



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

OFFICIAL MINUTES VILLAGE BOARD MEETING 11/20/2023 MEETING MONDAY, NOVEMBER 20, 2023 AT 6:30 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

President Duncan called the meeting to order at 06:30pm.

II. Roll Call

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

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

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Village Board Meeting Minutes of November 6, 2023

The motion to approve the Village Board Meeting Minutes of November 6, 2023 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

V. Consent Agenda

The motion to approve the Consent Agenda was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- A. 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

VI. Presentation of accounts and petitions

A. Accounts Payable Prepaids

- 1. 11/10/2023 in the amount of \$41.47

The motion to approve the Accounts Payable Prepaids dated 11/10/2023 in the amount of \$41.47 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- 2. 11/13/2023 in the amount of \$1,108.00

The motion to approve the Accounts Payable Prepaids dated 11/13/2023 in the amount of \$1,108.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

B. Payroll ending 11/03/2023 in the amount of \$46,504.63

The motion to approve the Payroll ending 11/03/2023 in the amount of \$46,504.63 was initiated by Trustee Wright

and seconded by Trustee Umans. Unanimously carried.

C. Accounts Payable Unpaid dated 11/17/2023 in the amount of \$206,194.19

The motion to approve the Accounts Payable Unpaid dated 11/17/2023 in the amount of \$206,194.19 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

D. Library Accounts Payable dated 11/16/2023 in the amount of \$2,272.00

The motion to approve the Library Accounts Payable dated 11/16/2023 in the amount of \$2,272.00 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VII. Plan Commission

A. APPLICANT: Mike Condrone and John Dwyer (Applicants)

TAX KEY: WOP 00008 and WWUP 00088

STREET ADDRESS: 105 N. Walworth Street and Lakefront Area, Williams Bay, Wisconsin 53191

Applicant is requesting a Temporary Use Permit per Section 390.208 "Temporary Use Permit" and Section 390.0316.B Temporary Outdoor Sales for a food vending cart.

The motion to approve the request for a Temporary Use Permit per Section 390.208 "Temporary Use Permit" and Section 390.0316.B Temporary Outdoor Sales for a food vending cart for a one year term was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

B. APPLICANT: Constance Woods, LLC (Owner)

TAX KEY: WA499800001

STREET ADDRESS: 327 W. Constance Blvd, Village of Williams Bay

Applicant requests a conditional use permit per zoning code section 390-0223.C (5) *P & I Public and Institutional District – Indoor Institutional – Intensive* and Section 390-0821 *Group Development and Large Development Standards* to construct a Women's Leadership Center consisting of three structures with a total combined conditioned space of 24,894 square feet and a small storage accessory structure.

The request for a conditional use permit per zoning code section 390-0223.C (5) *P & I Public and Institutional District – Indoor Institutional – Intensive* and Section 390-0821 *Group Development and Large Development Standards* to construct a Women's Leadership Center consisting of three structures with a total combined conditioned space of 24,894 square feet and a small storage accessory structure was deferred until the December 4th Village Board Meeting.

C. APPLICANT: Constance Woods, LLC (Owner) TAX KEY: WA499800001

STREET ADDRESS: 327 W. Constance Blvd, Village of Williams Bay

The applicant is requesting approval of a site plan for development in the P & I Public and Institutional

District per Section 390-1206 Site Plan.

The request for approval of a site plan for development in the P & I Public and Institutional District per Section 390-1206 Site Plan was deferred until the December 4, 2023 Village Board Meeting.

VIII. PUBLIC COMMENTS

There were no public comments.

IX. President's Remarks

The President had no remarks.

X. Committee Reports

A. Finance & Personnel, Chair - Trustee Wright

1. Recommendation for approval of the draft 2024 budgets. For public hearing and adoption on 12/4/2023 Village Board Agenda

Trustee Wright explained that the Budget is balanced and is available for viewing. Trustee Wright explained that there would be a public hearing in regard to the 2024 Village Budget on December 4, 2023.

2. Recommendation for approval of using \$105,000 of the \$276,000 Village American Rescue Plan Act

(ARPA) funds by the following five (5) projects:

The motion to the Recommendation for approval of using \$105,000 of the \$276,000 Village American Rescue Plan Act (ARPA) funds by the following five (5) projects: was initiated by None and seconded by None. Unanimously carried.

a. Southwick Creek at Geneva Lake Pedestrian Bridge Replacement: \$20,000

The motion to approve funding the Southwick Creek at Geneva Lake Pedestrian Bridge Replacement: \$20,000 from the Village American Rescue Plan Act (ARPA) funds was made by Committee, no second required. Unanimously carried.

b. Removal and replacement of Lakefront railroad tie: \$15,000

The motion to approve funding the removal and replacement of Lakefront railroad tie: \$15,000 from the Village American Rescue Plan Act (ARPA) funds was made by the Committee, no second required. Unanimously carried.

c. Tax Increment Finance (TIF) District Study: \$30,000

The motion to approve funding the Tax Increment Finance (TIF) District Study: \$30,000 from the Village American Rescue Plan Act (ARPA) funds was made by Committee, no second required. Unanimously carried.

d. Downtown Master Plan Study: \$20,000

The motion to approve funding the Downtown Master Plan Study: \$20,000 from the Village American Rescue Plan Act (ARPA) funds was made by Committee, no second required. Unanimously carried.

e. Fire Department Study: \$15,000

The motion to approve funding the Fire Department Study: \$15,000 from the Village American Rescue Plan Act (ARPA) funds was made by Committee, no second required. Unanimously carried.

3. R-79-23 Resolution approving renewal with current insurers

The motion to approve Resolution R-79-23 approving renewal with current insurers was made by Committee, no second required. Unanimously carried.

