



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, MAY 10, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Jaramillo at 6:45pm

Roll Call

Trustees Jaramillo, D'Alessandro, and Wright

Also Present: President Duncan, Trustees Russell and Umans, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

Jaramillo/Wright motion to approve the meeting minutes of April 12, 2023. Unanimously carried.

GLEA – Chapter 30 Proposed Draft Ordinance

Jacob Schmitt from the Geneva Lake Environmental Agency (GLEA) was unable to attend the meeting, so the item was deferred to the June Building, Zoning and Ordinance Committee meeting.

Adjourn

Wright/D'Alessandro motion to adjourn at 6:49pm. 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, MAY 10, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 7:12pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustees Jaramillo, Russell and Vlach, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland and Engineer Snyder.

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of April 12, 2023. Unanimously carried.

Assessment Services Proposal

Peternell provided an update on the assessment proposals that were received. The Village received (2) proposals for assessment services; Associated Appraisal and Accurate.

- Associated Appraisal has been the Village's assessor since 2017 and provided a 3-year proposal (maintenance only) at a compensation rate of \$20,000 per year. This includes all assessment services, such as; open book & board of review expenses, assessment software, web hosting of assessment data, postage and mailing services and personal property accounts. I reached out to the references listed in their proposal and received a response from 2 of them, with favorable recommendations.

- Accurate provided a 3-year proposal (maintenance only) at a compensation rate of \$18,000 per year. This includes all assessment services, such as; open book & board of review expenses, assessment software, web hosting of assessment data, postage and mailing services and personal property accounts. I reached out to the references listed in the proposal and all 5 responded with favorable recommendations.

D'Alessandro/Umans motion to recommend Village Board approval of Accurate's proposal for assessment services for years 2024-2026 beginning January 1, 2024. Unanimously carried.

First National Bank & Trust Banking Agreement Renewal

D'Alessandro/Umans motion to recommend Village Board approval of the First National Bank & Trust banking agreement renewal for the period of June 6, 2023, through June 6, 2025. Unanimously carried.

Wisconsin Retirement System (WRS) Unfunded Liability

Discussion was held regarding the WRS unfunded liability. Peternell stated that when the Village became a member of WRS, they were required to pay a "Prior Service Liability" for employees being enrolled in the plan. They had the option of paying the lump sum or paying it monthly as a percentage of payroll. The Village has been paying it monthly, which is included in the employer pension portion contribution. In addition to the prior service liability, the Village is being assessed interest on the outstanding amount, currently at 6.8%. The auditor has recommended that the Village pay off the outstanding amount to remove the liability, which in turn will reduce the additional employer pension contribution amount from the annual budget. Peternell recommended utilizing contingency funds to pay the balance of the Unfunded Actuarial Accrued Liability. Wright/Umans motion to recommend Village Board approval to pay the balance of the Unfunded Actuarial Accrued Liability utilizing contingency funds. Unanimously carried.

Integral Lakes Management (ILM) invoice for Southwick Creek Dredging Permit

Wright stated that as part of the dredging project, ILM obtained the required permits with the WDNR and has submitted an invoice in the amount of \$5,878.21. Wright stated that the funding source will be the same as the engineering contract with Baxter Woodman that was approved on May 1, 2023. Umans/D'Alessandro motion to recommend Village Board approval of the ILM invoice in the amount of \$5,878.21 to be paid from water borrowed funds allocated to Southwick Creek realignment. Unanimously carried.

Consideration of a proposal from Southeastern Wisconsin Regional Planning Commission (SEWRPC) to study and properly locate and map the Southwick Creek

Snyder stated that the Southwick Creek floodplain was originally modeled and delineated by Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff in 1983. This 1983 work is still reflected in the current effective FEMA mapping for Southwick Creek. The Village's treatment plant was completed in 1985, and the floodplains were not updated at that time, so the plant is shown in the FEMA regulatory floodway for Southwick Creek. The Committee reviewed the proposal from SEWRPC to update the floodplain mapping for \$28,000, (2) detailed hydrologic analysis for \$6,000, and (3) Federal Emergency Management Agency Letter of Map Amendment (LOMA) for \$8,000. Umans/D'Alessandro motion to recommend Village Board approval of the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to study and properly locate and map the Southwick Creek in the amount of \$42,000 to be paid from borrowed funds allocated to Southwick Creek. Unanimously carried.

