



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

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

TUESDAY, JANUARY 2, 2024 AT 6:45 PM

**Following the Village Board of Trustees Meeting
Village Hall Council Room
250 Williams Street
Williams Bay, WI 53191**

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

I. Village Board Committee of the Whole

- a. Call to Order
- b. Roll Call
- c. Village Board Committee of the Whole & Committee Meeting Minute of December 4, 2023

II. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro (10 Min.)

- a. Call to Order
- b. Roll Call
- c. Discussion and possible action of establishing into Ordinance 110 a protocol for making up Village meetings that occur on holidays
- d. Discussion and possible action on a resolution requiring a notification process by all staff including contracted services representing the Village to notify all Trustees on upcoming meetings or any interactions regarding rezoning, developments or anything that may be related.
- e. Adjournment

III. Water & Sewer Committee – Umans, Jaramillo, Vlach (10 Min.)

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes of December 18, 2023
- d. Engineers Report
- e. Adjournment

IV. Protective Services Committee – Vlach, Russell, Jaramillo (20 Min.)

- a. Call to Order

- b. Roll Call
- c. Protective Services Committee Meeting Minutes of 11/20/2023
- d. Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for the Chili Cook Off February 3, 2024
- e. Discussion and possible action on reallocation of borrowed funds
- f. Police Department Monthly Numbers
- g. Police Chief's Report
- h. Fontana Emergency Medical Services (EMS) Monthly Numbers
- i. Adjournment

V. Parks & Lakefront Committee – Russell, Wright, Umans (20 Min.)

- a. Call to Order
- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes of December 11, 2023
- d. Approval of the Edgewater Park Use and Policy Contract for Williams Bay Lioness Lions Club Lakeside Craft Market 2024.
- e. Recommendation and Possible action to Post the Part-Time Seasonal Harbor Master Position
- f. Recommendation and Possible action on a quote received from Gunner Olsen to Replace Lakefront Wooden Timbers
- g. Recommendation on the purchase of materials for the replacement of the Pedestrian Bridge at Southwick Creek and Geneva Lake
- h. Adjournment

VI. Finance & Personnel Committee – Wright, D'Alessandro, Umans (20 Min.)

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of December 18, 2023
- d. Consideration of adding a Part-time Administrative Assistant position to support the Village Office operations (Average 10 hrs. for Village office with the current 30 hrs. at Village Library)
- e. Recommendation and Possible action on a quote received from Gunner Olsen to Replace Lakefront Wooden Timbers
- f. Recommendation on the purchase of materials for the replacement of the Pedestrian Bridge at Southwick Creek and Geneva Lake
- g. Discussion and possible action on reallocation of borrowed funds
- h. Monthly Borrowings Status Report
- i. Adjournment

VII. Village Board Committee of the Whole

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole).
- b. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

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

MONDAY, DECEMBER 4, 2023 AT 6:45 PM

Following the Village Board of Trustees Meeting

**VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

Trustee Wright called the meeting to order at 07:42pm.

b. Roll Call

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

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

Excused: Bill Duncan

c. Village Board Committee of the Whole & Committee Meeting Minutes of November 6, 2023

The motion to approve the Village Board Committee of the Whole & Committee Meeting Minutes of November 6, 2023 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

II. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro (10 Min.)

a. Call to Order

Chairman Jaramillo called the meeting to order at 07:44pm.

b. Roll Call

Present: Trustees Jaramillo, Wright & D'Alessandro

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

c. Discussion of Increasing Village Clerk Position From Current One (1) Year Term to Three (3) Year Term.

The motion to recommend Village Board approval of Increasing Village Clerk Position From Current One (1) Year Term to Three (3) Year Term was initiated by Trustee Jaramillo and seconded by Trustee Wright. Trustee D'Alessandro No, all other Trustees Yes. Motion carries.

d. Restricting the Boat Launch Area to Vehicles with Trailers and Prohibiting Vehicles without Trailers from Accessing/unloading/loading in the Boat Launch Area.

The motion to refer Restricting the Boat Launch Area to Vehicles with Trailers and Prohibiting Vehicles without Trailers from Accessing/unloading/loading in the Boat Launch Area to the Parks & Lakefront Committee was initiated by Trustee

Jaramillo and seconded by Trustee Wright. Unanimously carried.

e. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 07:50pm. Unanimously carried.

It was recommended that the Finance & Personnel Committee Agenda be moved to the next item on the agenda so that the presenters of the Tax Increment Financing (TIF) District Preliminary Review - Presentation and Discussion item wouldn't have to sit through all other committees first.

III. Protective Services Committee – Vlach, Russell, Jaramillo (15 Min.)

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 08:39pm.

b. Roll Call

Present: Trustees Vlach, Russell and Jaramillo

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

c. Fontana Emergency Medical Services (EMS) Monthly Numbers

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

d. Police Department Monthly Numbers

The Committee reviewed the Police Department's monthly numbers.

e. Police Chief's Report

Police Chief Timm gave a brief report on the Police Department. The highlights were:

- Toys for tots was a success, thanks to Police Administrative Assistant Barber and Lieutenant Kostock.
- The number of house checks is increasing.
- The number of parking citations is increasing.
- Air B&B and visitors are the main causes of the increases.

f. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 08:48pm. Unanimously carried.

