



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, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Jaramillo at 8:31pm

Roll Call

Trustees Jaramillo, Vlach, and Wright

Also Present: President Duncan, Trustee D'Alessandro and Umans, Administrator Lothspeich, 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 March 15, 2023. Unanimously carried.

Proposed draft Ordinance 2023-03 Curfew hours on Friday and Saturday nights.

The Committee reviewed the draft ordinance that changes 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. Jaramillo discussed removing *"in the Village"* in the section of the ordinance that states *"that this section shall not apply to minors while they are returning home from functions authorized by the governing body of any public or parochial school or church in the Village."* Vlach/Wright motion to recommend the first reading of Ordinance 2023-03 Curfew hours on Friday and Saturday nights with the recommended changes. Unanimously carried.

GLEA – Chapter 30 Proposed Draft Ordinance

Item was deferred to the May Building, Zoning and Ordinance Committee meeting.

Consider an ordinance modifying the Walworth Avenue maximum on street parking hours from 1 hour to 2 hours.

The Streets & Highways Committee recommend the Building, Zoning and Ordinance Committee change the ordinance from a maximum of 1-hour parking to 2-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Wright/Vlach motion to amend ordinance 345-4 Paragraph B from a maximum of 1-hour parking to 2-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Unanimously carried.

Adjourn

Wright/Vlach motion to adjourn at 8:38pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 7:26pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

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

Meeting Minutes

Umans/D'Alessandro motion to approve meeting minutes of March 15, 2023. Unanimously carried.

Yoga on The Beach 2023 Municipal Lease

D'Alessandro/Umans motion to recommend Village Board approval of the 2023 Municipal Business lease with Yoga Lake Geneva, LLC. Unanimously carried.

Dip In the Bay 2023 Municipal Lease

Umans/D'Alessandro motion to recommend Village Board approval of the 2023 Municipal Business Lease with Dip in the Bay, LLC. Unanimously carried.

ARPA Funding Discussion

Discussion was held regarding the ARPA funds that need to be spent by December 2024 and the need to determine a use for the funds. Administrator Lothspeich recommended soliciting RFP's for a streetscape plan for the downtown area. Lothspeich estimated costs to be around \$75,000 for a plan. D'Alessandro/Wright motion to recommend Village Board approval of soliciting RFP's for a downtown streetscape plan. Unanimously carried.

Southwick Creek Dredging Project

Engineer Snyder discussed the status of the Southwick Creek dredging project. He stated that Integrated Lakes Management (ILM) assisted the Village with this required permit. The current estimate for this project is \$150,000 with approximately \$15,000 associated with the transport of the spoils from the lakeshore to the Odling Pit. Since the project is over \$25,000 it would be considered public construction. Snyder presented an engineering work order for the bid package preparation and the contract administration. The estimated cost to prepare a bid package to obtain costs for both the dredging and the removal of the spoiled materials is approximately \$11,000. The project could bid as early as June of 2023 and with construction occurring after October 1, 2023. Wright/D'Alessandro motion to recommend Village Board approval of approving an engineering contract with Baxter Woodman in the amount of \$11,000 with funds coming from the Southwick Creek realignment allocation in the borrowing. Umans-Nay, Motion carried.

Additional Sidewalk on STH 67 – Elkhorn Road

JW Schultz Construction, who is the subcontractor to Payne & Dolan provided a quote for \$12.50 per square foot to replace approximately 480 square feet of broken and heaving sidewalk on Elkhorn Road. The quote assumed a quantity of 750 square feet, but Schultz will only be paid for the sidewalk completed. D'Alessandro/Umans motion to recommend Village Board

approval of replacing additional sidewalk on STH 67 with a cost up to \$9,000 with funds coming from Hwy 67 construction allocation in the borrowing. Unanimously carried.

Project Scope and Material Changes – STH 67 – Elkhorn Road

Engineer Snyder stated that the DOT is still reviewing the requested changes and recommended deferring discussion until the May Committee meeting.

Williams Bay Business Association (WBBA) 2022 Profit and Loss Statement

Wright stated that the discussion on this topic will be held at a later date.

