



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 MONDAY, JUNE 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Jaramillo at 6:47pm

Roll Call

Trustees Jaramillo, D'Alessandro, and Wright

Also Present: President Duncan, Trustees Russell and Umans, Administrator Lothspeich, Treasurer Peternell, Clerk Kolls, Director of Public Works Edwards, Recreation Director Rowland, Engineer Snyder, and Jacob Schmidt; GLEA.

Meeting Minutes

D'Alessandro/Wright motion to approve the meeting minutes of May 10, 2023. Unanimously carried.

GLEA – Chapter 30 Proposed Draft Ordinance

Jacob Schmidt from the Geneva Lake Environmental Agency (GLEA) was present to discuss proposed changes regarding proposed changes to Wisconsin State Statute Chapter 30 to prevent the spread of aquatic invasive species in Geneva Lake and surrounding water bodies. Schmidt stated that GLEA gives each municipality power to enforce and issue citations. GLEA has been working with Fontana and Lake Geneva to draft the proposed ordinance. The Town of Linn was hesitant to adopt the ordinance due to concerns about enforcement. D'Alessandro/Wright motion to send the proposed ordinance language to the Village Attorney to draft an ordinance. Unanimously carried.

Adjourn

D'Alessandro/Wright motion to adjourn at 7:00pm. 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 MONDAY, JUNE 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 8:21pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

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

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of May 10, 2023, with corrections to add funding from water borrowed funds previously allocated to Southwick Creek realignment for ILM invoice. Unanimously carried.

Hydro Corp Cross Connection Contract Renewals – Commercial and Residential

Wright/Umans motion to recommend Village Board approval of Hydro Corp Commercial and Residential Cross Connection Contracts for 76 commercial inspections at a cost of \$11,016 and 478 residential inspections at a cost of \$32,424. Unanimously carried.

Accurate Appraisal Contract

Umans/D'Alessandro motion to recommend Village Board approval of Accurate Appraisal's 3-year Maintenance Contract for assessment years 2024, 2025, and 2026 at \$18,000 annually. Unanimously carried.

Baker Tilly Letter of Engagement for Audit Services for the years 2023-2027.

D'Alessandro/Umans motion to recommend Village Board approval of Baker Tilly Letter of Engagement to audit basic financial statements of the Village of Williams Bay for the five (5) years ending on December 31, 2023, through December 31, 2028. Unanimously carried.

Resolution Establishing the Minimum Bond Amount for the Municipal Judge

Administrator Lothspeich stated that per Williams Bay Village Code - Chapter 22 requires that the Municipal Judge shall execute and file with the Clerk of the Courts for Walworth County an official bond in such amount as shall be fixed by resolution of the Village Board. D'Alessandro/Umans motion to recommend Village Board approval to set the amount of the official bond for the Municipal Judge at \$10,000. Unanimously carried.

Water Plant Modification - Copper Corrosion Action Plan

D'Alessandro/Umans motion to recommend Village Board approval of Baxter Woodman work order 221778.01/22178.61 for service pump modifications design & construction in the amount of a lump sum payment of \$75,000 for design and a lump sum amount of \$32,000 for construction with funding to come from water borrowed funds. Unanimously carried.

D'Alessandro/Umans motion to recommend Village Board approval of Baxter Woodman work order 221778.00/22178.60 for chlorination modifications design and construction in the amount of a lump sum amount of \$65,000 for design and a lump sum amount of \$33,000 for construction with funding to come from water borrowed funds. Unanimously carried.

D'Alessandro/Umans motion to recommend Finance & Personnel to direct staff and Village Engineer file application for the Safe Water Drinking Fund Loan application with approximate \$3,000 cost for Village Engineer assistance; funding to come from water borrowed funds. Unanimously carried.

Baxter Woodman work order 2325347 to assist the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in their study to properly locate and map the Southwick Creek floodplain/floodway in the area of the Village's water plant.

Umans/D'Alessandro motion to recommend Village Board approval of Baxter Woodman work order 2325347 to provide the following scope of services; including: project management, site visits and data collection and assist SEWRPC in submitting the FEMA LOMR in the amount of \$8,000 funded by water borrowed funds that were previously allocated for Southwick Creek realignment. Unanimously carried.

