



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

MONDAY, JANUARY 6, 2025 AT 6:45 PM

**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. Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*
- d. Village Board Committee of the Whole & Committee Meeting Minutes of November 4, 2024

II. Streets & Highways Committee – D'Alessandro, Russell, Vlach

- a. Call to Order
- b. Roll Call
- c. Streets & Highways Meeting Minutes of (1) August 26, 2024, (2) September 3, 2024, (3) November 13, 2024 and (4) December 11, 2024
- d. Adjourn

III. Parks & Lakefront Committee – Russell, Wright, Umans

- a. Call to Order
- b. Roll Call
- c. Parks & Lakefront Committee Meeting Minutes of (1) September 3, 2024 and (2) December 11, 2024
- d. Discussion and Possible Action on an Edgewater Park Use and Policy Contract for the 3rd Annual Cinco de Mayo Event to be held May 2 - 4, 2025
- e. Discussion/Recommendation Regarding Reducing or Eliminating Accepting Cash for Launch Fees
- f. Discussion/Recommendation Regarding Reducing Boat Launch Traffic Congestion on Geneva Street
- g. Adjourn

IV. Protective Services Committee – Vlach, Russell, Jaramillo

- a. Call to Order
- b. Roll Call
- c. Protective Services Committee Meeting Minutes of September 3, 2024
- d. Discussion and Possible Action on Proposed Addition to The Existing Williams Bay Fire/EMS Station Located at 5 East Geneva Street (WOP 00086)
- e. Fontana Emergency Medical Services (EMS) Monthly Numbers
- f. Williams Bay Police Department Monthly Numbers
- g. Williams Bay Police Chief's Report
- h. Adjourn

V. Water & Sewer Committee – Umans, Jaramillo, Vlach

- a. Call to Order
- b. Roll Call
- c. Water & Sewer Committee Meeting Minutes (1) September 3, 2024 and (2) October 11, 2024
- d. Consideration and Possible Action Recommending Approval of Funds Transfers From The Water Fund to the General Fund and Also to the Sewer Fund
- e. Discussion and Possible Action Recommending Approval of the Sewer Starting Projects 2024-2025-2026
- f. Walworth County Metropolitan Sewerage District (WalCoMet) Sanitary Sewer Rate Increase
- g. Consideration and Possible Action Recommending Approval of A Sewer Use Rate Increase From \$3.70 to \$5.10 per 1,000 Gallons
- h. Consideration and Possible Action Recommending Approval of Sanitary Sewer Connection Fee Increase From \$4,750 to \$4,860.
- i. Engineers Report
- j. Adjourn

VI. Finance & Personnel Committee – Wright, D'Alessandro, Umans

- a. Call to Order
- b. Roll Call
- c. Finance & Personnel Committee Meeting Minutes of: (1) September 11, 2024; (2) September 16, 2024; (3) September 18, 2024; (4) September 19, 2024; (5) September 20, 2024; (6) October 1, 2024, (7) October 7, 2024, (8) October 21, 2024 and (9) December 11, 2024
- d. Consideration and Possible Action Recommending Approval of Funds Transfers From The Water Fund to the General Fund and Also to the Sewer Fund
- e. Consideration and Possible Action Recommending Approval of A Sewer Use Rate Increase From \$3.70 to \$5.10 per 1,000 Gallons
- f. Consideration and Possible Action Recommending Approval of Sanitary Sewer Connection Fee Increase From \$4,750 to \$4,860.
- g. Consideration and Possible Action on Walworth County Public Health Memorandum of Understanding Re: Radon Test Kits During January "Radon Action Month".
- h. Committee Review of Village Administrator Annual Review Form/Measures for 2024
- i. Monthly Borrowings Status Report
- j. Adjourn

VII. Village Board Committee of the Whole

- a.** Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)
 - 1. Walworth County Public Health memorandum of Understanding Re: Radon Test Kits During January "Radon Action Month"
 - 2. Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Topography Hospitality, LLC Development Agreement commonly known as *The Preserve Project*, including appointment of Village Board negotiation representatives.
 - 3. Possible Action on Matters Discussed in Closed Session
- 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.

Posted: 01/03/2025 5:00 PM



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

**MONDAY, NOVEMBER 4, 2024 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 06:45pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Treasurer Jennifer Wiese

Excused: Trustee Lowell Wright

c. Village Board Committee of the Whole & Committee Meeting Minutes of October 7, 2024

The motion to approve the Village Board Committee of the Whole & Committee Meeting Minutes of October 7, 2024 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

II. Parks & Lakefront Committee – Russell, Wright, Umans (10 mins)

a. Call to Order

Chairman Trustee Russell called the meeting to order at 06:46pm.

b. Roll Call

Present: Trustees Russell and Umans

Also Present: President Duncan, Trustees Vlach, D'Alessandro, and Jaramillo, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Trustee Wright

c. Consideration and Possible Action on A Request to Place a Dumpster for Recycling Glass For The World's Tallest Glass Tree on the Village-owned Sailboat Rigging Area located at the Southwest Corner of Property WWUP 00049

The motion to recommend Village Board approval of the Request to Place a Dumpster for Recycling Glass For The World's Tallest Glass Tree on the Village-owned Sailboat Rigging Area located at the Southwest Corner of Property WWUP 00049 from November 15, 2024 through December 17, 2024 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

d. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Russell at 06:48pm. Unanimously carried.

III. Streets & Highways Committee – D'Alessandro, Russell, Vlach (20 mins)

a. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 06:49pm.

b. Roll Call

Present: Trustees D'Alessandro, Russell, and Vlach

Also Present: President Duncan, Trustees Jaramillo and Umans, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Trustee Wright

c. Discussion and Possible Action on Proposed Temporary Lane and Street Closures for a Marathon in October 2025.

The Committee discussed the proposed street closure for a marathon in October 2025 and agreed to set up a meeting with the group.

d. Discussion and Possible Action on Village Yardwaste Compost Operations

The motion to recommend Village Board approval to amend the usage of the Village Compost site at the top of the hill and closing the gate to public works and Emergency vehicles only and providing additional bins at Public Works was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

e. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 07:08pm. Unanimously carried.

IV. Protective Services Committee – Vlach, Russell, Jaramillo (15 mins)

a. Call to Order

Chairman Trustee Vlach called the meeting to order at 07:08pm.

b. Roll Call

Present: Trustees Vlach, Russell and Jaramillo

Also Present: President Duncan, Trustees D'Alessandro and Umans, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Trustee Wright

c. Fontana Emergency Medical Services (EMS) Monthly Numbers

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

d. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Police Department Monthly numbers.

e. Williams Bay Police Chief's Report

Police Chief Timm gave the Police Chief's Monthly Report. The highlights were:

- Toys for Tots is not happening. There is a box in front of the Police Department window from now until December 9, 2024.
- The Police Department worked with the Walworth County Emergency Management to ensure a safe Election on November 5, 2024.
- Officer Scurto put in his resignation. His last day is November 15, 2024

f. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 07:18pm. Unanimously carried.

V. Water & Sewer Committee – Umans, Jaramillo, Vlach (15 mins)

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:18pm.

b. Roll Call

Present: Trustees Umans, Jaramillo and Vlach

Also Present: President Duncan, Trustees D'Alessandro and Russell, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Trustee Wright

c. Discussion and Possible Action on Water & Sewer Fund Budgets 2025

The motion to recommend Village Board approval of the Water & Sewer Fund Budgets 2025 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

d. Engineers Report

Village Engineer Snyder gave the Engineer's Report. The highlights included brief updates on:

- STH 67 Reconstruction East-West Section
- Women's Leadership Center
- Corrosion Control Study - Improvements to Water Plant
- Willabay Meadows Development
- Antenna Structure on Parcel WWUP 00021A
- Bailey Estates Phase 5
- Street Rehabilitation Program
- Theatre Road Restroom Remodel
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Harris Road Lift Station (LS 3) Replacement
- Tennis and Basketball at Theatre Road Park
- Well 2 Pump Replacement
- Well 3 Maintenance Inspection
- Preserve Development - Former GW College
- East Geneva Street Canyon Development - Former Levar

e. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Vlach at 07:33pm. Unanimously carried.

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

a. Call to Order

Trustee D'Alessandro called the meeting to order at 07:33pm.

b. Roll Call

Present: Trustees D'Alessandro and Umans

Also Present: President Duncan, Trustees Jaramillo, Vlach and Russell, Administrator Lothspeich, Police Chief Timm, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Treasurer Wiese

Excused: Trustee Wright

c. Monthly Borrowings Status Report

The Committee reviewed the Monthly Borrowing Status Report.

d. Consideration and Possible Action on a Proposal For Three (3) Years of Assessor Services (2025-2028) From Accurate Assessor

The motion to recommend Village Board approval of a Proposal For Three (3) Years of Assessor Services (2025-2028) From Accurate Assessor was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

- e. Consideration and Possible Action on A Software Purchase Agreement with Civic Systems, LLC for Accounts Receivable and miTime Software Modules

The motion to recommend Village Board approval of a Software Purchase Agreement with Civic Systems, LLC for Accounts Receivable and miTime Software Modules was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

- f. Consideration and Possible Action On A Quote For A Replacement Snow Plow Truck - New International Chassis

The motion to recommend Village Board approval of a Quote For A Replacement Snow Plow Truck - New International Chassis was initiated by Trustee Umans and seconded by D'Alessandro. Unanimously carried.

- g. Public Hearing Notice Budget 2025 - The Public Hearing for the proposed 2025 budget will be on November 18, 2024

The Committee reviewed the 2025 Budget Public Hearing Notice for November 18, 2024.

- h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Allessnadro at 07:41pm. Unanimously carried.

VII. Village Board Committee of the Whole

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

- 1. Consideration and Possible Action on A Request to Place a Dumpster for Recycling Glass For The World's Tallest Glass Tree on the Village-owned Sailboat Rigging Area located at the Southwest Corner of Property WWUP 00049

The motion to approve the Request to Place a Dumpster for Recycling Glass For The World's Tallest Glass Tree on the Village-owned Sailboat Rigging Area located at the Southwest Corner of Property WWUP 00049 was made by Committee, no second required. Unanimously carried.

- b. Closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Topography Hospitality, LLC Development Agreement commonly known as *The Preserve Project*

The motion to approve entering into closed session pursuant to Wis. Stat. Sec. 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Topography Hospitality, LLC Development Agreement commonly known as *The Preserve Project* was initiated by Trustee Umans and seconded by Trustee Vlach at 07:43pm.

- c. Closed session pursuant to Wis. Stat. Sec. 19.85 (1)(g) conferring with legal counsel for the village board who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation which it is or is likely to become involved.

The motion to approve entering into closed session pursuant to Wis. Stat. Sec. 19.85 (1)(g) conferring with legal counsel for the village board who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation which it is or is likely to become involved was initiated by Trustee Vlach and seconded by Trustee Russell at 07:43pm.

The motion to come out of closed session was initiated by Trustee Vlach and seconded by Trustee Russell at 09:18pm. Unanimously carried.

- d. Adjournment

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Vlach at 09:18pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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VILLAGE OF WILLIAMS BAY

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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING MEETING MONDAY, AUGUST 26, 2024 AT 9:30 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 9:34 am.

II. Roll Call

Present: Trustee George Vlach, Jim D'Alessandro , Steven Russell

Also Present: Administrator David Lothspeich and Village Planner Sonja Kruessel

III. Kick-off Meeting Re: Discussion and Possible Action Re: Williams Bay Downtown Master Plan

The Committee discussed the Williams Bay Downtown Master Plan.

IV. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 11:42 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING MEETING TUESDAY, SEPTEMBER 3, 2024 AT 11:00 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 11:04 am.

II. Roll Call

Present: Trustees George Vlach, Jim D'Alessandro , Steven Russell

Also Present: Administrator David Lothspeich

III. Discussion and Possible Action on the First Draft Department Budget for 2025

The motion to recommend Finance and Personnel Committee approval Department Budget for 2025 was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

IV. Discussion and Possible Action on the Department Capital Improvements Plan (CIP)

The motion to recommend Finance & Personnel Committee approval of the Department Capital Improvements Plan (CIP) was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Vlach at 11:29 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING 11/13/2024 MEETING

WEDNESDAY, NOVEMBER 13, 2024 AT 8:30 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 08:31am.

II. Roll Call

Present: Trustees D'Alessandro, Vlach, and Russell

Also Present: Trustees Umans and Jaramillo

III. Downtown Master Plan - Review of Preliminary Development and Streetscape Documents

Three (3) "studies/concept" plans created by Vandewalle & Associates were reviewed.

Trustee D'Alessandro presented Study #3 as the most viable.

- Presented more green space
- Suggested 2 story commercial or residential in lieu of 3 story buildings

All "studies" would require the elimination of the berm located to the south of the current parking lot.

Rezoning required and would entail opening the Comprehensive Plan for updating.

Trustee D'Alessandro presented a copy of the 2022 Comprehensive Plan Project showing the different public meetings and notifications required.

Two (2) options were discussed regarding Comprehensive Plan updates as it related to the Downtown Master Plan

- Option 1: Included the Downtown Master Plan in the upcoming discussions and amendment of the Plan as it relates to the GWC/Preserve project
- Option 2: Delay the Downtown Master Plan & table discussion temporarily

The motion to table the discussion of the Downtown Master Plan until after January 1, 2025 was initiated by Trustee

Russell and seconded by Trustee Vlach.

Discussion: Trustee D'Alessandro wanted to focus the meeting on deciding if more work/discussion was required with Vandewalle & Associates and continue committee discussion on the project.

The motion to recall/remove the previous motion to table the discussion of the Downtown Master Plan until after January 1, 2025 was initiated by Trustee Russell and seconded by Trustee Vlach. Unanimously carried.