IV. Parks & Lakefront Committee – Russell, Wright, Umans (15 Min.)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:48pm.

b. Roll Call

Present: Trustees Russell, Wright and Umans

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

c. Parks & Lakefront Committee Meeting Minutes November 15, 2023

The motion to approve the Parks & Lakefront Committee Meeting Minutes November 15, 2023 as corrected was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

d. Resolution Approving Village Boat Slip Lease Amendments Increasing the Municipal Pier Slips Maximum Watercraft Length From 18' to 24'

The motion to recommend Village Board approval of Resolution R-66-23 Approving Village Boat Slip Lease Amendments Increasing the Municipal Pier Slips Maximum Watercraft Length From 18' to 24' was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

e. Restricting the Boat Launch Area to Vehicles with Trailers and Prohibiting Vehicles without Trailers from

Accessing/unloading/loading in the Boat Launch Area.

The motion to direct Village staff to rewrite the ordinance Restricting the Boat Launch Area to Vehicles with Trailers and Prohibiting Vehicles without Trailers from Accessing/unloading/loading in the Boat Launch Area to then be forwarded to the Building, Zoning & Ordinance Committee for recommendation was initiated by Trustee wright and seconded by Trustee Umans. Unanimously carried.

f. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trusee Wright at 08:53pm. Unanimously carried.

V. Water & Sewer Committee – Umans, Jaramillo, Vlach (10 Min.)

a. Call to Order

Chairman Trustee Umans called the meeting to order at 08:53pm.

b. Roll Call

Present: Trustees Umans, Jaramillo and Vlach

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

c. Water & Sewer Committee Meeting Minutes of October 30, 2023

The motion to approve the Water & Sewer Committee Meeting Minutes of October 30, 2023 was initiated by Trustee Vlach and seconded by Trustee Umans. Trustee Jaramillo abstained. Motion carries.

d. Recommendation to Opt in or Opt Out of the Dupont and 3M PFAS Settlements

The motion to recommend Village Board approval to Opt in to the Dupont and 3M PFAS Settlements was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

e. Public Works Update

The Public Works Director had no report.

f. Engineers Report

The motion to authorize Baxter & Woodman to authorize repairs on the lime reactor not to exceed \$8000.00 with a Work order and a funding source to be approved by Finance & Personnel at a future meeting was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously Carried.

Village Engineer Snyder gave the Engineers Report. Highlights of his report included:

- Update on the STH 67 reconstruction East-West Section
- Update on the Womens Leadership Center
- Update on water plant letter flood map revision (LOMR) assistance
- Update on proposed floodway and floodplan
- Update on corrosion control study - improvements to water plant
- Update well 2 pump replacement
- Update on Geneva lake dredging at Southwick Creek
- Update on tennis and basketball courts at Theatre Road Park
- Update on Harris road lift station (LS 3) replacement
- Update on Loch Vista water main
- Update on Clover and Wittig water main extension
- Update on Willabay Meadows development
- Update on Bailey Estates
- Update on water loss and infiltration assistance
- Update on antenna structure on Parcel WWUP 00021A

g. Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Vlach at 09:09pm. Unanimously

carried.

VI. Finance & Personnel Committee – Wright, D'Alessandro, Umans (45 Min.)

a. Call to Order

Chairman Trustee Wright called the meeting to order at 07:50pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro and Umans

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

c. Finance & Personnel Committee Meeting Minutes

1. September 28, 2023

The motion to approve the Finance & Personnel Meeting Minutes of September 28, 2023 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

2. October 26, 2023

The motion to approve the Finance & Personnel Meeting Minutes of October 26, 2023 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

3. October 30, 2023

The motion to approve the Finance & Personnel Meeting Minutes of October 30, 2023 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

4. November 15, 2023

The motion to approve the Finance & Personnel Meeting Minutes of November 15, 2023 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

d. Tax Increment Financing (TIF) District Preliminary Review - Presentation and Discussion.

Kevin Mullen and Adam Ruechel of Baird gave an Informational Presentation on Tax Incremental Financing (TIF).

e. Resolution Approving Village Boat Slip Lease Amendments Increasing the Municipal Pier Slips Maximum Watercraft Length From 18' to 24'

The motion to recommend Village Board approval of Resolution R-66-23 Approving Village Boat Slip Lease Amendments Increasing the Municipal Pier Slips Maximum Watercraft Length From 18' to 24' was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

f. Dip In The Bay 2024 Municipal Lease

The motion to recommend Village Board approval of the Dip In The Bay 2024 Municipal Lease was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

g. Draft Village Board Handbook Review and Discussion

The Committee tabled this item to a special Finance & Personnel Committee Meeting to be held at a later date.

h. Recommendation to Opt in or Opt Out of the Dupont and 3M PFAS Settlements

The Committee deferred this item to the Water & Sewer Committee for recommendation.

i. Library Reserves Account

The motion to recommend Village Board Approval of Resolution R-85-23 Joint Library Board and Village Board Regarding the Library Reserves Account was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

j. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 08:39pm. Unanimously carried.