Consider an ordinance modifying the Walworth Avenue maximum on street parking hours from 1 hour to 2 hours.

The Finance Committee was requested to determine a funding source for new signs if the parking hours are being changed. Since the Streets & Highways Committee recommended temporarily utilizing stickers for the existing signs, no action was taken by the Finance & Personnel Committee.

Baird CIP Brochure/Proposal

Administrator Lothspeich discussed a proposal from Baird to develop a Capital Improvement Plan (CIP) for the Village. This plan would include projects over the next 20-30 years that would be utilized during the budget process and for future borrowings. Wright/Umans motion to recommend Village Board approval of Baird's CIP proposal in the amount of \$5,000 with funds coming from contingency. Unanimously carried.

Hydro Corp Cross Connection Contract Renewal

Item being deferred to May Water & Sewer Committee meeting.

Monthly activity of Borrowing projects

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

Adjourn

Umans/D'Alessandro motion to adjourn at 8:01pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman D'Alessandro at 7:08pm

Roll Call

Present: Trustees D'Alessandro and Wright

Excused: Trustee Stanek

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

Meeting Minutes

Wright/D'Alessandro motion to approve meeting minutes of March 15, 2023. Unanimously carried.

Recreation Department Directors Report

Rowland provided an update on Recreation Department upcoming programs.

Monthly Reports for Rec Department

The Committee reviewed the monthly recreation department activity reports.

Southwick Creek Dredging Project

Engineer Snyder discussed the status of the Southwick Creek dredging project. He stated that Integrated Lakes Management (ILM) assisted the Village with this required permit. The current estimate for this project is \$150,000 with approximately \$15,000 associated with the transport of the spoils from the lakeshore to the Odling Pit. Since the project is over \$25,000 it would be considered public construction. Snyder presented an engineering work order for the bid package preparation and the contract administration. The estimated cost to prepare a bid package to obtain costs for both the dredging and the removal of the spoiled materials is approximately \$11,000. The project could bid as early as June of 2023 and with construction occurring after October 1, 2023. Wright/D'Alessandro motion to recommend Village Board approval of the project and recommend the Finance & Personnel Committee to approve Baxter & Woodman engineering work order. Unanimously carried.

Adjourn

Wright/D'Alessandro motion to adjourn at 7:26pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES

PROTECTIVE SERVICES COMMITTEE

WEDNESDAY, APRIL 12, 2023, AT 6:30 PM

VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Chairman Vlach at 6:49pm

Roll Call

Trustees Vlach, Jaramillo, and Umans

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

Meeting Minutes

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

Hazardous Mitigation Plan

Chief Timm stated that every 3-4 years there is a County wide initiative updating the Hazardous Mitigation Plan in accordance with FEMA rules. The Village will need to adopt the plan by Resolution in December to qualify for Federal & State assistance funding. The Committee had some questions regarding the data in the current plan from 2010-2018; the Chief will follow up with the County to inquire if there is more current data available. The Committee requested that Lieutenant Rowland from the Walworth County Sheriff's Office attend a committee meeting to discuss the Plan.

Police Chief's Report

Chief Timm discussed current training and department activities.

Monthly Numbers

The Committee reviewed the March 2023 Police Activity.

March 2023 EMS Report

The Committee reviewed the March 2023 EMS report and requested that future reports include staffing breakdowns of AEMT and Paramedics that responded to calls.

Speed Sign Numbers (Q1)

Chief Timm stated that there was an issue with printing the reports and will provide them to the Committee at a future meeting.

Adjourn

Umans/Jaramillo motion to adjourn at 7:08pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

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

Roll Call

Trustees D'Alessandro and Vlach

Excused: Trustee Stanek

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

Meeting Minutes

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

Additional Sidewalk on STH 67 – Elkhorn Rd

Snyder reviewed his engineer report regarding broken and heaving sidewalk sections on Elkhorn Road between Olive Street and Stark Street of which the WDOT refused to replace these sections. JW Schultz Construction, who is the subcontractor to Payne & Dolan provided a quote for \$12.50 per square foot to replace approximately 480 square feet of sidewalk. The quote assumed a quantity of 750 square feet, but Schultz will only be paid for the sidewalk completed. D'Alessandro/Vlach motion to recommend Village Board approval of moving forward with the project. Motion carried unanimously.