Treasurer Report

Peternell stated that she, Administrator Lothspeich, and Trustee Wright met with the auditor to review the 2022 draft financial statements. Discussion was held regarding the \$498K of Village debt service fund that has been on the books for many years and predates the current Treasurer. The auditor recommends utilizing it to make for a 2023 principal and interest payment. By doing this, a 2023 budget amendment will need to be done to reduce the levy amount for debt service and those levy funds can be utilized for a project authorized by the Village Board. This would be a one-time event and will not affect how the levy limit is calculated in the following years. Wright/D'Alessandro motion to recommend Village Board approval of making a one-time debt service payment. Unanimously carried.

Another topic of discussion was to create a separate fund to track the EMS costs so that it provides greater transparency in tracking the referendum levy amount and the yearly expenses. A new fund was created for 2022 and the financial statements reflect this change. A budget amendment will be made in 2023 to move the revenue and expenditures from the General Fund to the EMS Fund.

Monthly activity of Borrowing projects

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

Adjourn

D'Alessandro/Umans motion to adjourn at 7:41pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, MAY 10, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Russell at 6:40pm

Roll Call

Present: Trustees Russell, Wright and Umans

Also Present: President Duncan, Trustees D'Alessandro and Jaramillo, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Library Director Schnupp, and Engineer Snyder.

Meeting Minutes

Umans/Wright motion to approve meeting minutes of April 12, 2023. Russell abstained; motion carried.

Williams Bay Fine Art and Crafts Fest Edgewater Park Use Application for July 28-30, 2023

Wright/Umans motion to recommend Village Board approval of the Williams Bay Fine Art and Crafts Fest Edgewater Park Use Application for July 28-30, 2023. Unanimously carried.

Williams Bay Lion Corn and Brat Fest Edgewater Park Use Application for August 11-13, 2023

The Committee mentioned that the Lions Club will need to apply for a Temporary Class B license and operator's license prior to the event. Umans/Wright motion to recommend Village Board approval of the Williams Bay Lion Corn and Brat Fest Edgewater Park Use Application for August 11-13, 2023. Unanimously carried.

Library Bench specifications

Schnupp discussed the benches that are being donated to the Barrett Memorial Library for information purposes only.

Adjourn

Umans/Wright motion to adjourn at 6:44pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE WEDNESDAY, MAY 10, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Trustee Jaramillo at 6:30pm

Roll Call

Trustees Jaramillo, and Russell

Excused: Chairman Vlach

Also Present: President Duncan, Trustees D'Alessandro, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Library Director Schnupp, and Engineer Snyder.

Meeting Minutes

Trustee Russell stated that since his term as a Trustee began after April 12, 2023, he would be abstaining from voting on the April 12, 2023, meeting minutes. Approval of meeting minutes will be moved to the June meeting for approval.

Monthly Numbers

The Committee reviewed the April 2023 Police Activity.

Adjourn

Wright/Jaramillo motion to adjourn at 6:32pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, MAY 10, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Chairman D'Alessandro at 6:30pm.

Roll Call

Trustees D'Alessandro and Russell

Excused: Trustee Vlach

Also Present: President Duncan, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Police Chief Timm, Recreation Director Rowland, Library Director Schnupp, and Village Engineer Snyder

Meeting Minutes

Trustee Russell stated that since his term as a Trustee began after April 12, 2023, he would be abstaining from voting on the April 12, 2023, meeting minutes. Approval of meeting minutes will be moved to the June meeting for approval.