The motion to contact Vandewalle & Associates to move forward with more discussion on the "studies" presented was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

Further discussion took place regarding the WBBA and it's work to develop business in the downtown area. Trustee Jaramillo inquired about WBBA financial information which was addressed by Trustee D'Alessandro.

WBBA presents an annual budget to the Village and State of Wisconsin. Financial information is available through the Village Hall Staff.

IV. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 09:46am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES STREETS & HIGHWAYS COMMITTEE MEETING MEETING WEDNESDAY, DECEMBER 11, 2024 AT 9:00 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 9:06 am.

II. Roll Call

Present: George Vlach, Jim D'Alessandro, Steven Russell

Also Present: Administrator David Lothspeich

III. Discussion and Possible Action on GFL Contract

The Committee discussed concerns about service, missed pick ups, lack of follow up, cart color, cart size, bulk pick up, and Monday pick up.

The Committee gave direction to Administrator Lothspeich and Trustee Russell to meet with GFL to discuss these concerns was initiated by Trustee D'Alessandro and seconded by Trustee Vlach. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Vlach at 9:27 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES PARKS & LAKEFRONT COMMITTEE MEETING MEETING TUESDAY, SEPTEMBER 3, 2024 AT 9:00 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

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

II. Roll Call

Present: Lowell Wright, Steven Russell, Robert Umans

Also Present: Administrator David Lothspeich, Recreation Director Ryan Knop

III. Discussion and Possible Action on the First Draft Department Budget for 2025

The motion to recommend Finance & Personnel Committee approval of Parks & Lakefront Department Budget for 2025 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

IV. Discussion and Possible Action on the Department Capital Improvements Plan (CIP)

The motion to recommend Finance & Personnel Committee approval of the Parks & Lakefront Department Capital Improvements Plan (CIP) was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Trustee Russell and seconded by Trustee Wright at 10:06 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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UNOFFICIAL MINUTES PARKS & LAKEFRONT COMMITTEE MEETING MEETING WEDNESDAY, DECEMBER 11, 2024 AT 9:30 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Russell called the meeting to order at 9:30 am.

II. Roll Call

Present: Lowell Wright, Steven Russell, Robert Umans

Also Present: Administrator David Lothspeich

III. Discussion and Possible Action on 2025 Boat Lift Rates

The motion to recommend Village Board approval of the 2025 Boat Lift Rates was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Wright at 9:52 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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.



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: Leticia Green Organization: WBPA / Discover Williams Bay
Address: 230 N. Walworth Ave. Unit 3 Williams Bay WI 53191
Phone: 262 724-4505 Email: leticia.green.beautyartist@gmail.com
Title of Event: 3rd Annual Cinco de Mayo Event
Date(s) requested: Friday May 2nd - 3rd & 4th Is event open to public? (circle one) ☒ YES ☐ NO

Summary of Event including the approximate number of attendees:

3rd Annual Cinco de Mayo Event -
Food and Entertainment. Approximate
number of people 150-250

Contact Information (if different than above)

Name: Jim Alessandro Organization: WBPA / Discover Williams Bay
Address: 60 Johnson Ter Williams Bay WI 53191
Revised 11/21/2022 Applicant initials JD.



Page 3 EDGEWATER PARK USE AND POLICY CONTRACT

Phone: 262-903-9806 Email: harborview-wb@yahoo.com



**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 _____ day of _____, 20____

Group or organization _____

Our liability insurance provided by: _____

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

Signed by: _____

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:

Parks & Lakefront Committee – Proposed Agenda Item

Boat Launch Fee Process

Current Status: The Williams Bay boat launch has the following breakdown of launch fees:

2024	WI DNR Maximum Fees with TAX		Williams Bay	
	Resident	Non-Resident	Resident	Non-Resident
Non-Motorized/Non-Trailered	\$ 8.50	\$ 8.50	\$ 8.50	\$ 8.50
West Kayak Launch			\$ 2.00	\$ 2.00
Motorized less than 20'	\$ 11.75	\$ 11.75	\$ 11.75	\$ 11.75
Motorized 20' - 25' 11"	\$ 14.25	\$ 21.25	\$ 14.25	\$ 21.25
Motorized 26' or Greater	\$ 17.00	\$ 25.50	\$ 17.00	\$ 25.50

- 2024 Launch Revenue as of November 30, 2024: \$ 216,907
 - Launch revenue includes revenue from:
 - Daily Passes
 - Seasonal Passes
- For purposes of this exercise, assume that seasonal pass revenue is \$60,000 leaving Daily Pass revenue at \$156,907
- Assumption: Avg launch fee collected is \$14.00
 - This would account for approximately 11,200 paid launches
- In addition, after discussions with the Harbormaster and staff, season pass launches are estimated to be 50% of the launches. If that is accurate, then Williams Bay is handling approximately 23,000 launches per year. The number could be as high as 30,000.
- Cash payment of launch fees account for over 90% of all fees paid by the public.
- Season pass sales are also handled at the boat launch.
- Numbered receipt books are used by staff. Books have carbon copies, one for customer, one for accounting and are manually filled in with the fee amount by staff
- Each staff member handles a “bank” for making change.
- Cash is placed in an envelope and, until mid-season 2024, would be brought to the Village Hall every “few” days without documentation of number or types of launches. Not uncommon to have “missing” receipts (numbers not in sequence).
- No “end of shift” drop-off location for cash
- Honor system consists of “envelopes” that do not have a means of ensuring that the correct fee was paid by the launch user. WI DNR fee schedule is “complex”

Goals/Objectives:

- Establish strict controls over cash collected at the launch or...
- Reduce the amount of cash collected at the launch or...
- Eliminate the handling of cash at the boat launch
 - Create valid reports that indicate
 - Daily Pass fees collected by Resident, Non-Resident and size of boat
 - Seasonal Pass fees collected by Resident, Non-Resident and size of boat
 - Establish enforcement capabilities and rules
 - Ensure that fees are collected/paid when staff is present and when staff is not present

Obstacles:

- Multiple staff on duty during “busy” days
- Single staff on duty during “slow” days
- Young staff on duty by themselves
- No secure drop box location at the Village Hall
- Resistance to change

Implementation Options:

1. Strict Controls over Cash

- a. Limit bank size
- b. Eliminate season pass sales at the launch
 - i. Move to Village Hall and make available as walk-in or mail order
 - ii. Maybe move to Rec Department for walk-in, mail or internet sales
- c. Eliminate “receipt books” and implement numbered (sequential) dashboard tags
- d. Set up daily requirements including:
 - i. Daily accounting of tags used
 - ii. Daily summary of fees charged indicating quantities and total dollars
 - iii. Cash and documents turned in daily to a secure drop area
- e. Setup enforcement protocols
 - i. System to check vehicles for valid launch receipts
 - ii. Ticket those that failed to pay the fee
- f. Cons:
 - i. Potential for “undocumented” launches
 - ii. Potential for errors by staff
 - iii. Suggestions for delivering to the bank with deposit slips completed by Launch staff

- 2. Reduce the amount of Cash collected at the launch**
 - a. Use combination of hand-held and kiosk credit/debit units**
 - i. Printable receipts**
 - b. Kiosk with cash acceptance capability to eliminate staff handling cash**
 - i. Could have issue with ability to produce “change”**
 - ii. Wisconsin launch fee structure requires change in the form of coins**
 - iii. Possible solution, reduce launch fees to exact dollar amount**
 - 1. E.g. \$11.75 would become \$11.00 (cannot round up)**
- 3. Eliminate ALL Cash at the Boat Launch**
 - a. Install credit/debit card kiosks**
 - b. Hand-held credit/debit card Point of Sales (POS) by staff**
 - c. Multiple kiosks could reduce staffing requirement**

Parks & Lakefront Committee – Proposed Agenda Item

Reducing Boat Launch Traffic Congestion on Geneva Street During Peak Periods

Current Status:

- Westbound traffic on Geneva Street accesses launch/parking area via RIGHT turn into the lot
- Eastbound traffic on Geneva Street accesses launch/parking area via LEFT turn into the lot
- Launch area parking is limited to 39 parking stalls for vehicle plus trailer
- When lot is full overflow parking is located
 - At the Lions Fieldhouse
 - Village streets (excluding Elkhorn Rd)
- Pre-launch traffic lines up on Westbound Geneva Street creating bottlenecks and congestion
- Boat Launch staff will post “No Parking” signs which are ignored
- Staff will take cell phone numbers and tell driver to “drive around” until they receive a text or call to return to the launch. Drivers typically just return on their own.

Goals/Objectives:

- Eliminate parking/staging of pre-launch vehicles along Geneva Street during periods/days of high volume (weekends/holidays).

Obstacles:

- Lack of suitable areas for “remote” staging
- Traffic/Parking enforcement
- Resistance to change

Implementation Options:

- Option 1: Do nothing and continue with current approach
- Option 2: Enforce “no parking” on Geneva Street by issuing tickets
 - Little to no impact on improving the congestion
- Option 3: Establish “Remote Staging” areas where pre-launch vehicles/boats are sent
 - Possible Staging areas (or combination of areas):
 - Williams Bay High School parking lot
 - Pros
 - Large area
 - Cons
 - May interfere with school functions
 - Far from launch area
 - N Walworth Ave from Stark Street to Olive Street
 - Pros
 - Mostly commercial business on the southbound side
 - Close to launch area

- Cons
 - Somewhat limiting in number of vehicle/trailer units
 - Eliminates street for “overflow” parking after launching
 - Lions Fieldhouse gravel parking lot
 - Pros
 - Could be used in conjunction with N Walworth Ave
 - Close to launch area
 - Cons
 - Eliminates lot as an “overflow” area after launching
 - Could interfere with functions at the Lions Fieldhouse
 - Reduces parking for individuals wanting to access Kishwauketoe
 - Launch staff at staging area to ensure vehicles “line up” in order on arrival
 - Launch staff and remote site staff need to be in direct communication
 - Once notified that a vehicle can proceed to launch area, the remote staff processes payment, gives vehicle driver a paid receipt, directs driver to launch area
 - Driver proceeds to launch, parks in lot if open or is directed to find other “open” parking within the Village (Lions Fieldhouse, Village side streets)
- Option 4: Restrict launching to number of vehicle/trailer parking stalls. If full, launch restricted to launch and leave
 - Implement “NO TRAILER PARKING” Ordinance
 - On Village side streets
 - At the Lions Fieldhouse



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 MEETING TUESDAY, SEPTEMBER 3, 2024 AT 12:00 PM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Vlach called the meeting to order at 12:00pm.

II. Roll Call

Present: George Vlach, Adam Jaramillo, Steven Russell

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fire Chief Doug Smith,

III. Discussion and Possible Action on the First Draft Department Budget for 2025

The Committee reviewed the Draft Department Budgets for 2025. The highlights were:

- Rescue budget had wage reductions attributed to Fontana
- Dive budget had no changes
- Fire Department budget had no changes
- Police budget
 - Add two full-time officers due to understaffing based upon 2019 staffing study
 - Work load increases due to types of calls and the number of calls
 - Manage overtime hours and expenses

The motion to recommend Finance & Personnel Committee approval of the Emergency Services Budget was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

IV. Discussion and Possible Action on the Department Capital Improvements Plan (CIP)

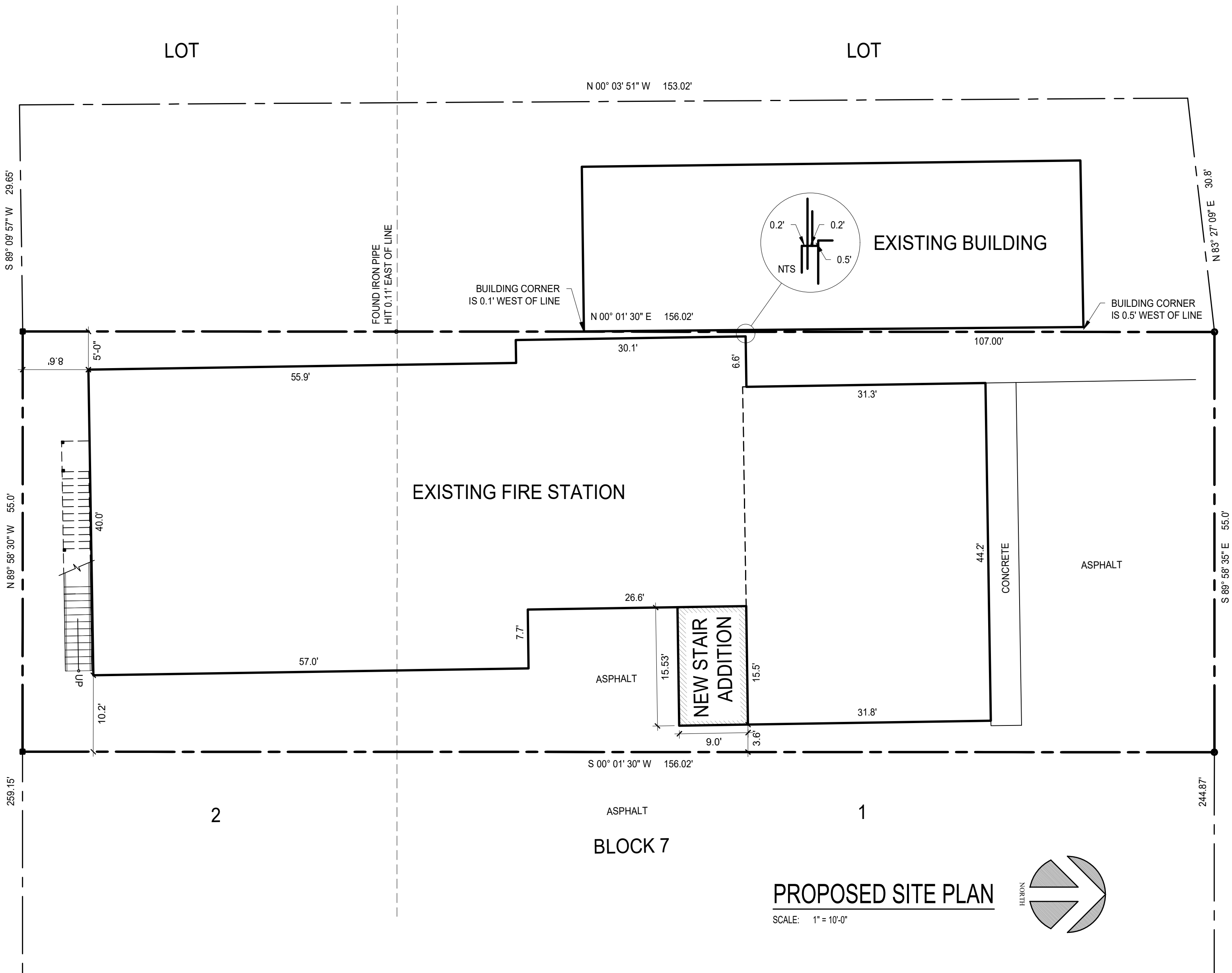
The Committee discussed the Department Capital Improvement Plan (CIP).

V. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 12:53pm. Unanimously carried.

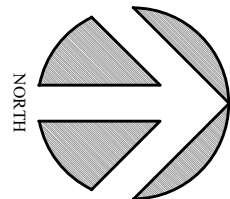
/s/ Tina Kolls, Village Clerk

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



PROPOSED SITE PLAN

SCALE: 1" = 10'-0"



FLOOR AREA CALCULATIONS
OVERALL EXISTING FOOTPRINT = 4,703 SF
ORIGINAL EXISTING FIRST FLOOR (OVERALL) = 1,405 SF
APPARATUS BAY ADDITION EXISTING FIRST FLOOR = 3,298 SF

INTERIOR FINISHED (GROSS) = 1,732 SF
ORIGINAL EXISTING FIRST FLOOR CONDITIONED SPACE = 327 SF
ORIGINAL EXISTING SECOND FLOOR CONDITIONED SPACE = 1,405 SF

PROPOSED 1ST FLOOR ADDITION = 150 SF = 4,853 SF OVERALL NEW
PROPOSED 2ND FLOOR ADDITION = 2,885 SF = 4,290 SF OVERALL NEW
TOTAL PROPOSED = 2,974 SF

TOTAL ORIGINAL AND PROPOSED OVERALL SF = 9,143 SF

SHEET INDEX

AS1.0	EXISTING SITE PLAN
D1.1	EXISTING / DEMO FIRST FLOOR PLAN
D1.2	EXISTING / DEMO SECOND FLOOR PLAN
A1.1	PROPOSED FIRST FLOOR PLAN
A1.2	PROPOSED SECOND FLOOR PLAN
A2.1	PROPOSED EXTERIOR ELEVATIONS
A2.2	PROPOSED EXTERIOR ELEVATIONS
A2.3	PROPSD BUILDING SECTIONS

PRELIMINARY - NOT FOR CONSTRUCTION

WILLIAMS BAY RESCUE SQUAD

5 E GENEVA STREET, WILLIAMS BAY WI ZIP



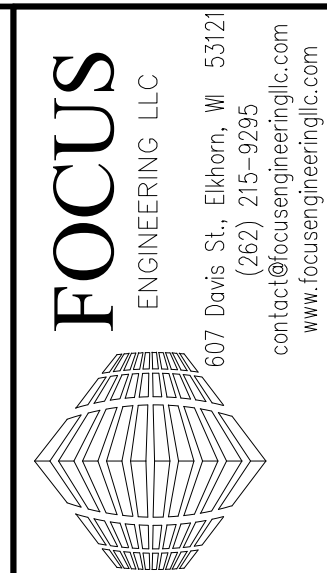
REVISIONS

NUMBER	DESCRIPTION	DATE

Date: 08-19-2024
Project: 2024-08.001
Drawn by: KRG
Checked by: MAP

SHEET NUMBER

AS1.0



WILLIAMS BAY RESCUE SQUAD

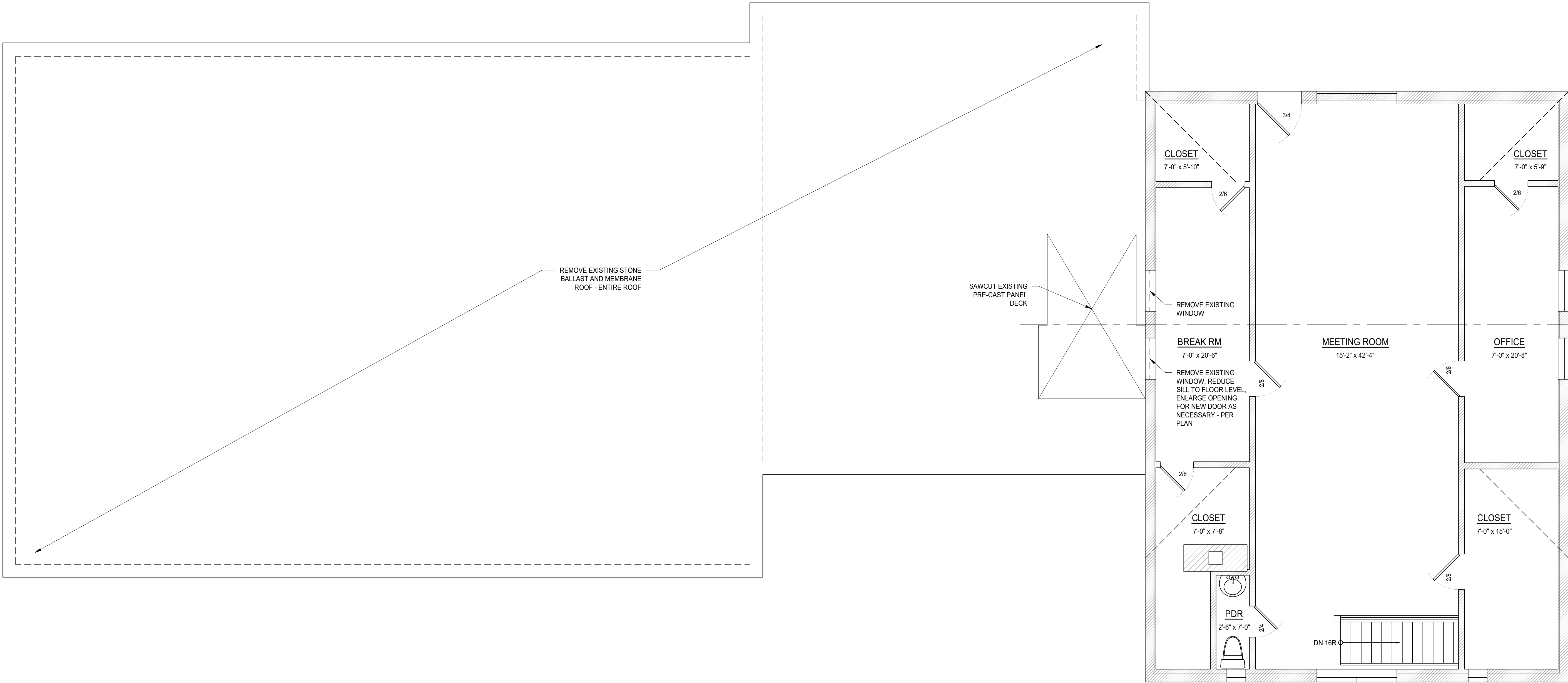
5 E GENEVA STREET, WILLIAMS BAY WI ZIP

REVISIONS		
NUMBER	DESCRIPTION	DATE

Date: 08-19-2024
 Project: 2024-08.00
 Drawn by: KRO
 Checked by: MAM

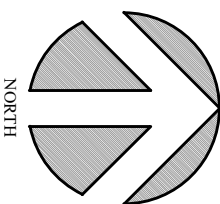
SHEET NUMBER

D1.1



EXISTING / DEMO SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"



PRELIMINARY - NOT FOR CONSTRUCTION

WILLIAMS BAY RESCUE SQUAD
5 E GENEVA STREET, WILLIAMS BAY WI ZIP



607 Davis St., Elkhorn, WI 53121
(262) 215-9295
contact@focusengineeringllc.com
www.focusengineeringllc.com

REVISIONS		DATE	
NUMBER	DESCRIPTION		
Date:		08-19-2024	
Project:		2024-08.001	
Drawn by:		KRG	
Checked by:		MAP	
SHEET NUMBER			