Lift Station #3 (Harris Road) Replacement

Snyder discussed (2) design options for the Harris Road lift station replacement. He stated that the above grade option (option 2) is more expensive, however it should have a longer service life, easier to maintain and aesthetically more in line with existing buildings. Snyder stated that Village acquired the property to the south of the current location and the property line subsequently moved. Discussion was held that the Village will need to determine if they own the property before moving forward with this recommended design. Umans/D'Alessandro motion to recommend Village Board approval of Engineer's recommended design only if the Village owns the property. Unanimously carried.

Umans/D'Alessandro motion to recommend Finance & Personnel to direct staff and Village Engineer file application for the Clean Water Fund Project loan. Unanimously carried.

Theatre Road Park – Tennis and Basketball Ball Courts

D'Alessandro/Umans motion to recommend Village Board approval of Baxter Woodman work order for the Tennis and Basketball court at Theatre Road that includes Project Management; Site Visits, Preliminary and Final Design, Bidding Documents, Quality Control Reviews, Engineer's Opinion of Probable Cost and Assist Bidding with Village compensating Baxter for the services performed or furnished a lump sum of \$15,600. Unanimously carried.

Discussion on Directing Staff to Provide Information about Tax Increment Financing (TIF) and Potential Areas

It was the consensus of the Committee to have Administrator Lothspeich provide some background information and options on creating a TIF in the Village at a future meeting for further discussion.

Treasurer Report

Peternell stated that a kickoff meeting with Baird and Department Heads on the Capital Improvement Plan (CIP) took place on May 22nd. Baird gave a presentation on the importance of establishing a CIP and a timeline for the Village to implement their plan. Department heads were provided templates to forecast the next 5 years of capital expenditures for the department. Peternell stated that she and the Village Administrator are working with Fontana on an Intergovernmental Agreement (IGA) regarding leasing the new ambulance so that Fontana can bill for calls they respond to in Williams Bay.

Monthly activity of Borrowing projects

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

Adjourn

D'Alessandro/Umans motion to adjourn at 9:06pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES PARKS AND LAKEFRONT COMMITTEE MONDAY, JUNE 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Russell at 7:55pm

Roll Call

Present: Trustees Russell, Wright, and Umans

Also Present: President Duncan, Trustees D'Alessandro, Jaramillo and Vlach, Administrator Lothspeich, Treasurer Peternell, Clerk Kolls, Director of Public Works Edwards, Recreation Director Rowland, and Engineer Snyder.

Meeting Minutes

Umans/Wright motion to approve meeting minutes of May 10, 2023. Unanimously carried.

Williams Bay Fire Department 57th Annual Chicken Roade Edgewater Park Use Application for July 14-16, 2023.

Wright/Russell motion to recommend Village Board approval of the Williams Bay Fire Department 57th Annual Chicken Roade Edgewater Park Use Application for July 14-16, 2023. Unanimously carried.

William Guy Forbeck Research Foundation Yoga Class and Family Fund Edgewater Park Use Application for June 24, 2023.

Russell/Wright motion to recommend Village Board approval of the William Guy Forbeck Research Foundation Yoga Class and Family Fund Edgewater Park Use Application for June 24, 2023, contingent upon liability insurance being provided. Unanimously carried.

Williams Bay Boy Scout Pack 237 Edgewater Park Use Application for June 20, 2023.

Kolls noted that the applicant had requested that the refundable \$500 deposit requirement be waived. Russell/Wright motion to recommend Village Board approval of the Williams Bay Boy Scout Pack 237 Edgewater Park Use Application for June 20, 2023, with receiving the \$500 refundable deposit. Unanimously carried.

Boat Slip Waiting List and Boat Slip Lease

Discussion was held regarding conflicting information between the boat slip waiting list resolution and the lease. The wait list resolution states that a commercial property owner can be on the waiting list; however, the lease does not include this language. There is a slip open with the next person on the waiting list being a commercial property owner. It was the consensus of the Committee to grandfather existing commercial properties to remain on the waiting list and approve open slip to the commercial property owner.