VII. Village Board Committee of the Whole

a. Adjournment

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

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES WATER & SEWER COMMITTEE MEETING 12/18/2023 MEETING MONDAY, DECEMBER 18, 2023 AT 8:45 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Umans called the meeting to order at 08:45am.

II. Roll Call

Present: Trustees Robert Umans, Adam Jaramillo, George Vlach

Also Present: Administrator David Lothspeich

III. Consideration and Possible Recommendation of Bids for Clover Street Watermain Extension and Loop

The motion to recommend Village Board approval of low bid from Superior Construction Group, LLC for the Clover Street Watermain Extension and Loop in the amount of \$117,496 using borrowed funds was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 08:52am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PROTECTIVE SERVICES COMMITTEE MEETING 11/20/2023 MEETING

MONDAY, NOVEMBER 20, 2023 AT 6:15 PM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Trustee Vlach called the meeting to order at 06:15pm.

II. Roll Call

Present: Trustees George Vlach, Adam Jaramillo, Steven Russell

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

III. 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 recommend Village Board approval of the 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 initiated by Trustee Russell and seconded by Trustee Jaramillo. Unanimously carried.

IV. 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 recommend Village Board approval of the 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 initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

V. Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for the World's Tallest Glass Tree December 15th - 17th

The motion to recommend Village Board approval of the Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for the World's Tallest Glass Tree December 15th - 17th was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

VI. Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Russell at 06:18pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

☐ Town ☒ Village ☐ City of Williams Bay

Application Date: _____

County of Walworth

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2/3/2024 and ending 2/3/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☒ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name SHEILA MASON

(b) Address 508 N. WISWELL DR.
(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 1948

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President MARY UMANS 528 MORGAN

WMS. BAY, WI.

Vice President RITA PILARSKI 536 WILMETTE

Secretary PATTY GROSSO 517 MORGAN

Treasurer SHARI KNIGHT 104 CIRCLE

(g) Name and address of manager or person in charge of affair:

SHEILA MASON, CHAIRMAN-508 WISWELL DR.

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number LIONS Fieldhouse

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? PART

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: MAIN ROOM (PART OF IT)

3. Name of Event

(a) List name of the event Chili Cook-OFF

(b) Dates of event FEB. 3, 2024

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Williams Bay Women's Civic League

(Name of Organization)

Officer Sheila Mason
(Signature/date)

Officer Chili Cook Off Chair Man
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johannesen Farrar, Inc. 512 E. Walworth Avenue P.O. Box 347 Delavan WI 53115	CONTACT NAME: Kira Johnson PHONE (A/C, No, Ext): (262) 728-2831 FAX (A/C, No): (262) 728-2312 E-MAIL ADDRESS: kiraj@jinsurance.com
INSURED Williams Bay Women's Civic League, Inc PO Box 374 Williams Bay WI 53191-0374	INSURER(S) AFFORDING COVERAGE INSURER A: West Bend Mutual Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 15350

COVERAGES**CERTIFICATE NUMBER:** 2023-2024 COI**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y		A286872	07/12/2023	07/12/2024	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 1,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:						Additional Insured \$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						\$
	DED RETENTION \$						PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insured: Village of Williams Bay

CERTIFICATE HOLDER**CANCELLATION**

Village of Williams Bay P.O. Box 580 Williams Bay WI 53191	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

Dec. 20, 2023

Williams Bay Women's Civic League is requesting the Temporary \$10.00 fee be waived on the Application for Operator's License for our Chili Cook-Off fund raiser on Feb. 3, 2024.

This fund raiser provides us with the monies to help support the Youth of our community in school needs, scholarships & etc.

The tickets for adults are \$10.00, with the children under 10, \$5.00. Any changes in price will be determined at a later date.

Appreciate any thought given to this matter.

Thank you,



Sheila Mason

Co-Chair



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

December 12, 2023

To: Trustee Wright
From: Chief Justin P Timm

REF: Re-allocation of Capital Funds

Trustee Wright,

When the 2022 Capital requests were approved, we initially had \$15,000 allotted for new patrol squad computers. At the time, our old computers were in dire need of replacement. However, in late 2022, we were awarded a grant through the State of Wisconsin to cover this cost, leaving the \$15,000 unspent.

We are hoping to re-allocate these funds to assist the officers in purchasing their red-dot sights. A red dot is a sighting system that gives the officer a visual interface that is more in line with how the human eye works. In very basic terms, the human eye can only focus on one thing, or more accurately, at one distance at a time. This improves accuracy which helps with efficiency and safety in potentially life-threatening situations.

It is my request that we take \$6,000.00 of the unused \$15,000.00 and allocate it towards getting all officers outfitted with this new sight. I hope you see the safety benefits this brings and the step of good faith it shows our officers.

Please let me know if you have any further questions.

Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

TO: Finance and Personnel Committee
From: Chief Justin P Timm

Ref: Request to carry over unspent budgeted funds

Finance and Personnel Committee,

Pursuant to 46-8 of the Village Code of Ordinances, I am requesting a carryover of funds for the upfitting of two of our vehicles which were approved for the 2023 budget.

The vehicles were ordered and paid for as planned in 2023, however due to a delay in the upfitting company, we will not be able to have the vehicles upfitted until 2024.