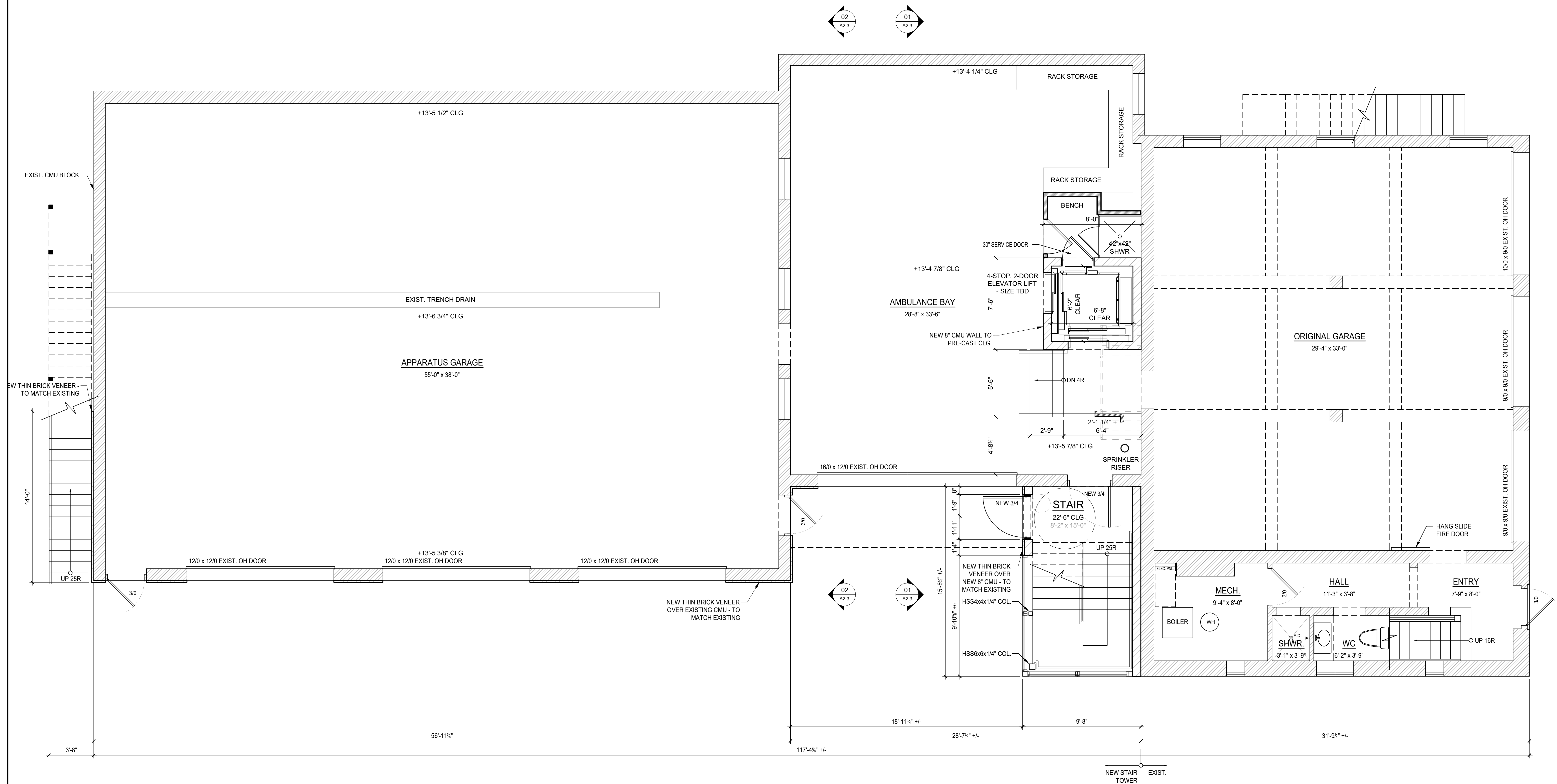
D1.2



PRELIMINARY - NOT FOR CONSTRUCTION

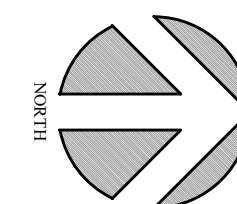
WILLIAMS BAY RESCUE SQUAD

5 E GENEVA STREET, WILLIAMS BAY WI ZIP



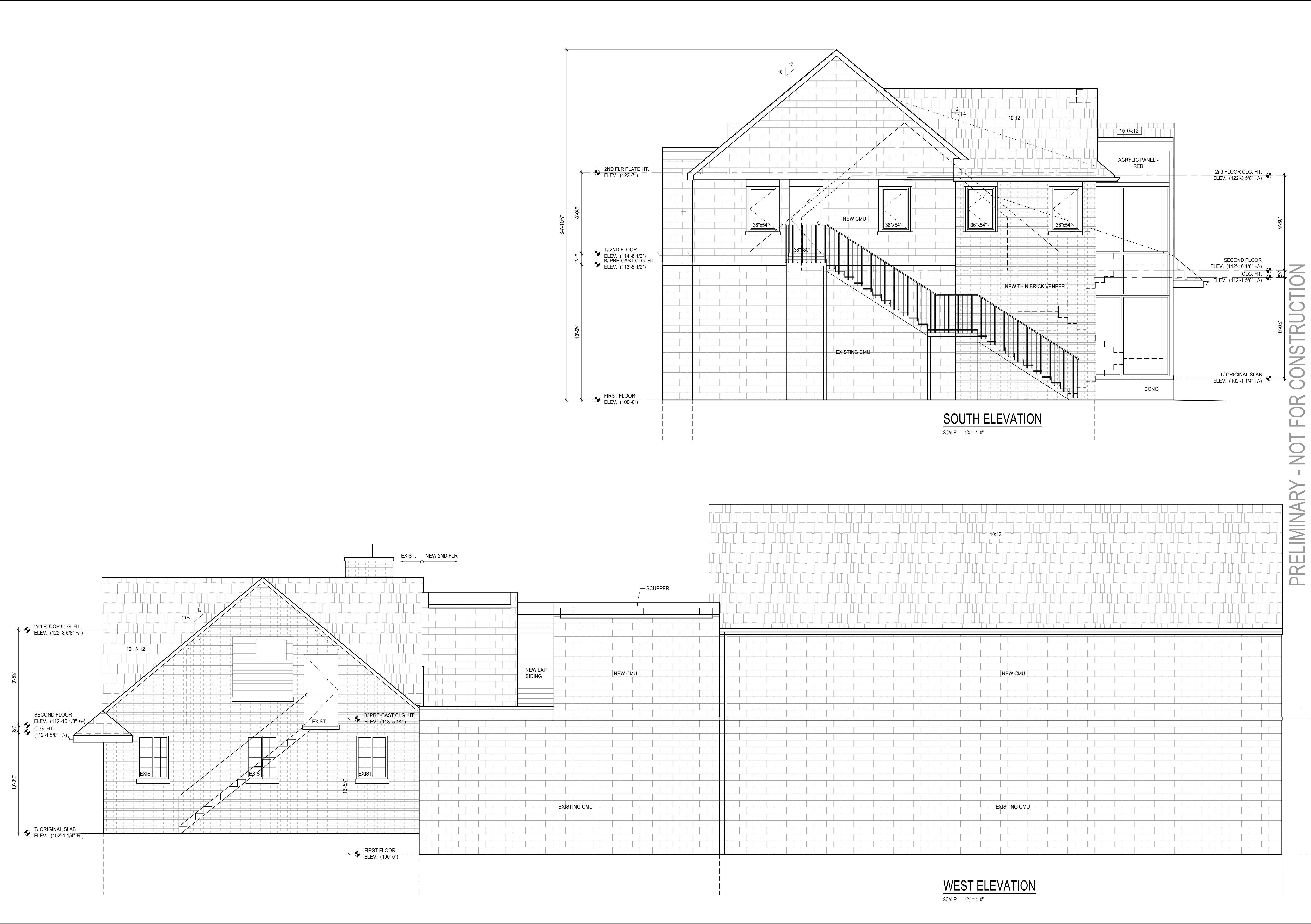
PROPOSED FIRST FLOOR PLAN

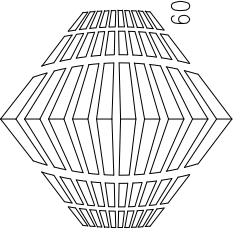
SCALE: 1/4" = 1'-0"

[illegible]

A1.1







FOCUS
ENGINEERING LLC
607 Davis St., Elkhorn, WI 53127
(262) 215-9295
contact@focusengineeringllc.com
www.focusengineeringllc.com

WILLIAMS BAY RESCUE SQUAD
5 E GENEVA STREET, WILLIAMS BAY WI ZIP

REVISIONS	
NUMBER	DESCRIPTION

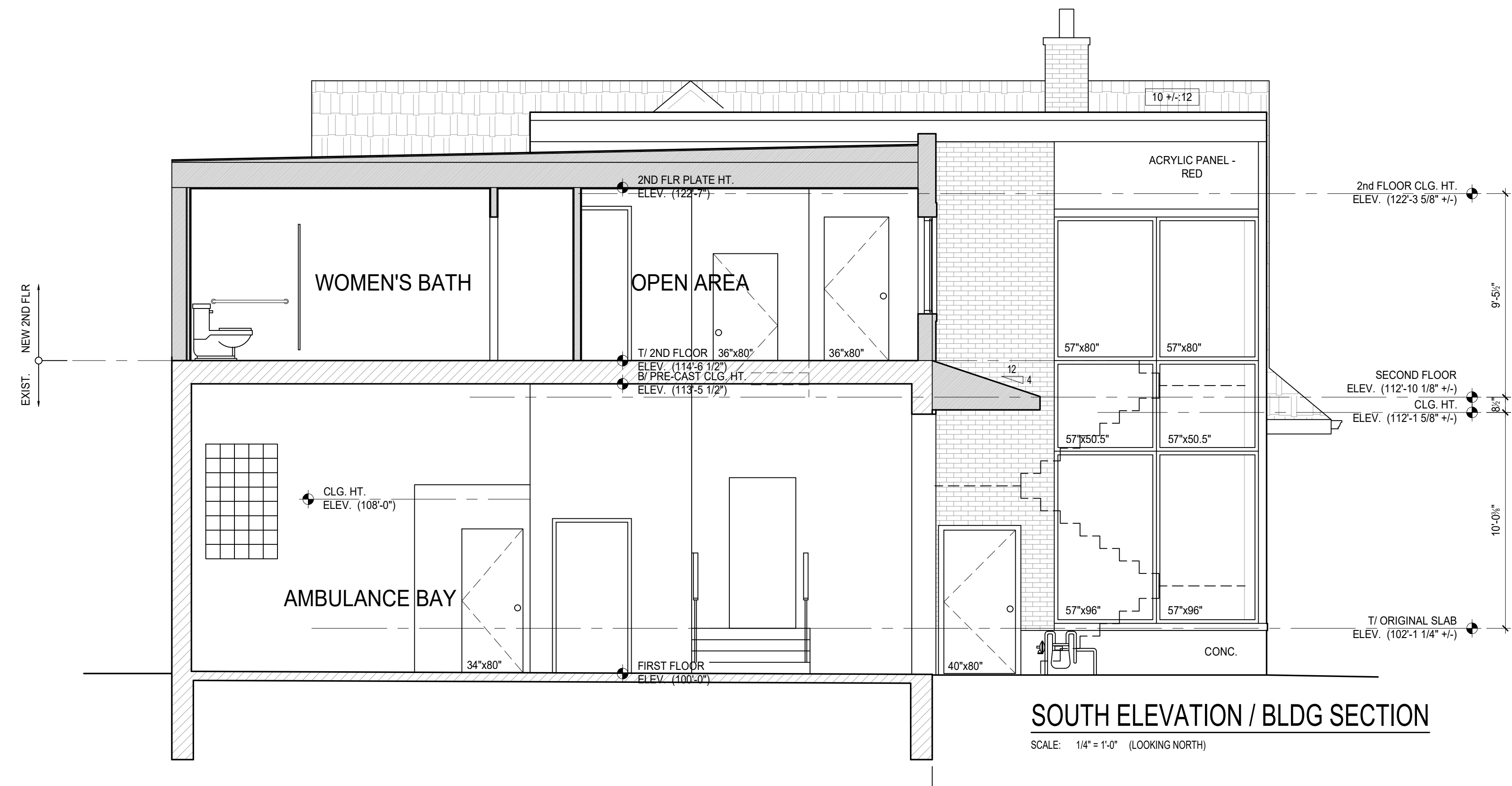
Date: 08-19-2024
Project: 2024-08.001
Drawn by: KRG
Checked by: MAP
SHEET NUMBER

A2.2



SOUTH ELEVATION / BLDG SECTION

SCALE: 1/4" = 1'-0" (LOOKING SOUTH)



SOUTH ELEVATION / BLDG SECTION

SCALE: 1/4" = 1'-0" (LOOKING NORTH)

PRELIMINARY - NOT FOR CONSTRUCTION

WILLIAMS BAY RESCUE SQUAD

5 E GENEVA STREET, WILLIAMS BAY WI ZIP



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ENGINEERING LLC
607 Davis St., Elkhorn, WI 53127
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contact@focusengineeringllc.com
www.focusengineeringllc.com

REVISIONS		NUMBER	DESCRIPTION	DATE
Date:		08-19-2024		
Project:		2024-08.001		
Drawn by:		KRG		
Checked by:		MAP		
SHEET NUMBER		A2.3		



FONTANA FIRE DEPARTMENT MONTHLY REPORT – NOVEMBER 2024



RESPONSE DATA

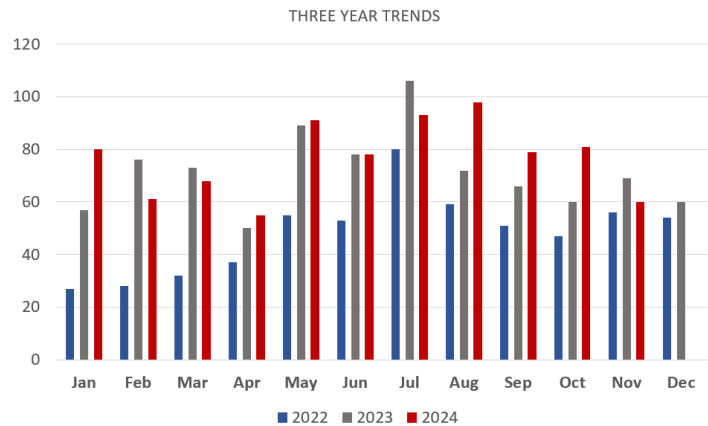
November 2024

INCIDENT TYPE	Total	Percent
Williams Bay Responses	20	33%
Fontana EMS Responses	30	50%
Fontana Other Responses	10	17%

TOTAL RESPONSES 60

Response Time Report	
Average Dispatched to Arrival on Scene	
Fontana	04:43
Williams Bay	06:18

3 YEAR TRENDS



TRAINING & CERTIFICATIONS

Forcible Entry Power Saws and Ventilation Hazardous Materials	Mercy EMS - Cardiac Pro Splints Medical Legal
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PUBLIC EDUCATION & EVENTS

- Girl Scout Tour
- Chili Cookoff
- Memorial - Lake Geneva Firefighter Ken Larsen
- Twin Lakes Standby Event

OPERATIONS

- SCBA Hydrostatic Testing Completed
- Lyons Club Donation of \$2,000 to Friends of Fontana
- Controlled burn - Wild Duck Road
- Completed processing for two full-time and two part-time candidates
- Walworth Township IGA Negotiations
- Portable lights and battery powered saw added to Squad 371





VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

UNOFFICIAL MINUTES WATER & SEWER COMMITTEE MEETING MEETING TUESDAY, SEPTEMBER 3, 2024 AT 10:00 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Umans called the meeting to order at 10:07 am.

II. Roll Call

Present: Trustees Robert Umans, Adam Jaramillo, George Vlach

Also Present: Administrator David Lothspeich, Public Works Director Wayne Edwards

III. Discussion and Possible Action on the First Draft Department Budget for 2025

The Committee discussed the first draft of the Department budget for 2025.

IV. Discussion and Possible Action on the Department Capital Improvements Plan (CIP)

The Committee discussed the Department Capital Improvements Plan (CIP).

V. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Jaramillo at 10:56 am. 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 10/11/2024 MEETING FRIDAY, OCTOBER 11, 2024 AT 8:45 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Umans called the meeting to order at 8:45 am.

