



VILLAGE OF WILLIAMS BAY

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

OFFICIAL MINUTES STREETS AND HIGHWAYS COMMITTEE MONDAY, JULY 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, Director of Public Works Edwards, Allison Schwark; Municipal Code Enforcement, Chief Wolf Nitsch, Deputy Chief Rick Manthy; Village of Fontana.

Meeting Minutes

Vlach/Russell motion to approve the meeting minutes of June 5, 2023. Unanimously carried.

Installation of Signage "Engine Brake Mufflers Required"

Chief Timm stated that the WI DOT does not allow "Engine Braking Prohibited" signage but does allow "Engine Brake Mufflers Required." The Village has applied for the applicable permits for the allowable signage. Vlach/Russell motion to recommend Village Board approval of installation of "Engine Brake Mufflers Required" signage. Unanimously carried.

Discussion and Direction to Staff re: Downtown Master Plan RE: Streets and Parking

It was the consensus of the committee to direct staff to draft and Request for Proposal (RFP) for a Downtown Master Plan.

Adjourn

Vlach/D'Alessandro motion to adjourn at 6:59pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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

Call to Order

The meeting was called to order by Chairman Vlach at 6:59pm

Roll Call

Trustees Vlach, Jaramillo, and Russell

Also Present: President Duncan, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Allison Schwark; Municipal Code Enforcement, Chief Wolf Nitsch, Deputy Chief Rick Manthy; Village of Fontana.

Meeting Minutes

Jaramillo/Russell motion to approve the meeting minutes of May 31, 2023, June 5, 2023, and June 19, 2023. Unanimously carried.

Williams Bay Lioness Lions Club Temporary Class "B" and "Class B" Retailer's License Application for September 7, 2023.

Jaramillo/Russell motion to recommend Village Board approval of Williams Bay Lioness Lions Club Temporary Class "B" Retailer's License Application for September 7, 2023. Unanimously carried.

Williams Bay Lioness Lions Club Temporary Class "B" Retailer's License Application for October 5, 2023, November 5, 2023, December 7, 2023, January 4, 2024, February 1, 2024, and March 7, 2024.

Jaramillo/Russell motion to recommend Village Board approval of Williams Bay Lioness Lions Club Temporary Class "B" Retailer's License Application for October 5, 2023, November 5, 2023, December 7, 2023, January 4, 2024, February 1, 2024, and March 7, 2024. Unanimously carried.

Williams Bay Cultural Arts Alliance (Williams Bay Fine Art & Music Fest) Temporary Class "B" and "Class B" Retailer's License Application for July 29 & 30, 2023.

Jaramillo/Russell motion to recommend Village Board approval Williams Bay Cultural Arts Alliance (Williams Bay Fine Art & Music Fest) Temporary Class "B" and "Class B" Retailer's License Application for July 29 & 30, 2023. Unanimously carried.

Intergovernmental Agreement (IGA) Between the Village of Williams Bay and Village of Fontana RE: Fontana Provided Ambulance and Emergency Medical Services (EMS) for Williams Bay. Consideration of: (1) First Amendment to IGA; (2) Addendum A – Identified Costs and (3) Addendum B – Lease for Ambulance Use Agreement

Lothspeich stated that discussions with Williams Bay and Fontana will occur the week of July 9th to determine which ambulance will be leased to Fontana. It was the consensus of the Committee that the 2022 Ambulance should be provided to Fontana as the proposed IGA is written. Vlach/Jaramillo motion to recommend Village Board approval of

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Intergovernmental Agreement (IGA) Between the Village of Williams Bay and Village of Fontana RE: Fontana Provided Ambulance and Emergency Medical Services (EMS) for Williams Bay. Consideration of: (1) First Amendment to IGA; (2) Addendum A – Identified Costs and (3) Addendum B – Lease for Ambulance Use Agreement. Unanimously carried.

Fontana Emergency Medical Services (EMS) Monthly Numbers

The Committee reviewed the May 2023 (EMS) Monthly Numbers.