We are asking to carryover as follows:

Police Department Capital outlay: \$65,879.90
Emergency Management Capital Outlay: \$34,310.22
Total: \$100,190.12

Please let me know if you have any questions.
Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department

<u>FINAL Financing Plan 6-13-22</u>	
<u>SEWER UTILITY PROJECTS - 20 YEAR PROJECTS</u>	
MAINLINE REPAIRS ASSOCIATED W/TELEVISION	\$200,000.00
STATE ROAD 67 SEWER REPLACEMENT	\$600,000.00
HARRIS ROAD LIFT STATION UPGRADE	\$1,000,000.00
HARRIS ROAD FORCE MAIN	<u>\$1,000,000.00</u>
	\$2,800,000.00
<u>WATER UTILITY PROJECTS - 20 YEAR PROJECTS</u>	
REACTOR CLEANING AND PAINTING	\$200,000.00
STATE ROAD 67 WATER REPLACEMENT	\$1,000,000.00
LOCH VISTA WATER MAIN	\$1,100,000.00
CHLORINATION IMPROVEMENTS	\$2,800,000.00
SOUTHWICK CREEK REALIGNMENT	<u>\$500,000.00</u>
	\$5,600,000.00
<u>TAX LEVY SUPPORTED - 6 YEAR PROJECTS</u>	
NEW POLICE SQUAD (292)	\$65,000.00
EMERGENCY MANAGEMENT VEHICLE	\$85,000.00
NEW POLICE SQUAD (294)	<u>\$65,000.00</u>
	\$215,000.00
<u>TAX LEVY SUPPORTED - 10 YEAR PROJECTS</u>	
VILLAGE SERVER AND IT UPGRADES	\$20,000.00
LASERFICHE SOFTWARE	\$10,000.00
SQUAD COMPUTERS	\$15,000.00
AXON FLEET VEHICLE CAMERAS (3)	\$45,000.00
BEACH CLEANER	\$75,000.00
FIRE AND EMS EQUIPMENT (TANKER AND AMBULANCE)	\$200,000.00
THEATRE ROAD BASEBALL FENCE	\$15,000.00
RESTROOMS/CONCESSIONS THEATRE RD	\$100,000.00
UPGRADES TO THEATRE ROAD FIELDS	\$25,000.00
TENNIS/BASKETBALL COURTS	\$250,000.00
REMOVE LIONS TENNIS/BASKETBALL COURTS	\$30,000.00
LIONS FIELDHOUSE UPDATING W/STORAGE	<u>\$100,000.00</u>
	\$885,000.00
<u>TAX LEVY SUPPORTED - 20 YEAR PROJECTS</u>	
PLAYGROUNDS - 3	\$200,000.00
LAKEWOOD TRAILS SUBDIVISION PAVING	\$300,000.00
OBSERVATORY PLACE PAVING	\$300,000.00
WALWORTH AVENUE PAVING	\$300,000.00
STATE ROAD 67 RECONSTRUCTION	\$500,000.00
GENEVA STREET/PARKING LOTS/BRIDGE	<u>\$1,035,000.00</u>
	\$2,635,000.00
TOTAL PROJECTS	\$12,135,000.00
LEVY SUPPORTED	\$3,735,000.00

Updated Following F and P Meeting of 12/18/2023

Project	Estimate/Borrowed	New Estimate	Deficit	Adjustment	Notes
Basketball/Tennis Courts w/Elec, no lites	\$250,000	\$361,904	-\$111,904	\$100,000	Xfer from Theatre Rd Concession project
				\$11,904	Xfer from E Geneva St Project
Engineering		\$12,150	-\$12,150	\$12,150	Xfer from E Geneva St Project
Southwick Creek Dredging	\$0	\$176,000	-\$176,000	\$176,000	Xfer from E Geneva St Project;
Lime Reactor Cleaning	\$200,000	\$343,000	-\$143,000	\$143,000	Xfer from Southwick Creek Realignment
Well 2 Pump Replacement	\$0	\$153,169	-\$153,169	\$153,169	Xfer from Southwick Creek Realignment
Sewer Pipe Lining	\$200,000	\$100,000	\$100,000	\$0	Pay from borrowing instead of budget
Highway 67 West Engineering	\$0	\$195,000	-\$195,000	\$195,000	Xfer from Chlorination Improvement Project
Clover Street Water Main	\$0	\$23,946	-\$23,946	\$23,946	Xfer from Chlorination Improvement Project
Lake Geneva Dam Repairs	\$0	\$75,000	-\$75,000	\$75,000	Xfer from E Geneva Street Project
Projects Affected					
Southwick Creek Realignment	\$500,000			-\$143,000	Lime Reactor Cleaning
				-\$153,169	Well 2 Pump
				-\$42,000	SEWPC Study re Flood Plain
				-\$18,600	Well 3 Pump Engineering
				-\$16,978	Southwick Creek Dredging
				-\$373,747	Sum
				\$126,253	Balance
East Geneva Street Rehab	\$1,035,000			-\$176,000	Southwick Creek Dredging
				-\$11,904	Tennis Court Construction
				-\$12,150	Tennis Court Engineering
				-\$75,000	Lake Geneva Dam Repair
				\$759,946	Balance
Theatre Road Concession/Rest Room	\$100,000			-\$100,000	Basketball/Tennis Courts
				\$0	Balance
Chlorination Improvement Project	\$2,800,000			-\$195,000	Highway 67 West Engineering
				-\$23,946	Clover Street Water Main
				\$2,581,054	Balance



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES PARKS & LAKEFRONT COMMITTEE MEETING 12/11/2023 MEETING

MONDAY, DECEMBER 11, 2023 AT 2:00 PM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Russell called the meeting to order at 02:00pm.