Theatre Road Park – Tennis and Basketball Ball Courts

Umans/Wright motion to recommend Village Board approval of Baxter Woodman work order for the Tennis and Basketball court at Theatre Road that includes Project Management; Site Visits, Preliminary and Final Design, Bidding Documents, Quality Control Reviews, Engineer's Opinion of Probable Cost and Assist Bidding with Village compensating Baxter for the services performed or furnished a lump sum of \$15,600. Unanimously carried.

Recreation Department Monthly Numbers

The Committee reviewed the recreation department monthly numbers.

Lions Field House Renovations

The Village has been made aware that the Williams Bay Lioness applied for and was awarded a \$10,000 grant from Gage Marine to be used for improvements to the Lions Field House. It was the consensus of the Committee to have Village and Williams Bay Lions Club representatives do a walk through the building for ideas on how to improve the building.

Adjourn

Umans/Wright motion to adjourn at 8:21pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MONDAY, JUNE 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Chairman Vlach at 7:01pm

Roll Call

Trustees Vlach, Jaramillo, and Russell

Also Present: President Duncan, Trustees D'Alessandro, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Clerk Kolls, Director of Public Works Edwards, Recreation Director Rowland, Engineer Snyder, and Walworth County Sheriff Lieutenant Rowland.

Meeting Minutes

Jaramillo/Russell motion to approve the meeting minutes of April 12, 2023, and May 10, 2023. Unanimously carried.

Williams Bay Fire Department Temporary Class "B" Retailer's License Application for July 14-16, 2023

Vlach/Jaramillo motion to recommend Village Board approval of the Williams Bay Fire Department Temporary Class "B" Retailer's License Application for July 14-16, 2023. Unanimously carried.

Vlach stated that the bartenders are listed on the application and the Fire Department has been notified that they need to apply for operator's licenses. In anticipation of that occurring, Vlach/Jaramillo motion to recommend Village Board approval of operator licenses for Mike Robbins, Scott Bychowski and Dave Burrough as listed on the temporary license application. Unanimously carried.

Natural Hazards Mitigation Plan 2022-2026 – Walworth County

Lieutenant Rowland was present to discuss the Walworth County Natural Hazards Mitigation Plan. He stated that once the plan is approved, Federal funding is available to apply for if needed for assistance. The Village will need to adopt the Plan by Resolution and submit it to the County. Jaramillo/Russell motion to recommend Village Board approval of adopting the Walworth County Natural Hazards Mitigation Plan. Unanimously carried.

Monthly Numbers

The Committee reviewed the May 2023 Police Activity.

Adjourn

Jaramillo/Russell motion to adjourn at 7:13pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



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OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE MONDAY, JUNE 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

The meeting was called to order by Chairman D'Alessandro at 6:45pm.

Roll Call

Trustees D'Alessandro, Russell and Vlach

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

Meeting Minutes

Vlach/Russell motion to approve the meeting minutes of April 12, 2023, and May 10, 2023. Unanimously carried.

Adjourn

Vlach/D'Alessandro motion to adjourn at 6:47pm. 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 MONDAY, JUNE 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Umans at 7:13pm

Roll Call

Trustees Umans, Jaramillo, and Vlach

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

Meeting Minutes

Vlach/Jaramillo motion to approve the meeting minutes of May 10, 2023. Unanimously carried.

Resolution R-12-23 2022 Compliance Maintenance Annual Report (CMAR)

Umans/Jaramillo motion to recommend Village Board approval of Resolution R-12-23 2022 Compliance Maintenance Annual Report (CMAR). Unanimously carried.

Water Plant Modification - Copper Corrosion Action Plan

Umans/Vlach motion to recommend Village Board approval of Baxter Woodman work order 221778.01/22178.61 for service pump modifications design & construction in the amount of a lump sum payment of \$75,000 for design and a lump sum amount of \$32,000 for construction. Unanimously carried.

Umans/Vlach motion to recommend Village Board approval of Baxter Woodman work order 221778.00/221778.60 for chlorination modifications design and construction in the amount of a lump sum amount of \$65,000 for design and a lump sum amount of \$33,000 for construction. Unanimously carried.

Umans/Vlach motion to recommend Finance & Personnel to direct staff and Village Engineer file application for the Safe Water Drinking Fund Loan application. Unanimously carried.

Baxter Woodman work order 2325347 to assist the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in their study to properly locate and map the Southwick Creek floodplain/floodway in the area of the Village's water plant.

