



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES JOINT MEETING OF THE VILLAGE BOARD COMMITTEE OF THE WHOLE & COMMITTEES

**MONDAY, NOVEMBER 6, 2023 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

President Duncan called the meeting to order at 06:52pm.

b. Roll Call

Present: President Bill Duncan, Trustees George Vlach, Jim D'Alessandro, Lowell Wright, Robert Umans, Adam Jaramillo, and Steven Russell

Also Present: Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Village Board Committee of the Whole Meeting Minutes of October 2, 2023

The motion to approve the Village Board Committee of the Whole Meeting Minutes of October 2, 2023 as corrected was initiated by Trustee D'Alessandro and seconded by Trustee Vlach. Unanimously carried.

II. Water & Sewer Committee – Umans, Jaramillo, Vlach (15 Min.)

a. Call to Order

Chairman Trustee Umans called the meeting to order at 06:53pm.

b. Roll Call

Present: Trustees Umans, Jaramillo, and Vlach

Also Present: Trustees Wright, Russell and D'Alessandro, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Water & Sewer Committee Meeting Minutes October 2, 2023

The Water & Sewer Committee Meeting Minutes October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. Women's Leadership Center Site Plan Review

The motion to recommend the Village Board agree with Baxter & Woodman for the approval of items 1, 2, 3, and 4 in the Village Engineers letter dated November 3, 2023, was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

The motion to recommend the Village Board approval Womens Leadership Center to provide a minimum 20 foot

easement near the west of the property for sanitary sewer with the condition that the Village will vacate the easement if an alternate route is provided by the George Williams property for sewer service in the future was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

e. Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order

The motion to approve the Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

f. Consideration of a Village Utility Rate Study Engagement Letter from Baker Tilly

This item was duplicated from a previous meeting. The Water & Sewer Committee already made a recommendation to the Village Board on this item.

g. Public Works Update

The Public Works Director gave a brief update on the lime reactor project and the effect it has on the Village water.

h. Engineers Report

The Village Engineer gave updates on several Village projects. The highlights were:

- Brief update on State Road 67 reconstruction: North-South Section
- Brief update on State Road 67 reconstruction: East-West Section
- Brief update on the Water Plant Flood Map Revision
- Brief update on the corrosion control study and improvements to the water plant
- Brief update on the lime reactor cleaning project
- Brief update on Well 2 Pump replacement
- Brief update on Geneva Lake dredging at Southwick Creek
- Brief update on the Theatre Road Basketball and Tennis Courts
- Brief update on the Harris Road Lift Station (LS 3) replacement
- Brief update on the Loch Vista Water Main
- Brief update on the status of Bailey Estates
- Brief update on the placement of an Antenna Structure West of Village Hall in order to relocate wireless companies off of the watertowers
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i. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Vlach at 07:38pm. Unanimously carried.

III. Streets & Highways Committee – D'Alessandro, Russell, Vlach (25 Min.)

a. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 07:38pm.

b. Roll Call

Present: Trustees D'Alessandro, Russell, and Vlach

Also Present: Trustees Wright, Jaramillo and Umans, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Streets & Highways Committee Meeting Minutes of October 2, 2023

The Streets & Highways Committee Meeting Minutes of October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024

The motion to approve the North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024 was initiated by Trustee Vlach and seconded by Trustee Russell. Trustee D'Alessandro Abstained Motion carries.

e. Women's Leadership Center Site Plan Review

The motion to recommend village board approval engineer recommendation #5 on the letter dated November 3, 2023, for a drainage easement provided by the Women's Leadership Center was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

The motion to recommend Village Board approval the Womens Leadership Center to provide an easement or right away on the south side of Constance Blvd. for a separated path and drainage was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

f. Adjournment

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 07:54pm. Unanimously carried.

IV. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro (25 Min.)

a. Call to Order

Chairman Trustee Jaramillo called the meeting to order at 07:54pm.

b. Roll Call

Present: Trustees Jaramillo, Wright, and D'Alessandro

Also Present: Trustees Russell, Umans and Vlach, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Building, Zoning & Ordinance Committee Meeting Minutes of October 2, 2023

The motion to approve the Building, Zoning & Ordinance Committee Meeting Minutes of October 2, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

d. Women's Leadership Center Site Plan Review

The Building, Zoning & Ordinance Committee agreed they had no items to discuss in regard to this item.

e. Child Safety Zone Map

The motion to approve the Child Safety Zone Map was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

f. Village Code Amendments - Adoption of Extraterritorial Shoreland Regulations 390-1709 to also apply to properties located within the Village

The motion to the Village Code Amendments - Adoption of Extraterritorial Shoreland Regulations 390-1709 to also apply to properties located within the Village was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

g. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 08:10pm. Unanimously carried.