II. Roll Call

Present: Trustees Lowell Wright, Steven Russell, Robert Umans

Also Present: Administrator David Lothspeich

III. Consider a Motion to Convene Into Closed Session

The motion to convene into closed session was initiated by Trustee Wright and seconded by Trustee Umans at 02:01pm.

Votes:

Yes: Trustees Russell, Wright, Umans

No: None

Abstain: None

Result: Passes

- IV. Pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
-Recreation Department employee's interim duties and compensation

V. Motion to reconvene into open session

The motion to reconvene into open session was initiated by Trustee Russell and seconded by Trustee Wright at 02:19pm. Unanimously carried.

VI. Possible discussion of/action for those items discussed in closed session

The motion to recommend Village Board approval of temporary hourly rate increases for existing part-time recreation department employees from \$16.56 to 20.50 from 1/1/2024 until the start date of the new Recreation Director in recognition of additional interim duties and responsibilities was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VII. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Umans at 02:21pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre-event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.

RM



Page 2 EDGEWATER PARK USE AND POLICY CONTRACT

9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.

10) Any organization requesting use of the kitchen must contact the Lions Club at williamsbaylionsclub@gmail.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

The applicant agrees by signing this Park Application that the security deposit, when required, shall be held by the Village of Williams Bay, and may be applied to property damage to the premises resulting during the time of the activity or may be forfeited as a result of police action required at the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: Kena Monroe Organization: Williams Bay Lions Club
Address: 372 Fair Oaks Dr
Phone: 262-215-9363 Email: WNSbaylions@gmail.com
Title of Event: Lakeside Craft Market
Date(s) requested: August 31, 2024 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Craft & Vendor Market Sales.
Vendor - direct sales of products

Contact Information (if different than above)

Name: _____ Organization: _____

Address: _____



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: _____ Email: _____



STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF EDGEWATER PARK

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this 1 day of Nov, 20 23

Group or organization Williams Bay Livestock Club

Our liability insurance provided by: West Bend Mutual

(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Signed by: Rena Monroe
President or other authorized signatory

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:



DATE: OCTOBER 30, 2023

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Gunnar Olsen	Lakefront	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Replace 12 Timbers at the Recreation Department timber sitting area		
	Replace 24 Timbers at the Boat Launch timber sitting area		
	Replace 27 Timbers at the Statue timber sitting area		
	Replace 23 Timbers at the Beach House timber sitting area		
86 Timbers	Remove old timbers and install new 6"x6"x8' long treated timbers. The new timbers will be installed using 12" landscape spikes.	\$115	\$9890
	*** Any additional timbers would be \$115 each		

Thank you for your business!

Material List and Material Requirements

Southwick Creek Bridge

Village of Williams Bay

Item	Approximate Quantity
Wood Items	
5/4 x 6 Deck Boards - 20 feet long	8 Each
5/4 x 6 Deck Boards - 4 feet long	43 Each
4 x 4 Post - 4 feet long	16 Each
4 x 6 Post - 4 feet long	1 Each
2 x 4 - 20 feet long	2 Each
2 x 4 - 4 feet long	38 Each
2 x 2 - 4 feet long	24 Each
Steel and Ballaster System	
W4 x 13 - 20 feet long	3 Each
L 2 x 2 x 1/4 - 3 feet long	24 Each
Cable Railing System - 1/8" diameter 316 SS; 36 inches long; fasteners at each end	108 Each
Wood Fasteners	
Simpson A23 Angle	52 Each
Deck screw - #9 x 2 1/2" long; 6 lobe drive	25 Pounds
Deck screw - #8 x 1 1/2" long; 6 lobe drive	25 Pounds
Carriage Bolts: 5/8" diameter, 8 inch long	14 Each
Washers for 5/8" diameter bolt	42 Each
Lock washers for 5/8" diameter bolt	14 Each
Nuts for 5/8" diameter bolt	14 Each

Material Requirements

Single delivery to 65 Stark Street, Williams Bay, WI 53191

Lumber: Southern Yellow Pine No.1 or better treated to 0.4 retention.

Steel: Hot dip galvanized to ASTM 153 Class C or blasted to white metal and two coat epoxy matching lumber color.

Bolts, Washers, Nuts 304 stainless steel or steel hot dip galvanize to ASTM 153 Class C

Wood Screws: 316 stainless, steel hot dip galvanize to ASTM 153 Class C, or steel triple coated epoxy matching lumber

Engineered Fasteners: Simpson Strong Tie or equal with material meeting wood screws.

Provide an alternate material list if alternate lengths are provided; the Village is willing to cut lengths.