II. Roll Call

Present: Robert Umans, Adam Jaramillo, George Vlach

Also Present: Administrator David Lothspeich

III. Committee Review of Draft Budgets and Draft Capital Improvement Plan (CIP) 2025

The motion to recommend Finance & Personnel Committee approval of the Draft Water & Sewer Budgets for 2025 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

IV. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 09:38 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

Williams Bay - Water Fund Borrowing and Projects Costs status

12/16/24	Year	Borrowed	Costs	Actual	Bid amount	B&W Estimate
Borrowed funds 2021		\$5,600,000				
Interest income borrowed funds		\$0				
Transfer Water Borrowed Funds to General Fund		-\$1,307,000				
Transfer Water Borrowed Funds to Sewer Fund		-\$1,704,529				
Total		\$2,588,471				
Finished Projects						
Elkhorn Road new water main			\$720,006			
Cleaned & Repaired lime reactor			\$370,932			
Water plant out of floodzone			\$42,000			
Clover Street water main			\$61,936			
Available Borrowed Funds after Finished Projects		\$1,393,597	\$1,194,874			
Starting Projects 2024-2025-2026						
Well 2 new pump \$153,169 bid + \$52,035 ad on	2024		\$205,204			
Geneva Street East West engineering cost due in 2025	2025		\$195,000			
Well 3 pump new pump	2025		\$120,000			
Public Works new W&S utility truck	2025		\$25,000			
Southwick Creek dredging			\$16,978			
Lead pipes water lines service (3 homes)	2025		\$45,000			
Walworth Ave - W.geneva street to Liechty	2027		\$596,500			
Projected shortage Safe Water Loan	2025		\$55,000			
Available Borrowed Funds after Starting Projects		\$134,915	\$1,258,682			
Pending Future Projects						
Future Street Improvements - Water Mains relay's			\$800,000			
Available Borrowed Funds after Pending Future Projects		-\$665,085	\$800,000			
Long Term Projects						
Upper & Lower Loch Vista new water mains/hydrants	2028		\$1,100,000			
Geneva Street East West new water mains per WDOT project	2031		\$4,100,000			
East Geneva street - Firestation to Potawatomi Road	2031		\$2,823,000			
Water Plant expansion			\$2,500,000			
New Water Tower design & permitting			\$250,000			
New Water Tower			\$2,500,000			
Water Tower (3) removal cost			\$250,000			
Well 2 new Roof			\$30,000			
Well 3 new Roof and Generator			\$300,000			
Long Term Projects total			\$13,853,000			
Safe Water Loan 2024 (pay back \$3,683K, after \$860K PF)		\$4,542,950				
Starting Project 2024-2025 Safe Water Loan Only						
Optimize Corrosion Control Study B&W through 2026, phase 1			\$120,000			
Optimize Corrosion Control Study design,perpitting, phase 2			\$300,000			
Chorination water plant improvement			\$3,979,000			
Chorination water plant improvement proj: cost overrun 5%			\$198,950			
Available Borrowed Funds after Starting Projects		-\$55,000	\$4,597,950			

Williams Bay - Sewer Fund Borrowing and Projects Costs status

12/16/24	Year	Borrowed	Costs	Actual	Bid amount	B&W Estimate
Borrowed funds 2021		\$2,800,000				
Interest income borrowed funds		\$0				
Transfer in from Water Fund Borrowed Funds		\$1,704,529				
Total		\$4,504,529				
Finished Projects						
Elkhorn Road North/South new 12" sewer pipes			\$423,529			
Sewer linings			\$200,000			
Available Borrowed Funds after Finished Projects		\$3,881,000	\$623,529			
Starting Projects 2024-2025-2026						
Public Works new W&S utility truck	2025		\$25,000			
Oakwood / Orchard / Valley Street. Sewer repair.	2025		\$370,000			
B&W engineering cost LS 5 & LS 4 systems	2025		\$100,000			
Lift Station 4 Gravity Sewer replacement	2026		\$872,000			
Liftstation 5 remodel and Discharge Force Main Rehabilitation	2027		\$2,203,000			
Walworth Ave Televising and Sewer Repair	2027		\$311,000			
Projected shortage Clean Water Loan	2025		\$64,766			
		\$0	\$3,881,000			
Pending Future Projects						
Lift station 5 Gravity Sewer Relining	2030		\$421,000			
STH 67 Sanitary Sewer Replacement per WDOT Project	2030		\$695,000			
East Geneva Street Force Main Replacement	2031		\$851,000			
Available Borrowed Funds after Pending Future Projects		-\$1,967,000	\$1,967,000			
Long Term Projects						
Replace LS # 1 Circle Parkway			\$810,000			
Replace LS # 2 Washington Parkway			\$810,000			
Sanitary Sewer replacement - Future street projects			\$800,000			
Improve remaining four (4) lift stations			\$1,170,000			
Long term projects total			\$3,590,000			

Clean Water Loan 2024		\$2,026,050				
Starting Projects 2024-2025						
Harris Road Lift Station Planning and Design			\$200,000			
Harris Road Lift Station Replace old with new station			\$1,797,216			
Harris Road Lift Station cost overrun +5%			\$93,600			
Available Borrowed Funds after Starting Projects		-\$64,766	\$2,090,816			

Walcomet 2025 Cost Increase

12/20/24

		2024	Actual Billings											2024
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec est	Total
Volume		\$21,231.84	\$18,624.72	\$22,746.98	\$29,643.92	\$24,178.34	\$23,644.42	\$29,927.92	\$23,510.94	\$20,254.88	\$18,627.56	\$18,705.66	\$18,705.66	\$269,802.84
BOD		\$15,266.98	\$11,707.74	\$14,299.04	\$10,322.74	\$12,793.25	\$15,183.97	\$24,091.56	\$16,480.49	\$14,381.29	\$12,214.97	\$12,266.18	\$12,266.18	\$171,274.39
TSS		\$11,592.08	\$7,902.15	\$10,548.93	\$8,579.94	\$10,099.41	\$13,764.73	\$20,966.30	\$14,460.30	\$11,991.35	\$10,415.27	\$10,828.08	\$10,828.08	\$141,976.62
NH3-N		\$6,321.53	\$4,647.11	\$6,820.33	\$4,848.15	\$6,641.16	\$8,626.29	\$11,232.48	\$9,810.00	\$7,686.95	\$6,756.91	\$6,942.12	\$6,942.12	\$87,275.15
Cust Units		\$8,689.45	\$8,693.15	\$8,700.55	\$8,700.55	\$8,707.95	\$8,711.65	\$8,711.65	\$8,715.35	\$8,715.35	\$8,715.35	\$8,737.55	\$8,737.55	\$104,536.10
		\$63,101.88	\$51,574.87	\$63,115.83	\$62,095.30	\$62,420.11	\$69,931.06	\$94,929.91	\$72,977.08	\$63,029.82	\$56,730.06	\$57,479.59	\$57,479.59	\$774,865.10
2025 Incr %		2025	Projected Increase											2024
2/1/2025	Perct	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec est	Total
Volume	22%	\$0.00	\$4,097.44	\$5,004.34	\$6,521.66	\$5,319.23	\$5,201.77	\$6,584.14	\$5,172.41	\$4,456.07	\$4,098.06	\$4,115.25	\$4,115.25	\$54,685.62
BOD	6%	\$0.00	\$702.46	\$857.94	\$619.36	\$767.60	\$911.04	\$1,445.49	\$988.83	\$862.88	\$732.90	\$735.97	\$735.97	\$9,360.44
TSS	3%	\$0.00	\$237.06	\$316.47	\$257.40	\$302.98	\$412.94	\$628.99	\$433.81	\$359.74	\$312.46	\$324.84	\$324.84	\$3,911.54
NH3-N	5.5%	\$0.00	\$255.59	\$375.12	\$266.65	\$365.26	\$474.45	\$617.79	\$539.55	\$422.78	\$371.63	\$381.82	\$381.82	\$4,452.45
Cust Units	-6%	\$0.00	-\$521.59	-\$522.03	-\$522.03	-\$522.48	-\$522.70	-\$522.70	-\$522.92	-\$522.92	-\$522.92	-\$524.25	-\$524.25	-\$5,750.80
		\$0.00	\$4,770.97	\$6,031.83	\$7,143.04	\$6,232.60	\$6,477.50	\$8,753.71	\$6,611.67	\$5,578.55	\$4,992.13	\$5,033.62	\$5,033.62	\$66,659.25
		2025	Projected Billings											2024
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec est	Total
Volume		\$21,231.84	\$22,722.16	\$27,751.32	\$36,165.58	\$29,497.57	\$28,846.19	\$36,512.06	\$28,683.35	\$24,710.95	\$22,725.62	\$22,820.91	\$22,820.91	\$324,488.46
BOD		\$15,266.98	\$12,410.20	\$15,156.98	\$10,942.10	\$13,560.85	\$16,095.01	\$25,537.05	\$17,469.32	\$15,244.17	\$12,947.87	\$13,002.15	\$13,002.15	\$180,634.83
TSS		\$11,592.08	\$8,139.21	\$10,865.40	\$8,837.34	\$10,402.39	\$14,177.67	\$21,595.29	\$14,894.11	\$12,351.09	\$10,727.73	\$11,152.92	\$11,152.92	\$145,888.16
NH3-N		\$6,321.53	\$4,902.70	\$7,195.45	\$5,114.80	\$7,006.42	\$9,100.74	\$11,850.27	\$10,349.55	\$8,109.73	\$7,128.54	\$7,323.94	\$7,323.94	\$91,727.60
Cust Units		\$8,689.45	\$8,171.56	\$8,178.52	\$8,178.52	\$8,185.47	\$8,188.95	\$8,188.95	\$8,192.43	\$8,192.43	\$8,192.43	\$8,213.30	\$8,213.30	\$98,785.30
		\$63,101.88	\$56,345.84	\$69,147.66	\$69,238.34	\$68,652.71	\$76,408.56	\$103,683.62	\$79,588.75	\$68,608.37	\$61,722.19	\$62,513.21	\$62,513.21	\$841,524.35

Connection Fees	WalCoMet		Village	
Effective Date	From	To	From	To
Prior to 01/01/24		\$4,000		\$4,500
01/01 2024	\$4,000	\$4,230	\$4,500	\$4,750
01/01/2025	\$4,230	\$4,360	\$4,750	\$4,860

Water and Sewer rate comparison

12/26/25

				2 Residents		
Water rates	Base/Qtr	Fire Protection	Use/1000 gallons	use/day/gal	use/qtr/gallons	Qtr Bill
Lake Geneva	\$28.10	\$11.45	\$2.39	140	12600	\$69.66
Fontana	\$37.26	\$24.00	\$7.66	140	12600	\$157.78
Williams Bay current	\$30.00	\$26.76	\$3.77	140	12600	\$104.26
Williams Bay new	\$30.00	\$26.76	\$3.77	140	12600	\$104.26

	Annual
6 mo Pr+Int \$1.7 mil	\$66,341
WalCoMet increase	\$66,659
	\$0
Total	\$133,000

				2 Residents		
Sewer rates	Base/Qtr	Fire Protection	Use/1000 gallons	use/day/gal	use/qtr/gallons	Qtr Bill
Lake Geneva	\$16.25	\$0.00	\$4.10	140	12600	\$67.91
Fontana	\$72.70	\$0.00	\$8.38	140	12600	\$178.29
Williams Bay current	\$89.05	\$0.00	\$3.70	140	12600	\$135.67
Williams Bay new	\$89.05	\$0.00	\$5.10	140	12600	\$153.31

Volume net water sold 2023
95 million Gallons/Yr
95,000 x \$1.40
\$133,000

Total				2 Residents		
Water & Sewer	Base/Qtr	Fire Protection	Use/1000 gallons	use/day/gal	use/qtr/gallons	Qtr Bill
Lake Geneva						\$137.57
Fontana						\$336.06
Williams Bay current						\$239.93
Williams Bay new						\$257.57

1 Resident	
Qtr. Incr	Month
\$8.82	\$2.94
2 Residents	
Qtr. Incr	Month
\$17.64	\$5.88



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 9/11/2024 MEETING

WEDNESDAY, SEPTEMBER 11, 2024 AT 9:00 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

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

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro and Robert Umans

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese

III. Considering Re-allocations on the Borrowed Funds Reports for Recommendations to the Village Board

The Committee discussed re-allocations on the borrowed funds reports.

IV. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 9:38 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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VILLAGE OF WILLIAMS BAY

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

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UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 09/16/2024 MEETING

MONDAY, SEPTEMBER 16, 2024 AT 9:30 AM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Lowell Wright called the meeting to order at 09:30am.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese, Director of Public Works Wayne Edwards

III. Committee First Review of Draft Department Budgets

The Committee reviewed the first draft of department budgets.

IV. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 11:10 am.

Unanimously carried.

/s/ Tina Kolls, Village Clerk

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VILLAGE OF WILLIAMS BAY

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

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UNOFFICIAL MINUTES FINANCE & PERSONNEL COMMITTEE MEETING 9/18/2024 MEETING

WEDNESDAY, SEPTEMBER 18, 2024 AT 12:00 PM

VILLAGE HALL COUNCIL ROOM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Lowell Wright called the meeting to order at 12:00pm.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese, Clerk Tina Kolls, Recreation Director Ryan Knop

III. Committee First Review of Draft Department Budgets and Draft Capital Improvement Program 2025

The Committee reviewed Draft Department Budgets and Draft Capital Improvement Program for 2025.

IV. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee D'Alessandro at 1:21 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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 9/19/2024 MEETING

**THURSDAY, SEPTEMBER 19, 2024 AT 12:00 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Wright called the meeting to order at 12:00pm.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese, Police Chief Justin Timm, Fire Chief Doug Smith, Library Director Joy Schnupp, Rescue Captain Rich Gluth

Excused:

III. Committee First Review of Draft Department Budgets and Draft Capital Improvements Program 2025

The Committee reviewed draft Department Budgets and draft Capital Improvement Program for 2025.

IV. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 1:19 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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 9/20/2024 MEETING

**FRIDAY, SEPTEMBER 20, 2024 AT 10:00 AM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Lowell Wright called the meeting to order at 10:00am.

II. Roll Call

Present: Trustees Lowell Wright, Jim D'Alessandro, and Robert Umans

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese

Excused:

III. Committee Review of Draft Budget (Revenues and Expenses) and Draft Capital Improvement Plan

The Committee reviewed the draft Budget Revenues and Expenses and draft Capital Improvement Plan for 2025.

IV. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 11:39 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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 10/1/2024 MEETING

**TUESDAY, OCTOBER 1, 2024 AT 11:00 AM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED**

I. Call to Order

Chairman Lowell Wright called the meeting to order at 11:00am.

II. Roll Call

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

Also Present: Administrator David Lothspeich, Treasurer Jennifer Wiese, Rescue Captain Rich Gluth, Police Chief Justin Timm, Police Lieutenant Will Kostock, Director of Public Works Wayne Edwards

III. Review of Draft Capital Improvement Program (CIP) 2025

The Committee reviewed the Draft 2025 Capital Improvement Program.

IV. Review of Draft Village Budgets 2025

The Committee Reviewed the draft 2025 Village Budgets.

V. Review of Draft Tax Levy and Draft Public Hearing Notice

The Committee reviewed the Draft Tax Levy.

VI. Review of Budget and CIP Review Schedule

The Committee reviewed the upcoming budget and Capital Improvement Plan Schedule.

VII. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 12:30pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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 10/07/2024 MEETING

**MONDAY, OCTOBER 7, 2024 AT 3:30 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Wright called the meeting to order at 3:30 pm.

