



VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES 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

I. Village Board Committee of the Whole

a. Call to Order

President Duncan called the meeting to order at 07:05pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Harbor Master Jay Blincoe, Assistant Harbor Master Nick Asta, Library Director Joy Schnupp, Village Treasurer Jennifer Wiese, Village Clerk Tina Kolls

c. Village Board Committee of the Whole & Committee Meeting Minute of December 4, 2023

The motion to approve the Village Board Committee of the Whole & Committee Meeting Minute of December 4, 2023 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

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

a. Call to Order

Chairman Trustee Jaramillo called the meeting to order at 07:06pm.

b. Roll Call

Present: Trustees Jaramillo, Wright, and D'Alessandro

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Harbor Master Jay Blincoe, Assistant Harbor Master Nick Asta, Library Director Joy Schnupp, Village Treasurer Jennifer Wiese, Village Clerk Tina Kolls

c. Discussion and possible action of establishing into Ordinance 110 a protocol for making up Village meetings that occur on holidays

There was a discussion about the possibility of establishing into Ordinance 110 a protocol for making up village meetings that occur on holidays. There was no action taken.

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.

The motion to recommend a resolution requiring a notification process by all staff including contracted services representing the Village to notify all Trustees about upcoming meetings or any interactions regarding rezoning, developments or anything that may be related was initiated by Trustee D'Alessandro and seconded by Trustee Wright. Unanimously carried.

e. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 07:23pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:23pm.

b. Roll Call

Present: Trustees Umans, Jaramillo, and Vlach

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Harbor Master Jay Blincoe, Assistant Harbor Master Nick Asta, Library Director Joy Schnupp, Village Treasurer Jennifer Wiese, Village Clerk Tina Kolls

c. Water & Sewer Committee Meeting Minutes of December 18, 2023

The motion to approve the Water & Sewer Committee Meeting Minutes of December 18, 2023 as corrected was initiated by Trustee Vlach and seconded by Trustee Umans. Unanimously carried.

d. Engineers Report

Village Engineer Snyder gave the Engineers Report. The highlights were:

- Update on STH 67 Reconstruction North/South Section
- Update on STH 67 Reconstruction East/West Section
- Update on Water Plant Letter Flood Map (LOMR) Revision Assistance
- Update on Corrosion Control Study
- Update on Lime Reactor Cleaning
- Update on Well 2 Pump Replacement
- Update on Geneva Lake Dredging at Southwick Creek
- Update on Tennis and Basketball at Theatre Road Park
- Update on Harris Road Lift Station (LS 3) Replacement
- Update on Clover Street and Williams Street Water Main Connection
- Update on Bailey Estates - Phase 4 & 5
- Update on Antenna Structure on Parcel WWUP 00021A - West of Village Hall

e. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Jaramillo at 07:42pm. Unanimously carried.

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

a. Call to Order

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

b. Roll Call

Present: Trustees Vlach, Russell and Jaramillo

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Harbor Master Jay Blincoe, Assistant Harbor Master Nick Asta, Library Director Joy Schnupp,

c. Protective Services Committee Meeting Minutes of 11/20/2023

The motion to approve the Protective Services Committee Meeting Minutes of 11/20/2023 was initiated by Trustee Russell and seconded by Trustee Jaramillo. Unanimously carried.

d. Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for the Chili Cook Off February 3, 2024

The motion to approve the Williams Bay Civic League Temporary Class "B"/"Class B" Retailer's License Application for the Chili Cook Off February 3, 2024 was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

e. Discussion and possible action on reallocation of borrowed funds

The motion to recommend the Finance & Personnel Committee approval of the carryover of budgeted unspent funds from 2023 to 2024 from Police Department Capital outlay in the amount of \$65,879.90 and Emergency Management Capital Outlay in the amount of \$34,310.22 for a Total of \$100,190.12 was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

The motion to recommend the Finance & Personnel Committee approval of the reallocation of borrowed funds in the amount of \$6,000.00 for Red Dot sites for the Police Department Fire Arms was initiated by Trustee Jaramillo and seconded by Trustee Vlach. Unanimously carried.

f. Police Department Monthly Numbers

The committee reviewed the Police department monthly numbers.

g. Police Chief's Report

Police chief Timm gave a brief report. The highlights were:

- Officer Borgan was chosen as School District Employee of the Month
- Officers participated in in-service training which included sobriety testing, child advocacy, medical examiner and etc.
- Brief update on radio towers
- Brief update on activities during the holidays

h. Fontana Emergency Medical Services (EMS) Monthly Numbers

The committee reviewed the Fontana Emergency Medical Services (EMS) monthly numbers.

i. Adjournment

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Russell at 08:06pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 08:06pm.

b. Roll Call

Present: Trustees Russell, Wright and Umans

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Harbor Master Jay Blincoe, Assistant Harbor Master Nick Asta, Library Director Joy Schnupp, Village Treasurer Jennifer Wiese, Village Clerk Tina Kolls

c. Parks & Lakefront Committee Meeting Minutes of December 11, 2023

The motion to approve the Parks & Lakefront Committee Meeting Minutes of December 11, 2023 was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

d. Approval of the Edgewater Park Use and Policy Contract for Williams Bay Lioness Lions Club Lakeside

Craft Market 2024.

The motion to recommend Village Board approval of the Edgewater Park Use and Policy Contract for Williams Bay Lioness Lions Club Lakeside Craft Market 2024 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Recommendation and Possible action to Post the Part-Time Seasonal Harbor Master Position

The committee gave direction to Administrator Lothspeich to post the Part-Time Seasonal Harbor Master Position and strongly encouraged the Assistant Harbor Master, Nick Asta to apply.

f. Recommendation and Possible action on a quote received from Gunner Olsen to Replace Lakefront Wooden Timbers

The motion to recommend the Finance and Personnel Committee approval of a quote received from Gunner Olsen to replace Lakefront Wooden Timbers not to exceed \$15,000 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

g. Recommendation on the purchase of materials for the replacement of the Pedestrian Bridge at Southwick Creek and Geneva Lake

The committee requested that Village Engineer Doug Snyder get multiple quotes for the purchase of the materials.

h. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 08:16pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:16pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro, and Umans

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

c. Finance & Personnel Committee Meeting Minutes of December 18, 2023

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

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)

The motion to recommend Village Board approval 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) was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

e. Recommendation and Possible action on a quote received from Gunner Olsen to Replace Lakefront Wooden Timbers

The motion to recommend Village Board approval of a quote received from Gunner Olsen to replace Lakefront Wooden Timbers not to exceed \$15,000 to be funded from ARPA Funds was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

f. Recommendation on the purchase of materials for the replacement of the Pedestrian Bridge at Southwick Creek and Geneva Lake

This item was tabled until quotes are received.

g. Discussion and possible action on reallocation of borrowed funds

The motion to approve the reallocation of borrowed funds in the amount of \$6,000.00 for Red Dot sites for the Police Department Fire Arms was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

The motion to approve the carryover of budgeted unspent funds from 2023 to 2024 from Police Department Capital outlay in the amount of \$65,879.90 and Emergency Management Capital Outlay in the amount of \$34,310.22 for a Total of \$100,190.12 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

h. Monthly Borrowings Status Report

The committee reviewed the monthly borrowings status report.

i. Adjournment

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 08:26pm. Unanimously carried.

VII. Village Board Committee of the Whole

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

There was no action taken on matters discussed in Committee.

b. Adjournment

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 08:26pm. Unanimously carried.

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