Pricing Instructions

Base pricing for green treated lumber.

Alternate price for brown treated lumber with fasteners and screws of complimenting color.

Deduct for a double order -- they have an identical bridge at another location.

The Village is Tax Exempt--see attached

Questions and Contact Information

C/O Village of Williams Bay

Doug Snyder

dsnyder@baxterwoodman.com

262-492-1462

Deadline

Propoal Delivery: January 19, 2024 at Noon

Materials Ordered: February 12, 2024

WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

☐ Single Purchase ☒ Continuous

Purchaser's Business Name VILLAGE OF WILLIAMS BAY FEIN 39-6006409 CES 008-0000544690-06 DUNS #15338163	Purchaser's Address 250 Williams St PO Box 580 Williams Bay, WI 53191
The above purchaser, whose signature appears below claims exemption from Wisconsin state, county and stadium sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below. I hereby certify that I am engaged in business as a Wisconsin Governmental Unit.	
Seller's Name:	Seller's Address:
Federal and Wisconsin Governmental Units ☐ The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States for by a corporation wholly owned by the United States. ☐ State of Wisconsin or any agency thereof, Local Exposition District or Professional Baseball Park District. ☒ Wisconsin county, city village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, and uptown business improvement districts. ☐ Wisconsin public schools, school districts, universities, and technical college districts. ☐ County-city hospitals or UW Hospitals and Clinics Authority. ☐ Sewerage commission, metropolitan sewerage district, or a joint local water authority. I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.	

Signed: *Melissa Ustich* 8/28/2023
Interim Village Treasurer

VENDORS:

Send invoices and statements electronically to Assistant@vi.williamsbay.wi.gov
Phone number for payment and account inquiries: 262-245-2700 Option 1



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 12/18/2023 MEETING

MONDAY, DECEMBER 18, 2023 AT 9:00 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee Wright called the meeting to order at 09:00am.

II. Roll Call

Present: Trustee Lowell Wright, Jim D'Alessandro, Robert Umans

Also Present: Administrator David Lothspeich, Trustee Adam Jaramillo

III. Consideration and Possible Recommendation of Bids for Clover Street Watermain Extension and Loop

The motion to recommend Village Board approval of the low bid from Superior Construction Group, LLC for the Clover Street Watermain Extension and Loop in the amount of \$117,496 with the Village's cost of \$23,946 using borrowed funds from the Chlorination Project was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

IV. Draft Village Board Handbook Review and Discussion

There were review and comments submitted by Trustee Umans and Trustee Wright. There was discussion and questions submitted further review at a meeting in January 2024. No Motion.

V. Consider a Motion to Convene Into Closed Session

The motion to convene into closed session was initiated by Trustee Wright and seconded by Trustee Umans at 09:48am.

Votes:

Yes: Trustees Wright, Umans, D'Alessandro

No: None

Abstain: None

Result: Passes

VI. Pursuant to the exemption contained in Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

-Recreation Department employee's interim duties and compensation

-Village Administrator Annual Performance Review

VII. Motion to reconvene into open session

The motion to reconvene into open session was initiated by Trustee Wright and seconded by Trustee Umans at 10:59am. Unanimously carried.

VIII. Possible discussion of/action for those items discussed in closed session

The motion to recommend Village Board approval of temporary rate increases for existing part-time recreation department employees from \$16.56 to \$20.50 from 1/1/2024 until the start date of the new Recreation Director in recognition of additional interim duties and responsibilities was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

Chairman Trustee Wright will prepare a summary of Administrator Lothspeich's annual review from Trustee Umans and Trustee D'Allesseandro for review at the Committee's following meeting.

IX. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 11:02am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

Basic duties for Part-time Administrative Assistant

- Assisting residents at the window (Beach tags, parking passes, Property tax payments, voter registration, Field House/Edgewater Park Applications etc.)
- Filing
- Sorting Mail
- Applying Payments (Water, Property Taxes, etc.)
- Assisting with In-Person Absentee Voting
- Copying
- Mailing
- General Office Duties



DATE: OCTOBER 30, 2023

262.245.9700

Fax.262.249.0101

TO Village Of Williams Bay

To accept this quotation, sign here and return: _____

Thank you for your business!

Material List and Material Requirements

Southwick Creek Bridge

Village of Williams Bay

Item	Approximate Quantity
Wood Items	
5/4 x 6 Deck Boards - 20 feet long	8 Each
5/4 x 6 Deck Boards - 4 feet long	43 Each
4 x 4 Post - 4 feet long	16 Each
4 x 6 Post - 4 feet long	1 Each
2 x 4 - 20 feet long	2 Each
2 x 4 - 4 feet long	38 Each
2 x 2 - 4 feet long	24 Each
Steel and Ballaster System	
W4 x 13 - 20 feet long	3 Each
L 2 x 2 x 1/4 - 3 feet long	24 Each
Cable Railing System - 1/8" diameter 316 SS; 36 inches long; fasteners at each end	108 Each
Wood Fasteners	
Simpson A23 Angle	52 Each
Deck screw - #9 x 2 1/2" long; 6 lobe drive	25 Pounds
Deck screw - #8 x 1 1/2" long; 6 lobe drive	25 Pounds
Carriage Bolts: 5/8" diameter, 8 inch long	14 Each
Washers for 5/8" diameter bolt	42 Each
Lock washers for 5/8" diameter bolt	14 Each
Nuts for 5/8" diameter bolt	14 Each

Material Requirements

Single delivery to 65 Stark Street, Williams Bay, WI 53191

Lumber: Southern Yellow Pine No.1 or better treated to 0.4 retention.