4. R-73-23 Resolution approving a Proposal for Arbitrage Rebate Services from Bingham Arbitrage Rebate Services, Inc.

The motion to approve Resolution R-73-23 approving a Proposal for Arbitrage Rebate Services from Bingham Arbitrage Rebate Services, Inc was made by Committee, no second required. Unanimously carried.

5. R-64-23 Resolution Approving Lifeguard Services Agreement for the 2024 Summer Season

The motion to approve Resolution R-64-23 Approving Lifeguard Services Agreement for the 2024 Summer Season was made by Committee, no second required. Unanimously carried.

6. R-74-23 Resolution Approving 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration

The motion to approve Resolution R-74-23 approving 2024 Clean Boats Clean Waters (CBCW) Grant Collaboration was made by Committee, no second required. Unanimously carried.

7. R-76-23 Resolution Authorizing Village Utility Rate Study Engagement Letter from Baker Tilly

The motion to approve Resolution R-76-23 Authorizing Village Utility Rate Study Engagement Letter from Baker Tilly was made by Committee, no second required. Unanimously carried.

8. R-78-23 Resolution Approving Baxter & Woodman Engineering Services Work Order for Clover Street and Williams Street Water Main Loop Design

The motion to approve Resolution R-78-23 Approving Baxter & Woodman Engineering Services Work Order for Clover Street and Williams Street Water Main Loop Design was made by Committee, no second required. Unanimously carried.

B. Protective Services, Chair - Trustee Vlach

1. Consideration of a Liquor License for Ganesh Food, Inc. d/b/a Bayside Mart

The motion to approve the Liquor License for Ganesh Food, Inc. d/b/a Bayside Mart was made by Committee, no second required. Unanimously carried.

2. Consideration of a Tobacco License for Ganesh Food, Inc. d/b/a Bayside Mart

The motion to approve the Tobacco License for Ganesh Food, Inc. d/b/a Bayside Mart was made by Committee, no second required. Jaramillo abstained. Motion carries.

3. R-77-23 Resolution Authorizing the Purchase of Village Radios Through Walworth County

The motion to approve Resolution R-77-23 Authorizing the Purchase of 4 additional Village Radios through Walworth County was initiated by Trustee Vlach and seconded by Trustee Wright. Unanimously carried.

4. R-70-23 Resolution Approving Mack Glass Community d/b/a Worlds Tallest Glass Tree Temporary Class "B" and "Class B" Retailer's License Application for December 1st - 3rd

The motion to approve Resolution R-70-23 Approving Mack Glass Community d/b/a Worlds Tallest Glass Tree Temporary Class "B" and "Class B" Retailer's License Application for December 1st - 3rd was made by Committee, no second required. Unanimously carried.

5. R-71-23 Resolution Approving Mack Glass Community d/b/a Worlds Tallest Glass Tree Temporary Class "B" and "Class B" Retailer's License Application for December 8th - 10th

The motion to approve Resolution R-71-23 Approving Mack Glass Community d/b/a Worlds Tallest Glass Tree Temporary Class "B" and "Class B" Retailer's License Application for December 8th - 10th was made by Committee, no second required. Unanimously carried.

6. R-72-23 Resolution Approving Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for Worlds Tallest Glass Tree December 15th - 17th

The motion to approve Resolution R-72-23 Approving Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for Worlds Tallest Glass Tree December 15th - 17th was made by Committee, no second required. Unanimously carried.

C. Parks & Lakefront, Chair - Trustee Russell

1. R-67-23 Resolution Approving the Edgewater Park Use and Policy Contract for 2024 Farmers Market

The motion to approve Resolution R-67-23 Approving the Edgewater Park Use and Policy Contract for 2024 Farmers Market was made by Committee, no second required. Trustee D'Alessandro Abstained. Motion carries.

D. Building, Zoning, & Ordinance, Chair - Trustee Jaramillo

1. Ordinance #2023-13 Amending The Village Code Increasing The Village Treasurer Position From The Current One (1) Year Term to A Three (3) Year Term (Second Reading)

The motion to approve the second reading of Ordinance #2023-13 Amending The Village Code Increasing The Village Treasurer Position From The Current One (1) Year Term to A Three (3) Year Term was initiated by Trustee Jaramillo and seconded by Trustee Umans. Trustee D'Alessandro No. Motion carries.

The motion to adopt Ordinance #2023-13 Amending The Village Code Increasing The Village Treasurer Position From The Current One (1) Year Term to A Three (3) Year Term was initiated by Trustee Vlach and seconded by Trustee Umans. Trustee D'Alessandro No. Motion carries.

2. R-75-23 Resolution Approving the Annual update of the Child Safety Zone Map as required by Ordinance 299

The motion to approve Resolution R-75-23 Approving the Annual update of the Child Safety Zone Map as required by Ordinance 299 was made by Committee, no second required. Unanimously carried.

E. Water & Sewer, Chair - Trustee Umans

1. No Report

F. Streets & Highways, Chair - Trustee D'Alessandro

1. R-65-23 Resolution Approving North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024

The motion to approve Resolution R-65-23 Approving North Walworth St Use and Policy Contract for Cinco De Mayo Event May 4, 2024 was made by Committee, no second required. Unanimously carried.

XI. Public Comments

XII. Other Items for Discussion, Consideration, or Action

A. R-80-23 Resolution Authorizing A Proposal from Public Administration Associates (PAA) for a Shared

Public Safety Facility with the Village of Fontana

The motion to approve Resolution R-80-23 Authorizing A Proposal from Public Administration Associates (PAA) for a Shared Public Safety Facility with the Village of Fontana was initiated by Trustee Wright and seconded by Trustee Vlach. Unanimously carried.

XIII. Adjournment

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Vlach at 08:21pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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