Village Engineer's Report: East-West Route 67 and possible Streetscape Improvements

Snyder stated that they have reviewed the 30% Wisconsin Department of Transportation (WDOT) plans for the STH 67 resurfacing project planned for construction in 2026 or 2027. Snyder is recommending that the Village inform the WDOT that streetscaping between Elkhorn Road and Williams Street be included in the project. It was the consensus of the Committee to have Snyder contact WDOT to have streetscaping included in the project plans.

Adjourn

Russell/D'Alessandro motion to adjourn at 6:40pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, MAY 10, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 6:50pm

Roll Call

Trustees Umans and Jaramillo

Excused: Trustee Vlach

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

Meeting Minutes

Jaramillo/Umans motion to approve the meeting minutes of April 12, 2023, with corrections. Unanimously carried.

Hydro Corp Residential and Commercial Cross Connection Contract Renewal

The Committee reviewed the proposal for residential cross connection inspections. The proposal is for 2 years at an annual cost of \$16,212 and includes (456) Initial inspection, and up to (478) total inspections over a two (2) year contract period. The total inspections include all initial inspections, compliance, and reinspection's.

The Committee reviewed the proposal for commercial cross connection inspections. The proposal is for 2 years at an annual cost of \$5,508 and includes (60) Initial inspection, and up to (76) total inspections over a two (2) year contract period. The total inspections include all initial inspections, compliance, and reinspection's. Jaramillo/Umans motion to recommend Village Board approval of the renewal contracts. Unanimously carried. Wright stated that the contracts will need to go to the Finance & Personnel Committee for recommendation.

Consideration of a proposal from Southeastern Wisconsin Regional Planning Commission (SEWRPC) to study and properly locate and map the Southwick Creek

Snyder stated that the Southwick Creek floodplain was originally modeled and delineated by Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff in 1983. This 1983 work is still reflected in the current effective FEMA mapping for Southwick Creek. The Village's treatment plant was completed in 1985, and the floodplains were not updated at that time, so the plant is shown in the FEMA regulatory floodway for Southwick Creek. The Committee reviewed the proposal from SEWRPC to update the floodplain mapping for \$28,000, (2) detailed hydrologic analysis for \$6,000, and (3) Federal Emergency Management Agency Letter of Map Amendment (LOMA) for \$8,000. Umans/Jaramillo motion to recommend Village approval of SEWRPC to conduct the study. Unanimously carried. Umans/Jaramillo motion to recommend Village Board approval of the funding of the study with borrowed funds previously allocated to Southwick Creek realignment. Unanimously carried.

Village Engineer's Report: East-West Route 67 and other Village Water & Sewer Replacement Cost Estimates

Snyder stated that the water mains in this section of roadway are from the early 1930's and are at the end of their useful life and have hydrants and valves that need replacement. A new 12-inch water main will increase the available fire flow to the downtown, former elementary school area, and the intersecting streets. The planned location is under the westbound parking lane. The proposed water main should increase the available fire flow along this route

to meet Insurance Services Office (ISO) standards for commercial areas. The estimated cost for improvements is \$4,100,000.

Snyder stated that the sanitary sewer in this section of roadway is vitrified clay pipe installed prior to 1962. Although it is in average condition and needs maintenance, the section between Williams Street and Walworth Avenue need repair. The estimated cost for the sanitary sewer improvements is \$617,000.

It was the consensus of the Committee to have Snyder contact WDOT to have the water main and sanitary sewer improvements included in the project plans.

Umans discussed the Well 2 inspection and pump replacement and Well 3 inspection and pump upgrades that were not included in the water operating budget or the current borrowing. He stated that the estimated cost for Well 2 is \$250,000 and Well 3 is \$300,000. He stated that the borrowed funds for Southwick Creek realignment should be reallocated towards funding these projects.

Adjourn

Umans/Jaramillo motion to adjourn at 7:11pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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