Steel: Hot dip galvanized to ASTM 153 Class C or blasted to white metal and two coat epoxy matching lumber color.

Bolts, Washers, Nuts 304 stainless steel or steel hot dip galvanize to ASTM 153 Class C

Wood Screws: 316 stainless, steel hot dip galvanize to ASTM 153 Class C, or steel triple coated epoxy matching lumber

Engineered Fasteners: Simpson Strong Tie or equal with material meeting wood screws.

Provide an alternate material list if alternate lengths are provided; the Village is willing to cut lengths.

Pricing Instructions

Base pricing for green treated lumber.

Alternate price for brown treated lumber with fasteners and screws of complimenting color.

Deduct for a double order -- they have an identical bridge at another location.

The Village is Tax Exempt--see attached

Questions and Contact Information

C/O Village of Williams Bay

Doug Snyder

dsnyder@baxterwoodman.com

262-492-1462

Deadline

Propoal Delivery: January 19, 2024 at Noon

Materials Ordered: February 12, 2024

WISCONSIN SALES AND USE TAX EXEMPTION CERTIFICATE

☐ Single Purchase ☒ Continuous

Purchaser's Business Name VILLAGE OF WILLIAMS BAY FEIN 39-6006409 CES 008-0000544690-06 DUNS #15338163	Purchaser's Address 250 Williams St PO Box 580 Williams Bay, WI 53191
The above purchaser, whose signature appears below claims exemption from Wisconsin state, county and stadium sales or use tax on the purchase, lease, or rental of tangible personal property or taxable services, as indicated by the box(es) checked below. I hereby certify that I am engaged in business as a Wisconsin Governmental Unit.	
Seller's Name:	Seller's Address:
Federal and Wisconsin Governmental Units ☐ The United States and its unincorporated agencies and instrumentalities and any incorporated agency or instrumentality of the United States wholly owned by the United States for by a corporation wholly owned by the United States. ☐ State of Wisconsin or any agency thereof, Local Exposition District or Professional Baseball Park District. ☒ Wisconsin county, city village, or town, including public inland lake protection and rehabilitation district, municipal public housing authorities, and uptown business improvement districts. ☐ Wisconsin public schools, school districts, universities, and technical college districts. ☐ County-city hospitals or UW Hospitals and Clinics Authority. ☐ Sewerage commission, metropolitan sewerage district, or a joint local water authority. I hereby certify that if the item(s) being purchased are not used in an exempt manner, I will remit use tax on the purchase price at the time of first taxable use. I understand that failure to remit the use tax may result in a future liability that may include tax, interest, and penalty.	

Signed: *Melissa Ustich* 8/28/2023
Interim Village Treasurer

VENDORS:

Send invoices and statements electronically to Assistant@vi.williamsbay.wi.gov
Phone number for payment and account inquiries: 262-245-2700 Option 1



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

December 12, 2023

To: Trustee Wright
From: Chief Justin P Timm

REF: Re-allocation of Capital Funds

Trustee Wright,

When the 2022 Capital requests were approved, we initially had \$15,000 allotted for new patrol squad computers. At the time, our old computers were in dire need of replacement. However, in late 2022, we were awarded a grant through the State of Wisconsin to cover this cost, leaving the \$15,000 unspent.

We are hoping to re-allocate these funds to assist the officers in purchasing their red-dot sights. A red dot is a sighting system that gives the officer a visual interface that is more in line with how the human eye works. In very basic terms, the human eye can only focus on one thing, or more accurately, at one distance at a time. This improves accuracy which helps with efficiency and safety in potentially life-threatening situations.

It is my request that we take \$6,000.00 of the unused \$15,000.00 and allocate it towards getting all officers outfitted with this new sight. I hope you see the safety benefits this brings and the step of good faith it shows our officers.

Please let me know if you have any further questions.

Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department



Village of Williams Bay Police Department

PO Box 580
250 Williams Street
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

TO: Finance and Personnel Committee
From: Chief Justin P Timm

Ref: Request to carry over unspent budgeted funds

Finance and Personnel Committee,

Pursuant to 46-8 of the Village Code of Ordinances, I am requesting a carryover of funds for the upfitting of two of our vehicles which were approved for the 2023 budget.

The vehicles were ordered and paid for as planned in 2023, however due to a delay in the upfitting company, we will not be able to have the vehicles upfitted until 2024.