II. Roll Call

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

Also Present: Administrator David Lothspeich

III. Review of Draft Village Budgets 2025

The Committee reviewed the Draft Village Budgets for 2025.

IV. Review of Draft Capital Improvement Program (CIP) 2025

The Committee reviewed the Draft Capital Improvement Program (CIP) for 2025.

V. Review of Draft Tax Levy and Draft Public Hearing Notice

The Committee reviewed the Draft Tax Levy and Draft Public Hearing Notice.

VI. Review of Budget and CIP Review Schedule

The Committee reviewed the 2025 Budget and CIP review schedule.

VII. Adjourn

The motion to adjourn was initiated by Trustee D'Alessandro and seconded by Trustee Umans at 4:24 pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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 10/21/2024 MEETING

**MONDAY, OCTOBER 21, 2024 AT 8:30 AM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Wright called the meeting to order at 8:30 am.

II. Roll Call

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

Also Present: Administrator David Lothspeich, Village Financial Advisors Kevin Mullen and Adam Ruechel of Baird

III. Review of Potential Capital Projects in the Draft Capital Improvement Plan 2025-2030

The motion to recommend Village Board approval of Draft Capital Improvement Plan 2025-2030 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

IV. Review and Possible Action on the Draft Proposed Village Budget 2025

The motion to recommend Village Board approval of the Draft Proposed Village Budget 2025 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

V. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 9:43 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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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 MEETING WEDNESDAY, DECEMBER 11, 2024 AT 10:00 AM VILLAGE HALL COUNCIL ROOM 250 WILLIAMS STREET WILLIAMS BAY, WI 53191

**THERE MAY BE A QUORUM OF VILLAGE TRUSTEES PRESENT, NO BOARD
BUSINESS WILL BE CONDUCTED.**

I. Call to Order

Chairman Trustee Wright called the meeting to order at 10:00 am.

II. Roll Call

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

Also Present: Administrator David Lothspeich

III. CIP 2025 Projects

The motion to recommend to Village Board to move forward with the CIP 2025 Projects was initiated by Trustee Wright and seconded by Trustee D'Alessandro. Unanimously carried.

IV. Boat Lift Rates (as recommended by Parks & Lakefront Committee)

The motion to recommend Village Board Approval of the Boat Lift Rates (as recommended by Parks & Lakefront Committee) was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

V. GFL Contract (as recommended by Streets & Highways Committee)

There was no action taken.

VI. 2023 Audit Management Letter Items

The motion to direct staff to develop draft responses along with Trustee Wright to the 2023 Audit Management Letter Items for consideration by the Finance & Personnel Committee.

VII. 2025 Liability and Workers Compensation Insurance quote

The motion to table the 2025 Liability and Workers Compensation Insurance quote was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

VIII. Adjourn

The motion to adjourn was initiated by Trustee Trustee D'Alessandro and seconded by Trustee Umans at 11:00 am. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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Williams Bay - Sewer Fund Borrowing and Projects Costs status

12/16/24	Year	Borrowed	Costs	Actual	Bid amount	B&W Estimate
Borrowed funds 2021		\$2,800,000				
Interest income borrowed funds		\$0				
Transfer in from Water Fund Borrowed Funds		\$1,704,529				
Total		\$4,504,529				
Finished Projects						
Elkhorn Road North/South new 12" sewer pipes			\$423,529			
Sewer linings			\$200,000			
Available Borrowed Funds after Finished Projects		\$3,881,000	\$623,529			
Starting Projects 2024-2025-2026						
Public Works new W&S utility truck	2025		\$25,000			
Oakwood / Orchard / Valley Street. Sewer repair.	2025		\$370,000			
B&W engineering cost LS 5 & LS 4 systems	2025		\$100,000			
Lift Station 4 Gravity Sewer replacement	2026		\$872,000			
Liftstation 5 remodel and Discharge Force Main Rehabilitation	2027		\$2,203,000			
Walworth Ave Televising and Sewer Repair	2027		\$311,000			
Projected shortage Clean Water Loan	2025		\$64,766			
		\$0	\$3,881,000			
Pending Future Projects						
Lift station 5 Gravity Sewer Relining	2030		\$421,000			
STH 67 Sanitary Sewer Replacement per WDOT Project	2030		\$695,000			
East Geneva Street Force Main Replacement	2031		\$851,000			
Available Borrowed Funds after Pending Future Projects		-\$1,967,000	\$1,967,000			
Long Term Projects						
Replace LS # 1 Circle Parkway			\$810,000			
Replace LS # 2 Washington Parkway			\$810,000			
Sanitary Sewer replacement - Future street projects			\$800,000			
Improve remaining four (4) lift stations			\$1,170,000			
Long term projects total			\$3,590,000			

Clean Water Loan 2024		\$2,026,050				
Starting Projects 2024-2025						
Harris Road Lift Station Planning and Design			\$200,000			
Harris Road Lift Station Replace old with new station			\$1,797,216			
Harris Road Lift Station cost overrun +5%			\$93,600			
Available Borrowed Funds after Starting Projects		-\$64,766	\$2,090,816			

Williams Bay - Water Fund Borrowing and Projects Costs status

12/16/24	Year	Borrowed	Costs	Actual	Bid amount	B&W Estimate
Borrowed funds 2021		\$5,600,000				
Interest income borrowed funds		\$0				
Transfer Water Borrowed Funds to General Fund		-\$1,307,000				
Transfer Water Borrowed Funds to Sewer Fund		-\$1,704,529				
Total		\$2,588,471				
Finished Projects						
Elkhorn Road new water main			\$720,006			
Cleaned & Repaired lime reactor			\$370,932			
Water plant out of floodzone			\$42,000			
Clover Street water main			\$61,936			
Available Borrowed Funds after Finished Projects		\$1,393,597	\$1,194,874			
Starting Projects 2024-2025-2026						
Well 2 new pump \$153,169 bid + \$52,035 ad on	2024		\$205,204			
Geneva Street East West engineering cost due in 2025	2025		\$195,000			
Well 3 pump new pump	2025		\$120,000			
Public Works new W&S utility truck	2025		\$25,000			
Southwick Creek dredging			\$16,978			
Lead pipes water lines service (3 homes)	2025		\$45,000			
Walworth Ave - W.geneva street to Liechty	2027		\$596,500			
Projected shortage Safe Water Loan	2025		\$55,000			
Available Borrowed Funds after Starting Projects		\$134,915	\$1,258,682			
Pending Future Projects						
Future Street Improvements - Water Mains relay's			\$800,000			
Available Borrowed Funds after Pending Future Projects		-\$665,085	\$800,000			
Long Term Projects						
Upper & Lower Loch Vista new water mains/hydrants	2028		\$1,100,000			
Geneva Street East West new water mains per WDOT project	2031		\$4,100,000			
East Geneva street - Firestation to Potawatomi Road	2031		\$2,823,000			
Water Plant expansion			\$2,500,000			
New Water Tower design & permitting			\$250,000			
New Water Tower			\$2,500,000			
Water Tower (3) removal cost			\$250,000			
Well 2 new Roof			\$30,000			
Well 3 new Roof and Generator			\$300,000			
Long Term Projects total			\$13,853,000			
Safe Water Loan 2024 (pay back \$3,683K, after \$860K PF)		\$4,542,950				
Starting Project 2024-2025 Safe Water Loan Only						
Optimize Corrosion Control Study B&W through 2026, phase 1			\$120,000			
Optimize Corrosion Control Study design,perpitting, phase 2			\$300,000			
Chorination water plant improvement			\$3,979,000			
Chorination water plant improvement proj: cost overrun 5%			\$198,950			
Available Borrowed Funds after Starting Projects		-\$55,000	\$4,597,950			

Water and Sewer rate comparison

12/26/25

				2 Residents		
Water rates	Base/Qtr	Fire Protection	Use/1000 gallons	use/day/gal	use/qtr/gallons	Qtr Bill
Lake Geneva	\$28.10	\$11.45	\$2.39	140	12600	\$69.66
Fontana	\$37.26	\$24.00	\$7.66	140	12600	\$157.78
Williams Bay current	\$30.00	\$26.76	\$3.77	140	12600	\$104.26
Williams Bay new	\$30.00	\$26.76	\$3.77	140	12600	\$104.26

	Annual
6 mo Pr+Int \$1.7 mil	\$66,341
WalCoMet increase	\$66,659
	\$0
Total	\$133,000

				2 Residents		
Sewer rates	Base/Qtr	Fire Protection	Use/1000 gallons	use/day/gal	use/qtr/gallons	Qtr Bill
Lake Geneva	\$16.25	\$0.00	\$4.10	140	12600	\$67.91
Fontana	\$72.70	\$0.00	\$8.38	140	12600	\$178.29
Williams Bay current	\$89.05	\$0.00	\$3.70	140	12600	\$135.67
Williams Bay new	\$89.05	\$0.00	\$5.10	140	12600	\$153.31

Volume net water sold 2023	
95 million Gallons/Yr	
95,000 x \$1.40	\$133,000

Total				2 Residents		
Water & Sewer	Base/Qtr	Fire Protection	Use/1000 gallons	use/day/gal	use/qtr/gallons	Qtr Bill
Lake Geneva						\$137.57
Fontana						\$336.06
Williams Bay current						\$239.93
Williams Bay new						\$257.57

1 Resident		
Qtr. Incr	Month	
\$8.82	\$2.94	
2 Residents		
Qtr. Incr	Month	
\$17.64	\$5.88	

Walcomet 2025 Cost Increase

12/20/24

		2024	Actual Billings											2024
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec est	Total
Volume		\$21,231.84	\$18,624.72	\$22,746.98	\$29,643.92	\$24,178.34	\$23,644.42	\$29,927.92	\$23,510.94	\$20,254.88	\$18,627.56	\$18,705.66	\$18,705.66	\$269,802.84
BOD		\$15,266.98	\$11,707.74	\$14,299.04	\$10,322.74	\$12,793.25	\$15,183.97	\$24,091.56	\$16,480.49	\$14,381.29	\$12,214.97	\$12,266.18	\$12,266.18	\$171,274.39
TSS		\$11,592.08	\$7,902.15	\$10,548.93	\$8,579.94	\$10,099.41	\$13,764.73	\$20,966.30	\$14,460.30	\$11,991.35	\$10,415.27	\$10,828.08	\$10,828.08	\$141,976.62
NH3-N		\$6,321.53	\$4,647.11	\$6,820.33	\$4,848.15	\$6,641.16	\$8,626.29	\$11,232.48	\$9,810.00	\$7,686.95	\$6,756.91	\$6,942.12	\$6,942.12	\$87,275.15
Cust Units		\$8,689.45	\$8,693.15	\$8,700.55	\$8,700.55	\$8,707.95	\$8,711.65	\$8,711.65	\$8,715.35	\$8,715.35	\$8,715.35	\$8,737.55	\$8,737.55	\$104,536.10
		\$63,101.88	\$51,574.87	\$63,115.83	\$62,095.30	\$62,420.11	\$69,931.06	\$94,929.91	\$72,977.08	\$63,029.82	\$56,730.06	\$57,479.59	\$57,479.59	\$774,865.10
2025 Incr %		2025	Projected Increase											2024
2/1/2025	Perct	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec est	Total
Volume	22%	\$0.00	\$4,097.44	\$5,004.34	\$6,521.66	\$5,319.23	\$5,201.77	\$6,584.14	\$5,172.41	\$4,456.07	\$4,098.06	\$4,115.25	\$4,115.25	\$54,685.62
BOD	6%	\$0.00	\$702.46	\$857.94	\$619.36	\$767.60	\$911.04	\$1,445.49	\$988.83	\$862.88	\$732.90	\$735.97	\$735.97	\$9,360.44
TSS	3%	\$0.00	\$237.06	\$316.47	\$257.40	\$302.98	\$412.94	\$628.99	\$433.81	\$359.74	\$312.46	\$324.84	\$324.84	\$3,911.54
NH3-N	5.5%	\$0.00	\$255.59	\$375.12	\$266.65	\$365.26	\$474.45	\$617.79	\$539.55	\$422.78	\$371.63	\$381.82	\$381.82	\$4,452.45
Cust Units	-6%	\$0.00	-\$521.59	-\$522.03	-\$522.03	-\$522.48	-\$522.70	-\$522.70	-\$522.92	-\$522.92	-\$522.92	-\$524.25	-\$524.25	-\$5,750.80
		\$0.00	\$4,770.97	\$6,031.83	\$7,143.04	\$6,232.60	\$6,477.50	\$8,753.71	\$6,611.67	\$5,578.55	\$4,992.13	\$5,033.62	\$5,033.62	\$66,659.25
		2025	Projected Billings											2024
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec est	Total
Volume		\$21,231.84	\$22,722.16	\$27,751.32	\$36,165.58	\$29,497.57	\$28,846.19	\$36,512.06	\$28,683.35	\$24,710.95	\$22,725.62	\$22,820.91	\$22,820.91	\$324,488.46
BOD		\$15,266.98	\$12,410.20	\$15,156.98	\$10,942.10	\$13,560.85	\$16,095.01	\$25,537.05	\$17,469.32	\$15,244.17	\$12,947.87	\$13,002.15	\$13,002.15	\$180,634.83
TSS		\$11,592.08	\$8,139.21	\$10,865.40	\$8,837.34	\$10,402.39	\$14,177.67	\$21,595.29	\$14,894.11	\$12,351.09	\$10,727.73	\$11,152.92	\$11,152.92	\$145,888.16
NH3-N		\$6,321.53	\$4,902.70	\$7,195.45	\$5,114.80	\$7,006.42	\$9,100.74	\$11,850.27	\$10,349.55	\$8,109.73	\$7,128.54	\$7,323.94	\$7,323.94	\$91,727.60
Cust Units		\$8,689.45	\$8,171.56	\$8,178.52	\$8,178.52	\$8,185.47	\$8,188.95	\$8,188.95	\$8,192.43	\$8,192.43	\$8,192.43	\$8,213.30	\$8,213.30	\$98,785.30
		\$63,101.88	\$56,345.84	\$69,147.66	\$69,238.34	\$68,652.71	\$76,408.56	\$103,683.62	\$79,588.75	\$68,608.37	\$61,722.19	\$62,513.21	\$62,513.21	\$841,524.35

Connection Fees	WalCoMet		Village	
Effective Date	From	To	From	To
Prior to 01/01/24		\$4,000		\$4,500
01/01 2024	\$4,000	\$4,230	\$4,500	\$4,750
01/01/2025	\$4,230	\$4,360	\$4,750	\$4,860

Hello, I'm an Environmental Health Specialist at Walworth County Public Health, and we're excited to offer a great opportunity to help your community during January. For us, this is Radon Action Month. We're working to make radon test kits more accessible to residents, especially those who may have trouble getting to the Health & Human Services Building in Elkhorn. We want to provide your municipality with free radon kits, which you can sell for up to \$15. Or, if you prefer, you can offer them at a discounted rate of \$5 with a food donation during the month of January 2025—a promotion that's been highly successful in the past. We will be offering \$5 radon kits for the month of January at the HHS (cash or check) with a food donation to the Walworth Co Food Pantry. For the rest of the year, these kits cost \$15 each.