V. Protective Services Committee – Vlach, Russell, Jaramillo (10 Min.)

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 08:10pm.

b. Roll Call

Present: Trustees Vlach, Russell, and Jaramillo

Also Present: Trustees Wright, D'Alessandro, and Umans, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Protective Services Committee Meeting Minutes of October 2, 2023

The Protective Services Committee Meeting Minutes October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. Consideration of a Liquor License for Bayside Mart

The motion to approve the Consideration of a Liquor License for Bayside Mart pending the approval of the Sellers

Permit was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

e. Consideration of request for purchase of additional radios for the Williams Bay Fire Department

The motion to recommend Board approval of the purchase of additional radios for the Williams Bay Fire Department was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

The motion to recommend Finance & Personnel Committee find a funding source for purchase of additional radios for the Williams Bay Fire Department was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

f. Fontana Emergency Medical Services (EMS) Monthly Numbers

The Committee reviewed the Fontana Emergency Medical Services (EMS) Monthly Numbers.

g. Police Departments Monthly Numbers

The Committee reviewed the Police Department monthly numbers.

h. Police Chief's Monthly Report

Police Chief Timm gave a brief update with the highlights being:

- Reminder that winter parking is in effect from November 15th through April 15th
- The police Department participated in the Halloween events on October 31st and things went well.
- The Police Department is participating in Toys for Tots with the Marine Corp Reservers - Toys will be picked up from Village Hall on December 4, 2023

i. Adjournment

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Jaramillo at 08:28pm. Unanimously carried.

VI. Parks & Lakefront Committee – Russell, Wright, Umans (30 Min.)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:28pm.

b. Roll Call

Present: Trustees Russell, Wright, and Umans

Also Present: Trustees D'Alessandro, Vlach, and Jaramillo, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Parks & Lakefront Committee Meeting Minutes of October 2, 2023

The Parks & Lakefront Committee Meeting Minutes October 2, 2023, were included in the approved Committee of the Whole Minutes.

d. Edgewater Park Use and Policy Contract for 2024 Farmers Market

The motion to approve the Edgewater Park Use and Policy Contract for 2024 Farmers Market contingent on the insurance being provided was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

e. Request for Change to Ordinance 281-13 Fishing Tournaments or Contests

The motion to decline the Request for Change to Ordinance 281-13 Fishing Tournaments or Contests was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

f. 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration

The motion to approve the 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Lifeguard Services Agreement for the 2024 Summer Season

The motion to approve the Lifeguard Services Agreement for the 2024 Summer Season was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

h. Discussion/recommendation to extend the Municipal Slips length restriction from 18' to 24'

The motion to recommend Village Board approval of extending the Municipal Slips length restriction from 18' to 24' was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

i. Recommendation to increase 2024 Williams Bay Boat Slip rates 5%

The motion to recommend Village Board approval of the Recommendation to increase 2024 Williams Bay Boat Slip rates 5% was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

j. Recreation Directors Report

The Recreation Director had no report.

k. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 08:54pm. Unanimously carried.

VII. Finance & Personnel Committee – Wright, D'Alessandro, Umans (60 Min.)

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:54pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro, and Umans

Also Present: Trustees Russell, Vlach, and Jaramillo, President Bill Duncan, Administrator David Lothspeich, Public Works Director Wayne Edwards, Village Engineer Doug Snyder, Chief Justin Timm, Fire Chief Doug Smith, Clerk Tina Kolls

c. Finance & Personnel Committee Meeting Minutes

The motion to the Finance & Personnel Committee Meeting Minutes was initiated by None and seconded by None. Unanimously carried.

1. September 13, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 13, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

2. September 14, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 14, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

3. September 18, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 18, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

4. September 27, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of September 27, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

5. October 2, 2023

The motion to approve the Finance & Personnel Committee Meeting Minutes of October 2, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

d. 2024 Budget Status Update - Committee recommended draft Budget for Public Hearing and Consideration on December 4, 2023, highlights include the following:

1. Salaries and Wages 2024 (3.5%). New part-time shared Library employee for Village Office
2. Annual Adjustments to the Village Fee Schedule - Boat Slips (Parks and Lakefront)
3. Approval of Capital Fund 2024
4. Acceptance of Capital Improvement Five Year Plan (CIP) 2024-2029
5. Draft 2024 Tax Levy Resolution

e. Recommendation on a Proposal for Arbitrage Rebate Services from Bingham Arbitrage Rebate Services, Inc.

The motion to recommend the Village Board approve the Recommendation of a Proposal for Arbitrage Rebate Services from Bingham Arbitrage Rebate Services, Inc. was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

f. 2024 Clean Boats Clean Water (CBCW) Grant Collaboration

The motion to recommend the Village Board approval of the 2024 Clean Boats Clean Water (CBCW) Grant Collaboration was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Consideration of a request by a Kishwaukee Nature Conservancy full-time employee for up to one week of unpaid time-off on an ongoing annual basis

The motion to recommend the Village Board approve the request by a Kishwaukee Nature Conservancy full-time employee for up to one week of unpaid time-off on an ongoing annual basis was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

h. Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order

The motion to recommend the Village Board approve the Clover Street and Williams Street Water Main Loop Design and Construction Engineering Services Work Order was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

i. Consideration of a Village Board Handbook

The Committee agreed that this item should be moved to the December 4, 2023 Committee Meeting.

j. Consideration of a Village Utility Rate Study Engagement Letter from Baker Tilly

The motion to recommend the Village Board's approval of a Village Utility Rate Study Engagement Letter from Baker Tilly was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

k. Treasurer's Report

There was no Treasurer's Report.

l. Monthly Borrowings Status Report

There was no monthly borrowings status report.

m. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 09:07pm. Unanimously carried.

VIII. Possible Action on Matters Discussed in Committees

There was no action taken on matters discussed in Committees.

IX. Village Board Committee of the Whole

a. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 09:08pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.