street that represent major trip hazards. Some of the slabs are heaved as much as three inches.

Doug walked the site with Jacob, the DOT project manager and it appeared that the DOT would expand the sidewalk replacement to consider the additional squares. We subsequently learned that the DOT would not perform this work and we are on our own to replace the squares. D'Alessandro/Vlach motion to recommend Village Board approval of replacing portions of the sidewalk on Highway 67.

119 Conference Point Road

Snyder stated that both parties have an agreement, and the work needs to be completed. After the work has been completed, approvals need to be signed by both parties before engineering approval will be granted. It was the consensus of the Committee to wait for all fees to be totaled before billing Jack Sherrier, the property owner of 119 Conference Point.

Cinco De May Road Closure Application

D'Alessandro spoke on behalf of the WBBA regarding the road closure application for the Cinco De Mayo event to be held on May 6, 2023. The request is to close Walworth Ave from Geneva Street to Cherry Street from 6:00am to 6:00pm. Vlach/Stanek motion to recommend Village Board approval to close Walworth Ave from Geneva Street to Cherry Street on May 6, 2023, from 6:00am-6:00pm; D'Alessandro abstained. Motion carried.

TAP Grant

Bretl updated the Committee regarding the upcoming deadline to apply for a TAP grant for the Theatre Road bike path. Dave Hemmerich from Baxter Woodman stated that the project does not fit the criteria and does not recommend applying for the grant.

Adjourn

Vlach/D'Alessandro motion to adjourn at 7:03pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, MARCH 15, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 8:03pm

Roll Call

Trustees Jaramillo, Umans and Stanek

Also Present: President Duncan, Trustee D'Alessandro, Vlach and Wright, Interim Administrator Bretl, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Harbormaster Blincoe and Engineer Snyder.

Meeting Minutes

Stanek/Umans motion to approve the meeting minutes of February 15, 2023. Jaramillo abstained; motion carried.

Baxter & Woodman Engineering Updates

Snyder provided an update on the following projects:

- State Road 67 Reconstruction

Contract has been awarded to Payne & Dolan and the utility subcontractor is Rock Road Contractors. Sanitary sewer installation has begun at the intersection of Elkhorn Road and Olive Street. As of March 10th, they have installed 70 feet of 12-inch sanitary sewer. They will continue to install sanitary sewer to the south and reconnect laterals as they go. Crews have also started work on the water main at Stark Street.

- Geneva Lake Dredging at Southwick Creek

The Village should prepare a bid package and be ready to start construction shortly after Labor Day.

- Water Loss and Infiltration Reduction

Continuing to work on tracking the strength of the wastewater to WalCoMet during both wet and dry periods.

- Water Main Asset Management Condition Study

Plan on having a draft report for review in March.

- Bailey Estates Phase 4 and Phase 5

Gerstad is working on the waiver packages and contractors' statements; expected to have by the end of March.

- Harris Road Lift Station

Baxter Woodman submitted a work order to begin Phase 1 improvements, anticipate bidding in April and construction to start after Labor Day. The WDNR accepted the project for funding but does not guarantee finding until the financial assistance application is approved.

- Corrosion Control Study – Ammonia Reduction – Lime Reactor Cleaning

Still working with the PSC to construct.

- Lime Reactor Cleaning

Baxter Woodman is preparing the bid package and the WDNR submittal. This project should bid as soon as possible but wait until after Labor Day to start construction.

- Well 2 Pump Replacement
- Baxter Woodman is preparing the bid package and the WDNR submittal. This project should bid as soon as possible but wait until after Labor Day to start construction.

- Women's Leadership Center

Recommended assistance from committees to get easements for future sanitary sewer and drainage improvements.

Public Works Update

No Report

Extension of Lease with U.S. Cellular

The Committee reviewed the proposed 2nd amendment lease agreement from U.S. Cellular. The proposal is to extend the lease for 5 years. Umans/Stanek motion to recommend Village Board approval of the 2nd amendment to the U.S. Cellular lease. Unanimously carried.

Adjourn

Stanek/Wright motion to adjourn at 8:33pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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