Williams Bay Police Department Monthly Numbers

The Committee reviewed the June 2023 Police Activity.

Williams Bay Police Chief's Monthly Report

Chief Timm stated that Officer Raabe & Shiroda attended the Women in Law Enforcement Seminar; Officer Borgen celebrated his 20-year anniversary with the Village, and all officers participated in the KNC 5K run.

Williams Bay Police Department Staffing

Chief Timm discussed the 2019 study stating that the Village was 2.5 officers short of what should be utilized for our community. Timm discussed some of the increase in activity in the Bay over the years including Yerkes visitors, new homes, full-time residents, and short-term rentals. Preliminary 2024 overtime projections are \$104,000 compared to 2023 projections of \$35,000.

Adjourn

Jaramillo/Russell motion to adjourn at 7:31pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer



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

Call to Order

Meeting was called to order by Chairman Russell at 7:32pm

Roll Call

Present: Trustees Russell, Wright, and Umans

Also Present: President Duncan, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Allison Schwark; Municipal Code Enforcement.

Meeting Minutes

Wright/Umans motion to approve meeting minutes of June 5, 2023. Unanimously carried.

Adjourn

Umans/Wright motion to adjourn at 7:32pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES FINANCE AND PERSONNEL COMMITTEE MONDAY, JULY 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

Meeting was called to order by Chairman Wright at 7:33pm

Roll Call

Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Allison Schwark; Municipal Code Enforcement.

Meeting Minutes

D'Alessandro/Umans motion to approve meeting minutes of June 5, 2023. Unanimously carried.

Williams Bay Zoning Administrator Schaeffer Municipal Services Contract Amendment – Office Hours Changes

Lothspeich stated that Schaeffer is requesting changing her office hours from Mondays 2:30-4:30 pm and Wednesdays 1:00-4:00pm to Tuesdays 2:00-5:00pm and Wednesdays 11:00-1:00pm.

Umans/D'Alessandro motion to recommend Village Board approval of Williams Bay Zoning Administrator Schaeffer Municipal Services Contract Amendment – Office Hours Changes. Unanimously carried.

Resolution R-40-23 Budget

Peternell stated that a recommendation was made by the auditor to create a separate fund for EMS IGA related revenues and expenditures. This resolution reallocates the tax levy and expenditures from the General Fund to the new fund.

D'Alessandro/Umans motion to recommend Village Board approval of Resolution R-40-23 Budget. Unanimously carried.

Debt Service Fund Balance Recommendation

Peternell stated that she contacted Baird regarding the accumulated debt service fund balance. He stated that the balance could be applied to prepay a portion of the 2017 Bonds that are callable on 4/01/24 and have balances with coupons at 4.00%. Most of the 2017 borrowing funded levy supported projects. By applying the balance of \$489,189 it would reduce interest cost by \$228,500 over the remaining life of the borrowing and it would shorten the maturity by two years.

Wright/Umans motion to recommend Village Board approval of prepaying a portion of the 2017 Bonds that are callable on 4/01/24. Unanimously carried.

Statement of Work: Scan Project – Gordon Flesch Company, Inc.

The Committee reviewed the statement of work to scan minutes, ordinances, and resolutions in the amount of \$4,284.

Umans/D'Alessandro motion to recommend Village Board approval of the statement of work in the amount of \$4,284. Unanimously carried.

Lease for Ambulance Use agreement between the Village of Williams Bay and Village of Fontana

Lothspeich stated that discussions with Williams Bay and Fontana will occur the week of July 9th to determine which ambulance will be leased to Fontana. It was the consensus of the Committee that the 2022 Ambulance should be provided to Fontana as the proposed IGA is written. Wright/Umans motion to recommend Village Board approval of Intergovernmental Agreement (IGA) Between the Village of Williams Bay and Village of Fontana RE: Fontana Provided Ambulance and Emergency Medical

Services (EMS) for Williams Bay. Consideration of: (1) First Amendment to IGA; (2) Addendum A – Identified Costs and (3) Addendum B – Lease for Ambulance Use Agreement. Unanimously carried.