By partnering with us, you'll not only help keep your residents safe but also generate some extra revenue for your municipality. We work with Kenosha County to supply the kits, and we'd be happy to deliver them to you by the end of December. If you're interested, I can create a MOU agreement for us to move forward. (I attached an example of an existing MOU.) This is a win-win opportunity that we're excited to share with you!

Find more information on Radon here: <https://www.dhs.wisconsin.gov/radon/index.htm>

And an interactive map of Radon levels in our county and the state here:

<https://wi-dhs.maps.arcgis.com/apps/webappviewer/index.html?id=68f3a3e068854810b626d002ce47aff4>

1 out of every 6 homes in Walworth County has unhealthy levels of Radon above 4 pCi/L.

Several municipalities, including East Troy and Lake Geneva, already offer kits at their town halls, and residents have appreciated the convenience. I'll provide flyers, brochures, and social media posts for marketing. Please let me know ASAP if you'd like to be part of this promotion.

Let me know if you have any questions. You can call me directly at 262-741-3740.

Thank you & Merry Christmas!

Jenny

Jennifer Church (previously McMannamy)
Environmental Health Specialist
jchurch@co.walworth.wi.us
Walworth County Department of Health and Human Services
Division of Public Health
1910 CR NN, Elkhorn, WI 53121
Office: (262) 741-3740
Work cell: (262) 903-8719

MEMORANDUM OF UNDERSTANDING
BETWEEN
WALWORTH COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
TOWN OF DELAVAN

I. COOPERATING PARTIES

This Memorandum of Understanding (MOU) is entered into by the cooperating parties of Walworth County Department of Health and Human Services (WCDHHS), Division of Public Health, hereinafter referred to as Provider, and **TOWN OF DELAVAN**, doing business at **5621 TOWN HALL RD, DELAVAN WI 53115**, hereinafter referred to as Purchaser.

II. PURPOSE

This MOU establishes a relationship between the cooperating parties for the purpose of selling RADON TEST KITS.

III. DURATION

This MOU is effective from the date of signature through December 31, 2024, and will automatically renew annually unless changes are made by either party.

IV. MODIFICATION OR TERMINATION

This MOU or any part thereof may be renegotiated or terminated at the request of either cooperating party with written notification of at least 10 days prior to the date of termination.

V. AGREEMENT MANAGER

Purchaser's Agreement Manager will be Erica Bergstrom, Public Health Officer, (262-741-3200) for all matters, routine or emergent, which pertain to the MOU.

VI. SIGNATURES

Approval of this MOU is indicated by the signatures of the authorized representatives of the cooperating parties identified below.

Provider:
Walworth County
Department of Health and Human Services
PO Box 1005
1910 County Road NN
Elkhorn WI 53121-1005

Purchaser:
TOWN OF DELAVAN
5621 TOWN HALL RD, DELAVAN WI 53115

Signature of Authorized Representative:

Signature of Authorized Representative:

Name: Carlo Nevicosi

Name JOHN OLSEN

Title: Director

Title ADMINISTRATOR

Date:

Date

Policy and Procedure
RADON TEST KIT SALES

Policy

Clearly state the mutually agreed upon services to be provided by PROVIDER to the PURCHASER and financial charges to be paid for the services.

Procedure

- 1. PROVIDER agrees to provide PURCHASER with radon test kits supplied by the Kenosha-Walworth Radon Information Center at no charge.
- 2. PURCHASER will provide radon test kits to any resident requesting to purchase a kit.

Financial

- 1. PURCHASER agrees to provide Radon Test Kits at the currently County approved price. Purchaser shall have the option to participate in any special pricing promoted by the County.
- 2. PURCHASER may not give the test kits away for free or no cost.
- 3. PURCHASER may keep all proceeds generated through the sale of the radon test kits.

References

Attachments

Revision History

Revision	Date	Revision Summary	Originator

TEST YOUR NEST



\$5 RADON TEST KITS*

*Purchase a Radon test kit at Walworth County Health & Human Services for \$5 when you bring a non-perishable food item through January 2025.

*Limit 1 per person.
Cash & check payments only.*

all food donations
will be brought to:



Walworth County
Food & Diaper Bank

- Radon cannot be seen, smelled, or tasted & can cause lung cancer.
- Homes should be tested every 2 years for radon.



1910 County RD NN
Elkhorn, WI 53121
262-741-3200



WALWORTH COUNTY
— Health and Human Services —



Public Health
Prevent. Promote. Protect.
Walworth County

EXAMINA TU NIDO



KITS DE PRUEBA DE RADÓN A \$5*

*COMPRE UN KIT DE RADÓN
EN SALUD Y SERVICIOS
HUMANOS POR \$5* CUANDO
TRAIGA UN ALIMENTO NO
PERECEDERO EN EL MES DE
ENERO 2025.

LÍMITE 1 POR PERSONA

Sólo pagos en efectivo y con cheque

Todas las donaciones de
alimentos serán donados a



Walworth County
Food & Diaper Bank

- El radón no puede verse, olerse ni probarse y puede causar cáncer de pulmón.
- Los hogares deben someterse a pruebas de radón cada 2 años.



1910 County RD NN
Elkhorn, WI 53121
262-741-3200



WALWORTH COUNTY
— Health and Human Services —



Public Health
Prevent. Promote. Protect.
Walworth County

**Village of Williams Bay
Performance Appraisal Report
for David Lothspeich**

Date: December, 2024

Individual Goals from this Review Period

Section Weight- 50%

Title of Goal #1: Replace Recreation Director_(Measure: Complete)_____Due Date: 10/1/2024

Outcome: _____

Weight: 5%

Rating:

Title of Goal #2: Downtown Master Plan (Measure: Substantial progress) Due Date: 12/31/2024

Outcome: _____

Weight: 15%

Rating:

Title of Goal #3: Cellular Tower Relocation (Measure: Substantial Progress selection of vendor)
Due Date:10/1/2024

Outcome: _____

Weight: 5%

Rating:

Title of Goal #4: ARPA Funds (Measure: Projects selected, terms met) Due Date:12/31/2024

Outcome: _____

Weight: 10%

Rating:

Title of Goal #5: Comprehensive Financial Policies (Measure: Board consideration) Due Date: 12/31/2024

Outcome: _____

Weight: 15%

Rating:

Title of Goal #6: Budget Compliance/Development (Measure: 2024 on budget; 2025 prepared) Due Date: 12/1/2024

Outcome: _____

Weight: 15%

Rating:

Title of Goal #7: Village Board Handbook (Measure: Board adoption) Due Date: 12/31/2024

Outcome: _____

Weight: 5%

Rating:

Title of Goal #8: Timely/Accurate Monthly Financial Reports) Due Date: 12/31/2024

Outcome: _____

Weight: 20%

Rating:

Title of Goal #9: Tax Incremental District (Measure: Boar adoption)

Due Date: 10/1/2024

Outcome: _____

Weight: 10%

Rating:

Strategic Planning & Implementation- Understands Village and departmental goals and required course of action. Appropriately allocates resources to pursue goals. Develops action plans to support strategic objectives. Works successfully with departmental supervisory staff and public officials to build and promote a commitment to strategic efforts. Works through own strategic plan and follows up to make sure progress is being made departmentally.

Comments: _____

Weight: 10%

Rating:

Financial Management- Works closely with others to develop and manage an accurate and timely budget to achieve departmental and Village financial needs. Investigates new processes, products, equipment, or services to reduce expenses or increase revenue. Monitors departmental budget on a consistent basis to respond timely to issues as they arise. Understands financial implications of decisions.

Comments: _____

Weight: 15%

Rating:

Human Resources Management- Promotes Human Resources policies and practices, helping others to understand and apply them. Actions and words strongly demonstrate support of the organization's policies and work rules. Ensures that the appropriate people are included in the decision-making process. Department is adequately staffed. Exercise excellent judgement in workforce planning, disciplinary actions, and other employee related issues.

Comments: _____

Weight: 15%

Rating

Technical Competence: Skilled in utilizing the available technology, computer systems, software, databases, and other tools to provide effective departmental services and follow up. Works to be aware of emerging technological innovations and their potential organizational applications. Understands and interprets technical information including rules, regulations, instructions, reports, charts, graphs, or tables and can apply information to specific situations.

Comments: _____

Weight: 10%

Rating:

Supervisory Responsibilities- Leads by example. Provides clear direction. Builds and maintains teamwork. Empowers staff members. Helps supervisors deal with problematic situations. Monitors ongoing departmental outcomes. Provides timely performance feedback that helps members of department know how they are doing and encourages improvement.

Comments: _____

Weight: 10%

Rating:

Compliance- Demonstrates commitment to Village's compliance with all appropriate standards, statutes, regulations and ordinances by having a full understanding of requirements, supplemented by Counsel input as needed, and taking all steps, personally, in direction to staff and in input to the Village Board to assure the Village is in compliance.

Comments: _____

Weight: 15%

Rating:

Job Knowledge/Personal Development - Demonstrates sufficient job knowledge and related skills to perform job requirements satisfactorily. Invests time in learning new techniques, approaches, and skills to perform tasks that manage responsibility well. Identifies ways to improve skills and follows through with appropriate programs/education

Comments: _____

Weight: 10%

Rating:

Communication/Conflict Resolution- Communicates clearly, persuasively, and professionally. Insures that key issues are addressed in the appropriate method and that important information is provided quickly and effectively. Demonstrates ability to create and deliver formal and informal verbal and written communication free of punctuation, spelling, grammatical or other errors without intimidation or negative escalation.

Comments: _____

Weight: 10%

Rating:

Relationship/Rapport/People Skills- Develops positive relationships with coworkers, customers, or the public by making others feel their concerns and contributions are welcome. Role models ethical and respectful behavior. Demonstrates a high level of sensitivity, helpfulness, and appropriate confidentiality when addressing conflicting expectations.

Comments: _____

Weight: 5%

Rating:

Overall Performance Rating _____ %

Enter Comments Regarding Overall Rating:

*I have reviewed this document and discussed the contents with the Village President and the Finance and Personnel Committee Chair.

Village Administrator Signature/Date: _____

Comments from Village Administrator: _____

Village President Signature/Date: _____

Finance and Personnel Chair Signature/Date: _____

Ratings:

4.0 – 5.0: Above Average, High Level Performance

3.0 – 3.99 Average

0 – 2.99 Below Average, Corrective Action Indicated

	Earmarked	Balance	Notes
New Police Squad	65,000	115	Complete
New Emergency Vehicle	85,000	13,520	Complete
New Police Squad	65,000	65,000	Estimated 2025
Police Squad Computers	15,000	23,500	Includes County Grant
Axon Fleet Cameras	45,000	45,000	Not done this borrowing
Village Server/IT Upgrades	20,000	2,644	Complete
Laserfiche Software	10,000	900	Complete
Beach Cleaner	75,000	1,287	Complete
Fire/EMS Equipment	200,000	1,020	Complete
Teatre Road Baseball Fence	15,000	1,470	Complete
Theater Rd. Restrooms	100,000	35	
Theatre Rd Tennis Courts	250,000	0	Plus windscreen TBD
Upgrades to Theatre Rd Fields	25,000	25,000	
Remove Old Tennis Courts	30,000	1,750	Complete
Remodel Lions Field House	100,000	92,900	
Three Playgrounds	200,000	14,523	
Streets Repaving	900,000	6,847	
East Geneva Street	1,035,000	331,559	
Highway 67 North Rebuild	500,000	10,776	

Added Projects

Lake Geneva Dam Repair	0	55,686	Complete ??
Southwick Creek Dredging	0	0	
Update Beach House	0	0	Complete
New Plow Truck	0	(127,084)	Partial purchase
Subtotal Levy Projects	3,735,000	566,448	

SEWER PROJECTS

Mainline Sewer Repairs	200,000	68,822	Updated w info from DPW
Hwy 67 North Sewer Rebuild	600,000	176,471	
Harris Rd Lift Station	1,000,000	1,160,048	Includes loan: See notes: potential to reallocate \$1M
Harris Rd Force Main	1,000,000	1,000,000	
Subtotal Sewer Projects	2,800,000	2,405,341	