Consider an ordinance modifying the Walworth Avenue maximum on street parking hours from 1 hour to 2 hours.

D'Alessandro discussed a meeting with some of the downtown business owners regarding the 1-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Discussion was held regarding changing the limit from 1 hour to 2 or 3 hours. Further discussion was held regarding an overall comprehensive parking plan for the downtown area. It was the consensus of the Committee to have the Department of Public Works temporarily apply stickers over the 1 hour to 2 hours instead of ordering new signs as there may be more changes to parking restrictions once a comprehensive parking plan is complete. Vlach/D'Alessandro motion to recommend the Building, Zoning and Ordinance Committee change the ordinance from a maximum of 1-hour parking to 2-hour parking on Walworth Avenue between Geneva Street and Cherry Street. Motion carried unanimously.

Adjourn

D'Alessandro/Vlach motion to adjourn at 6:49pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES WATER AND SEWER COMMITTEE WEDNESDAY, APRIL 12, 2023, AT 6:30 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 8:01pm

Roll Call

Trustees Jaramillo, Umans

Excused: Trustee Stanek

Also Present: President Duncan, Trustee D'Alessandro, Vlach 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 March 15, 2023. Unanimously carried.

Baxter & Woodman Engineering Updates

Snyder provided an update on the following projects:

- Tennis and Basketball courts at Theatre Road

The Village bid the project in December of 2022 without provision for drainage under the pavement and without performance guidelines for the lighting system. Since then, the bids have expired, and the low bidder does not want to move forward with a contract to the Village. Baxter Woodman will provide a memo that outlines options and a proposed plan to obtain separate bids for the sitework and electrical work for the project. It's anticipated that the project could be completed by the fall of 2023.

- State Road 67 Reconstruction East-West Section

This project involves milling and resurfacing STH 67 from Elkhorn Rd to STH 14 in Walworth. The WDOT plans are currently at 30% completion. The Village has been in contact with the WDOT regarding potential water main and sanitary sewer upgrades. Sanitary sewer televising has been done and will be reviewed by the Engineer. The Village's scope of work needs to be submitted to the WDOT in May 2023. Construction is expected to be in mid to late 2026 or 2027.

- State Road 67 Reconstruction North South Section

The utility work is approximately 90% complete. The engineer will be meeting with the WDOT to get an update on any necessary change orders. Estimated that there will be approximately \$20,000 of additional work needed due to the site conditions.

- 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

No changes from last month.

- Water Main Asset Management Condition Study

Plan on having a draft report for review in May.

- Bailey Estates Phase 4

Gerstad is working on the waiver packages and contractors' statements.

- Bailey Estates Phase 5

Gerstad is requesting a reduction in the Letter of Credit for the utility and roadway construction. They still need the final lift of asphalt and the trees.

- Harris Road Lift Station

The WDNR accepted the project; the funding approval will depend on the financial assistance application. Baxter Woodman is actively designing Phase 1 of the project and preparing an estimate for the alternate force main locations.

Corrosion Control Study – Ammonia Reduction – Lime Reactor Cleaning

Still working with the PSC to construct and waiting for review comments from the WDNR.

- Lime Reactor Cleaning

No changes from last month.

- Well 2 Pump Replacement

No changes from last month.

- Women's Leadership Center

Village continues to review concept plan and work on identifying the easements for future sanitary sewer and drainage improvements.

Public Works Update

No Report

Extension of Lease with U.S. Cellular

The Committee reviewed an additional change to the proposed 2nd amendment lease agreement from U.S. Cellular. US Cellular is requesting to remove the timeframe to relocate the antenna after construction has been completed on a new tower. Jaramillo/Umans motion to recommend Village Board approval of the additional change to the 2nd amendment to the U.S. Cellular lease. Unanimously carried.

Project Scope and Material Changes – STH 67 – Elkhorn Road

No action taken.

Adjourn

Jaramillo/Umans motion to adjourn at 8:30pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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