Treasurer Report

Peternell updated the Committee on the following items:

- The Shared Revenue bill has been passed; it will provide an additional \$82k in funding for Williams Bay. New funds may be utilized for: law enforcement, fire protection, emergency medical services, emergency response communication, public works, courts, and transportation.
- Had 2nd meeting with Baird and Department Heads on the Capital Improvement Plan (CIP). Department heads completed templates to forecast the next 5 years of capital expenditures. Baird will be completing a rough draft of CIP and meeting with Administrator and Treasurer to review in mid-July.

Monthly activity of Borrowing projects

The Committee reviewed the to date spending of the borrowed funds. The Committee requested that the spend-down requirements be added for the August report.

2024 Draft Williams Bay Budget Timeline

The Committee reviewed the draft 2024 budget timeline.

Adjourn

Umans/D'Alessandro motion to adjourn at 8:00pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES WATER AND SEWER COMMITTEE MONDAY, JULY 5, 2023, AT 6:45 PM VILLAGE HALL COUNCIL ROOM

Call to Order

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

Roll Call

Trustees Umans, Jaramillo, and Vlach

Also Present: President Duncan, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Allison Schwark; Municipal Code Enforcement.

Meeting Minutes

Vlach/Jaramillo motion to approve the meeting minutes of June 5, 2023. Unanimously carried.

Williams Bay Public Works Monthly Report

Update on items covered under Engineer's Report

Williams Bay Engineer's Monthly Report

Village Engineer was not in attendance, no discussion was held regarding the report.

Adjourn

Jaramillo/Vlach motion to adjourn at 8:04pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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OFFICIAL MINUTES BUILDING, ZONING AND ORDINANCE COMMITTEE MONDAY, JULY 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, Trustee Jaramillo, Umans and Wright, Administrator Lothspeich, Treasurer Peternell, Director of Public Works Edwards, Allison Schwark; Municipal Code Enforcement.

Meeting Minutes

Wright/D'Alessandro motion to approve the meeting minutes of June 5, 2023. Unanimously carried.

Resolution Approving Amendments to Zoning Administrator Schaefer Municipal Services Contract

Jaramillo/D'Alessandro motion to recommend Village Board approval of Amendments to Zoning Administrator Schaefer Municipal Services Contract. Unanimously carried.

Ordinance Amending Village Code Signage Regulations Amortization Schedule

The Committee reviewed the draft ordinance that removes the language regarding the replacement schedule of signs. Lothspeich stated that the ordinance isn't enforceable as a non-conforming use due to the age of signs. Jaramillo/Wright motion to recommend Village Board approval of the amended ordinance. Unanimously carried.

Ordinance Amending Village Code Re: Tree Preservation Regulations

The Committee reviewed the proposed changes to the tree preservation regulations. Lothspeich stated that the changes are still being reviewed by the Village Attorney and the Tree Commissioner. No action taken.

Ordinance Amending Village Code RE: Engine Breaking Prohibited

D'Alessandro/Wright motion to recommend Village Board approval of installation of "Engine Brake Mufflers Required" signage. Unanimously carried.

Ordinance Amending Village Code Chapter 281 Public Waters and Beaches Re: Piers

The Committee reviewed the proposed changes that would require piers to be painted white. Jaramillo/D'Alessandro motion to recommend Village Board approval of Amending Village Code Chapter 281 Public Waters and Beaches Re: Piers. Wright- Nay, motion carried.

Tourist and Rooming House Conditional Use Permits Approved August 2022 – Update

Wright stated that the Village has not received any complaints regarding the conditional use permits that were approved in August 2022.

Adjourn

D'Alessandro/Wright motion to adjourn at 8:31pm. Unanimously carried.

/s/ Lori Peternell, Village Treasurer

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