WATER PROJECTS

Reactor Cleaning/Repair	200,000	0	
State Rd 67 N Water Rebuild	1,000,000	279,994	
Loch Vista Water Main	1,100,000	1,100,000	Status TBD
Chlorination Improvements	2,800,000	2,758,599	Includes loan: See notes Potential to reallocate \$2.4M
Southwick Creek Realignment	500,000	48,531	

Added Projects

Clover Street Water Main	0	0	
Well 2 Pump Replacement	0	0	
Well 3 Pump Replacement	0	0	
Water Plant Flood Plain	0	0	
Highway 67 West Rebuild	0	0	Engineering Only
Subtotal Water Projects	5,600,000	4,187,124	

Additional Loans

Clear Water (Sewer)	2,026,050
Safe Water (Water)	4,542,950

Total	\$18,704,000	\$7,158,913
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2022 Borrowing
Tracking Projects and Balances

Updated 11/24/2024 LAW
LEVY SUPPORTED PROJECTS

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
New Police Squad	65,000.00	Outfitting Purchase	22,000.00	21,972.00 <u>42,913.00</u> 64,885.00	115.00
New Emergency Vehicle	85,000.00	Purchase Outfitting	34,310.00	40,982.00 <u>30,498.00</u> 71,480.00	13,520.00
New Police Squad	65,000.00	Purchase Outfitting			65,000.00
Police Squad Computers	15,000.00	County Grant Reallocate to Gun Sites	(15,000.00) 6,500.00	(15,000.00) <u>6,500.00</u> (8,500.00)	23,500.00
Axon Fleet Cameras	45,000.00	Purchase			45,000.00
Village Server/IT Upgrades	20,000.00	Purchase	15,765.00	17,356.00	2,644.00
Laserfiche Software	10,000.00	Purchase	9,993.00	9,100.00	900.00
Beach Cleaner	75,000.00	Beach Cleaner Tractor Reallocate to Theater Rd Tennis Courts	75,000.00 0.00	29,354.00 34,409.00 9,950.00	1,287.00
Fire/EMS Equipment	200,000.00	Purchase Ambulance Grant Income ??	200,000.00	198,980.00	1,020.00
Teatre Road Baseball Fence	15,000.00	Purchase	13,530.00	13,530.00	1,470.00
Theater Rd. Restrooms	100,000.00	Reallocate to Tennis Courts ARPA Funds Renovation Engineering Reallocate from Hwy 67 North	0.00	100,000.00 (189,035.00) 216,400.00 12,700.00 (40,100.00) 99,965.00	0.00 35.00

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Theatre Rd Tennis Courts	250,000.00	Pavement	361,904.00	329,144.00	
		Electrical		32,760.00	
		Engineering	12,150.00	15,600.00	
		Striping		6,500.00	
		Reallocate from Restrooms	(100,000.00)	(100,000.00)	
		Reallocate from E Geneva Proj	(11,904.00)	(11,904.00)	
		Reallocate from E Geneva Proj	(12,150.00)	(12,150.00)	
		Reallocate from Beach Cleaner	(9,950.00)	(9,950.00)	
				<u>250,000.00</u>	0.00
Upgrades to Theatre Rd Fields	25,000.00	Grass infield, dugouts, warning track			25,000.00
Remove Old Tennis Courts	30,000.00	Purchase		13,250.00	
		Reallocate to Update Beach House		<u>15,000.00</u>	
				28,250.00	1,750.00
Remodel Lions Field House	100,000.00	Purchase/install	7,100.00	7,100.00	92,900.00
		Hand dryers/electric, auto door opener			
Three Playgrounds	200,000.00	Baywood Heights		42,023.00	
		Lions Field		78,619.00	
		Bailey Estates		56,812.00	
		Reallocate to Southwick Creek Dredging		8,023.00	
				<u>185,477.00</u>	14,523.00
Streets Repaving	900,000.00	Observatory Place	91,000.00	93,522.00	
		Walworth Avenue	166,000.00	99,891.00	
		Clover Street and Cedar Point Drive		100,181.00	
		Lakewood Trails	180,000.00	557,028.00	
		Contingency	<u>\$355,000.00</u>	42,531.00	
			792,000.00	893,153.00	6,847.00
East Geneva Street	1,035,000.00	Reallocate to Southwick Creek Dredging		176,000.00	
		Reallocate to Tennis Courts		11,904.00	
		Reallocate to Tennis Courts		12,150.00	
		Reallocate to Lake Gen Dam		75,000.00	
		Repave, widen, storm sewer	822,000.00	320,890.00	
		Engineering		74,000.00	
		Contingency		33,497.00	
				<u>703,441.00</u>	331,559.00
Highway 67 North Rebuild	500,000.00	Engineering			
		Share for Parking Lanes	29,000.00	29,003.00	
		Construction	369,648.00	420,121.00	
		Reallocate to Theatre Rd Restrooms		<u>40,100.00</u>	
				489,224.00	10,776.00

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Added Projects					
Lake Geneva Dam Repair	0.00	Assessment	75,000.00	19,314.00	55,686.00
		Reallocate from E Geneva St.	(75,000.00)		
Southwick Creek Dredging	0.00	Engineering	11,100.00	2,145.00	
		Permits	5,878.00	5,878.00	
		Dredging	160,000.00	160,000.00	
		Hauling	16,000.00	16,000.00	
		Reallocate from E Geneve St Project	(176,000.00)	(176,000.00)	
		Reallocate from Playgrounds Projects	(8,023.00)	(8,023.00)	
				0.00	0.00
Update Beach House	0.00	Construction		15,000.00	
		Reallocate from Remove Tennis Cts		(15,000.00)	
					0.00
New Plow Truck	0.00	Total Expected Cost	250,000.00		
		Chassis (purchase in 2025)		127,084.00	
					(127,084.00)
SEWER PROJECTS					
Mainline Sewer Repairs	200,000.00	Sewer Lining			
		Sewer Lining, 2023		4,547.50	
		Sewer Lining, 2024		126,630.86	
				131,178.36	68,821.64
Hwy 67 North Sewer Rebuild	600,000.00	Engineering/Construction	26,700.00	23,229.00	
		Engineering/Design		28,319.00	
		Construction	280,989.00	317,378.00	
		Core and Main Materials	54,543.00	54,603.00	
				423,529.00	176,471.00
Harris Rd Lift Station	1,000,000.00	Engineering	92,700.00	92,700.00	
		Construction	1,827,000.00	1,797,216.00	1,866,002.00
		Revised Construction		(23,914.00)	
		Federal Loan (Clean) Zero Principal Forfeiture	(2,026,050.00)	(2,026,050.00)	
				(160,048.00)	1,160,048.00
Note: "Loan" more accurately line of credit cannot be spent on anything other than this project; Total loan amt is shown, but can only draw for costs not to exceed loan amount. As it currently stands, we could reallocate the \$1 million of the original 2022 borrowed amount as long as project costs turn out as projected. As currently projected, we will spend less than the "loan" by about \$106,000 amount by about \$160,000					
Harris Rd Force Main	1,000,000.00	Engineering	0.00	0.00	1,000,000.00
		Construction			

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
WATER PROJECTS					
Reactor Cleaning/Repair	200,000.00	Engineering	15,500.00	15,500.00	
		Construction		355,432.00	
		Reallocate from Southwick Creek	(143,000.00)	(143,000.00)	
		Reallocate from Southwick Creek	(27,932.00)	(27,932.00)	
				<u>200,000.00</u>	0.00
State Rd 67 N Water Rebuild	1,000,000.00	Engineering/Construction	26,700.00	30,171.00	
		Construction (Payne & Dolan)	415,776.00	412,227.00	
		Core and Main Materials	243,182.00	240,827.00	
		Engineering/Design	75,324.00	36,781.00	
				<u>720,006.00</u>	279,994.00
Loch Vista Water Main	1,100,000.00	Engineering			
		Construction			
				0.00	1,100,000.00
Chlorination Improvements (Water Plan incl Corrosion Control)	2,800,000.00	Engineering	205,000.00	205,000.00	
		Construction	3,979,000.00	3,979,000.00	4,184,000.00
		Reallocate to 67 West Engineering	195,000.00	195,000.00	
		Reallocate to Clover St Water Main	23,946.00	23,946.00	
		Federal Loan (Safe) \$860,000 Principal	(4,542,950.00)	(4,542,950.00)	
		Reallocate to Well 2 pump		61,405.00	
		Reallocate to Well 3 pump		120,000.00	
				<u>41,401.00</u>	2,758,599.00
Note: Loan, more accurately line of credit, cannot be spent on anything other than this project and only up to project costs. Total loan amount shown including principal forgiveness but can only draw on the LOC up to project costs. As it currently stands, project costs will be fully covered by the LOC amount. Looked at another way, this means we could reallocate about \$2,399,600 to other projects, absorbing that which has already been reallocated					
Southwick Creek Realignment	500,000.00	Reallocate to Chlorination Improvement project	143,000.00	143,000.00	
		Reallocate to well 2 Pump Replacement	153,169.00	153,169.00	
		Reallocate to SEWPC Flood Study	42,000.00	42,000.00	
		Reallocate to Well 3 Pump Engineering	18,600.00	18,600.00	
		Reallocate to Southwick Creek Dredging	16,978.00	16,978.00	
		Reallocate to Reactor Cleaning/Repair	27,932.00	27,932.00	
		Reallocate to Clover St Water Main	47,790.00	47,790.00	
		Reallocate to Flood Plain Project	2,000.00	2,000.00	
				<u>451,469.00</u>	48,531.00
Added Projects					
Clover Street Water Main	0.00	Engineering		9,800.00	
		Village Share of Cost		33,436.00	
		Pavement Replacement		28,500.00	
		Reallocate from Chlorination Project	(23,946.00)	(23,946.00)	
		Reallocate from Southwick Creek Realig	(47,790.00)	(47,790.00)	
				<u>0.00</u>	0.00

2022 Borrowing
Tracking Projects and Balances

	Earmarked	Items/Actions	Auth'd Spend	Final Cost	Balance
Well 2 Pump Replacement	0.00	Engineering		9,370.00	
		Construction		205,204.00	
		Reallocated from Southwick Creek Realign		<u>(153,169.00)</u>	
		Reallocated from Chlorination Imp		<u>(61,405.00)</u>	
				0.00	0.00
Well 3 Pump Replacement	0.00	Engineering		18,600.00	
		Construction		120,000.00	
		Reallocated from Southwick Creek Realignment		<u>(18,600.00)</u>	
		Reallocated from Chlorination Imp		<u>(120,000.00)</u>	
				0.00	0.00
Water Plant Flood Plain	0.00	Engineering	8,000.00	8,000.00	
		SEWRPC Study	28,000.00	36,000.00	
		Reallocate from Southwick Creek Realig	(42,000.00)	<u>(42,000.00)</u>	
		Reallocate from Southwick Creek Realig	(2,000.00)	<u>(2,000.00)</u>	
				0.00	0.00
Highway 67 West Rebuild	0.00	Engineering	195,000.00	195,000.00	
		Reallocate from Chlorination Project	(195,000.00)	<u>(195,000.00)</u>	
				0.00	0.00
Totals	12,135,000.00		4,766,012.00	9,635,997.72	13,208,914.64

MEMORANDUM OF UNDERSTANDING
BETWEEN
WALWORTH COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
TOWN OF DELAVAN

I. COOPERATING PARTIES

This Memorandum of Understanding (MOU) is entered into by the cooperating parties of Walworth County Department of Health and Human Services (WCDHHS), Division of Public Health, hereinafter referred to as Provider, and **TOWN OF DELAVAN**, doing business at **5621 TOWN HALL RD, DELAVAN WI 53115**, hereinafter referred to as Purchaser.

II. PURPOSE

This MOU establishes a relationship between the cooperating parties for the purpose of selling RADON TEST KITS.

III. DURATION

This MOU is effective from the date of signature through December 31, 2024, and will automatically renew annually unless changes are made by either party.

IV. MODIFICATION OR TERMINATION

This MOU or any part thereof may be renegotiated or terminated at the request of either cooperating party with written notification of at least 10 days prior to the date of termination.

V. AGREEMENT MANAGER

Purchaser's Agreement Manager will be Erica Bergstrom, Public Health Officer, (262-741-3200) for all matters, routine or emergent, which pertain to the MOU.

VI. SIGNATURES

Approval of this MOU is indicated by the signatures of the authorized representatives of the cooperating parties identified below.

Provider:
Walworth County
Department of Health and Human Services
PO Box 1005
1910 County Road NN
Elkhorn WI 53121-1005

Purchaser:
TOWN OF DELAVAN
5621 TOWN HALL RD, DELAVAN WI 53115

Signature of Authorized Representative:

Signature of Authorized Representative:

Name: Carlo Nevicosi

Name JOHN OLSEN

Title: Director

Title ADMINISTRATOR

Date:

Date

Policy and Procedure
RADON TEST KIT SALES

Policy

Clearly state the mutually agreed upon services to be provided by PROVIDER to the PURCHASER and financial charges to be paid for the services.

Procedure

- 1. PROVIDER agrees to provide PURCHASER with radon test kits supplied by the Kenosha-Walworth Radon Information Center at no charge.
- 2. PURCHASER will provide radon test kits to any resident requesting to purchase a kit.

Financial

- 1. PURCHASER agrees to provide Radon Test Kits at the currently County approved price. Purchaser shall have the option to participate in any special pricing promoted by the County.
- 2. PURCHASER may not give the test kits away for free or no cost.
- 3. PURCHASER may keep all proceeds generated through the sale of the radon test kits.

References

Attachments

Revision History

Revision	Date	Revision Summary	Originator