Umans/Vlach motion to recommend Village Board approval of Baxter Woodman work order 2325347 to provide the following scope of services; including: project management, site visits and data collection and assist SEWRPC in submitting the FEMA LOMR in the amount of \$8,000 funded by water borrowed funds that were previously allocated for Southwick Creek realignment. Unanimously carried.

Lift Station #3 (Harris Road) Replacement

Snyder discussed (2) design options for the Harris Road lift station replacement. He stated that the above grade option (option 2) is more expensive, however it should have a longer service life, easier to maintain and aesthetically more in line with existing buildings. Snyder stated that Village acquired the property to the south of the current location and the property line subsequently moved. Discussion was held that the Village will need to determine if

they own the property before moving forward with this recommended design. Umans/Vlach motion to recommend Village Board approval of Engineer's recommended design only if the Village owns the property. Unanimously carried.

The Committee reviewed the draft resolution to apply for the Clean Water Fund Project loan. Umans stated that "Remodel" should be changed to "Replacement" in the resolution. Umans/Vlach motion to recommend Finance & Personnel to direct staff and Village Engineer file application for the Clean Water Fund Project loan. Unanimously carried.

Village Engineer's Report

- State Road 67 North-South section Reconstruction

The Engineer was informed that JW Schultz schedule is full for the remainder of the year and will not have time to replace the additional sidewalk authorized by the Village. Alternate quotes will be submitted to the Village for consideration and WDOT permits will be obtained. Snyder stated that he anticipates an estimate of \$20,000 of utility costs needed due to the site conditions. The engineer is waiting on paperwork from Core & Main that is required per the State-Municipal Agreement. He further stated that the WDOT is required to update the SMA within six months of the June 30th contract date.

- State Road 67 East-West section Reconstruction

This project involves milling and resurfacing STH 67 from Elkhorn Road to STH 14 in Walworth; the plans are currently at 40% completion. The Village informed the WDOT that they would like to do some utility work as part of the project and include them in the 60% WDOT plans. The Village would also like to include some streetscaping improvements between Elkhorn Road and Williams Street and include non-participating funds in the State Municipal Agreement (SMA). It is anticipated that the WDOT will provide a SMA for signature sometime in June. Construction is expected to take place in mid to late 2026 or 2027.

- Water Plant Letter Flood Map Revision (LOMR) Assistance

The Village authorized SEWRPC to perform a hydraulic study of Southwick Cree and to locate the 100-Year floodplain. The existing water plant is in the mapped floodway, and it shouldn't be. Baxter Woodman has a signed work order to assist SEWRPC in submitting the LOMR to FEMA.

- Corrosion Control Study – Water Plant Modifications

The Village received WDNR approval of the study at the end of May. The project made the funding list for the Safe Drinking Water Loan Program (SDWLP). Loan applications are due by June 30, 2023. The WDNR split the chlorination improvements and the service pump modifications into two separate projects that will require separate plan sets and separate funding applications. The engineer will be assisting the Village Treasurer with the applications. Work orders are complete for design and construction for the projects.

- Lime Reactor Cleaning

Baxter Woodman is preparing the bid package and the WDNR submittal. The project should wait until after Labor Day to start construction. The engineer plans to have bid results for the August Committee meeting.

- Well 2 Pump Replacement

Baxter Woodman is preparing the bid package and the WDNR submittal. The project should wait until after Labor Day to start construction. The engineer plans to have bid results for the August Committee meeting.

- Geneva Lake Dredging at Southwick Creek

The Village received the dredging permit on April 5, 2023, to dredge Geneva Lake at the outlet of Southwick Creek. Baxter Woodman is preparing the bidding documents and plans to have the bid results for the August Committee meeting.

- Harris Road Lift Station Replacement

The Village received WDNR approval of the study at the end of May. The project made the funding list for the Clean Water Fund Loan Program (CWF). Loan applications are due by June 30, 2023; the engineer will be assisting the Village Treasurer with the application. Baxter Woodman is currently designing the station; including above and below ground options for the station piping and replacement of the existing building. Input will be requested from the Committee on which design option to move forward with.

Adjourn

Vlach/Jaramillo motion to adjourn at 7:54pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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