We are asking to carryover as follows:

Police Department Capital outlay: \$65,879.90
Emergency Management Capital Outlay: \$34,310.22
Total: \$100,190.12

Please let me know if you have any questions.
Sincerely,

Justin P Timm
Chief of Police
Village of Williams Bay Police Department

<u>FINAL Financing Plan 6-13-22</u>	
<u>SEWER UTILITY PROJECTS - 20 YEAR PROJECTS</u>	
MAINLINE REPAIRS ASSOCIATED W/TELEVISION	\$200,000.00
STATE ROAD 67 SEWER REPLACEMENT	\$600,000.00
HARRIS ROAD LIFT STATION UPGRADE	\$1,000,000.00
HARRIS ROAD FORCE MAIN	<u>\$1,000,000.00</u>
	\$2,800,000.00
<u>WATER UTILITY PROJECTS - 20 YEAR PROJECTS</u>	
REACTOR CLEANING AND PAINTING	\$200,000.00
STATE ROAD 67 WATER REPLACEMENT	\$1,000,000.00
LOCH VISTA WATER MAIN	\$1,100,000.00
CHLORINATION IMPROVEMENTS	\$2,800,000.00
SOUTHWICK CREEK REALIGNMENT	<u>\$500,000.00</u>
	\$5,600,000.00
<u>TAX LEVY SUPPORTED - 6 YEAR PROJECTS</u>	
NEW POLICE SQUAD (292)	\$65,000.00
EMERGENCY MANAGEMENT VEHICLE	\$85,000.00
NEW POLICE SQUAD (294)	<u>\$65,000.00</u>
	\$215,000.00
<u>TAX LEVY SUPPORTED - 10 YEAR PROJECTS</u>	
VILLAGE SERVER AND IT UPGRADES	\$20,000.00
LASERFICHE SOFTWARE	\$10,000.00
SQUAD COMPUTERS	\$15,000.00
AXON FLEET VEHICLE CAMERAS (3)	\$45,000.00
BEACH CLEANER	\$75,000.00
FIRE AND EMS EQUIPMENT (TANKER AND AMBULANCE)	\$200,000.00
THEATRE ROAD BASEBALL FENCE	\$15,000.00
RESTROOMS/CONCESSIONS THEATRE RD	\$100,000.00
UPGRADES TO THEATRE ROAD FIELDS	\$25,000.00
TENNIS/BASKETBALL COURTS	\$250,000.00
REMOVE LIONS TENNIS/BASKETBALL COURTS	\$30,000.00
LIONS FIELDHOUSE UPDATING W/STORAGE	<u>\$100,000.00</u>
	\$885,000.00
<u>TAX LEVY SUPPORTED - 20 YEAR PROJECTS</u>	
PLAYGROUNDS - 3	\$200,000.00
LAKEWOOD TRAILS SUBDIVISION PAVING	\$300,000.00
OBSERVATORY PLACE PAVING	\$300,000.00
WALWORTH AVENUE PAVING	\$300,000.00
STATE ROAD 67 RECONSTRUCTION	\$500,000.00
GENEVA STREET/PARKING LOTS/BRIDGE	<u>\$1,035,000.00</u>
	\$2,635,000.00
TOTAL PROJECTS	\$12,135,000.00
LEVY SUPPORTED	\$3,735,000.00

Updated Following F and P Meeting of 12/18/2023

Project	Estimate/Borrowed	New Estimate	Deficit	Adjustment	Notes
Basketball/Tennis Courts w/Elec, no lites	\$250,000	\$361,904	-\$111,904	\$100,000	Xfer from Theatre Rd Concession project
				\$11,904	Xfer from E Geneva St Project
Engineering		\$12,150	-\$12,150	\$12,150	Xfer from E Geneva St Project
Southwick Creek Dredging	\$0	\$176,000	-\$176,000	\$176,000	Xfer from E Geneva St Project;
Lime Reactor Cleaning	\$200,000	\$343,000	-\$143,000	\$143,000	Xfer from Southwick Creek Realignment
Well 2 Pump Replacement	\$0	\$153,169	-\$153,169	\$153,169	Xfer from Southwick Creek Realignment
Sewer Pipe Lining	\$200,000	\$100,000	\$100,000	\$0	Pay from borrowing instead of budget
Highway 67 West Engineering	\$0	\$195,000	-\$195,000	\$195,000	Xfer from Chlorination Improvement Project
Clover Street Water Main	\$0	\$23,946	-\$23,946	\$23,946	Xfer from Chlorination Improvement Project
Lake Geneva Dam Repairs	\$0	\$75,000	-\$75,000	\$75,000	Xfer from E Geneva Street Project
Projects Affected					
Southwick Creek Realignment	\$500,000				
				-\$143,000	Lime Reactor Cleaning
				-\$153,169	Well 2 Pump
				-\$42,000	SEWPC Study re Flood Plain
				-\$18,600	Well 3 Pump Engineering
				-\$16,978	Southwick Creek Dredging
				-\$373,747	Sum
				\$126,253	Balance
East Geneva Street Rehab	\$1,035,000				
				-\$176,000	Southwick Creek Dredging
				-\$11,904	Tennis Court Construction
				-\$12,150	Tennis Court Engineering
				-\$75,000	Lake Geneva Dam Repair
				\$759,946	Balance
Theatre Road Concession/Rest Room	\$100,000				
				-\$100,000	Basketball/Tennis Courts
				\$0	Balance
Chlorination Improvement Project	\$2,800,000				
				-\$195,000	Highway 67 West Engineering
				-\$23,946	Clover Street Water Main
				\$2,581,054	Balance