



VILLAGE OF WILLIAMS BAY

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OFFICIAL MINUTES 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

I. Village Board Committee of the Whole

a. Call to Order

President Duncan called the meeting to order at 07:02pm.

b. Roll Call

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

Also Present: Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

- 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

The motion to approve the Village Board Committee of the Whole & Committee Meeting Minutes of November 4, 2024 as corrected was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

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

a. Call to Order

Chairman Trustee D'Alessandro called the meeting to order at 07:04pm.

b. Roll Call

Present: Trustees D'Alessandro, Russell and Vlach

Also Present: President Duncan, Trustees Jaramillo, Wright and Umans, Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

- c. Streets & Highways Meeting Minutes of (1)August 26, 2024, (2) September 3, 2024, (3) November 13,

2024 and (4) December 11, 2024

The motion to approve the Streets & Highways Meeting Minutes of (1) August 26, 2024, (2) September 3, 2024, (3) November 13, 2024 and (4) December 11, 2024 was initiated by Trustee Vlach and seconded by Trustee Russell. Unanimously carried.

d. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 07:05pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:05pm.

b. Roll Call

Present: Trustees Russell, Wright and Umans

Also Present: President Duncan, Trustees Jaramillo, D'Alessandro and Vlach, Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

c. Parks & Lakefront Committee Meeting Minutes of (1) September 3, 2024 and (2) December 11, 2024

The motion to approve the Parks & Lakefront Committee Meeting Minutes of (1) September 3, 2024 and (2) December 11, 2024 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

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

The motion to recommend Village Board approval of an Edgewater Park Use and Policy Contract for the 3rd Annual Cinco de Mayo Event to be held Friday May 2, 2025 from 1-6 for set up, Saturday May 3, 2025 from 8am to 7pm and Sunday May 4, 2025 from 8am to 7pm as a rain date was initiated by Trustee Umans and seconded by Trustee Wright. Unanimously carried.

e. Discussion/Recommendation Regarding Reducing or Eliminating Accepting Cash for Launch Fees

The Committee gave direction to Village staff to pursue gathering information for reducing or eliminating the acceptance of cash for launch fees.

f. Discussion/Recommendation Regarding Reducing Boat Launch Traffic Congestion on Geneva Street

The Committee had a brief discussion regarding reducing boat launch traffic congestion on Geneva Street. No action was taken.

g. Adjourn

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

IV. Protective Services Committee – Vlach, Russell, Jaramillo

a. Call to Order

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

b. Roll Call

Present: Trustees Vlach, Russell and Jaramillo

Also Present: President Duncan, Trustees D'Alessandro, Wright and Umans, Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

c. Protective Services Committee Meeting Minutes of September 3, 2024

The motion to the Protective Services Committee Meeting Minutes of September 3, 2024 was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

- d.** Discussion and Possible Action on Proposed Addition to The Existing Williams Bay Fire/EMS Station Located at 5 East Geneva Street (WOP 00086)

The Committee directed staff to gather information about co-ownership of the Williams Bay Fire Department Building.

- e.** Fontana Emergency Medical Services (EMS) Monthly Numbers

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

- f.** Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

- g.** Williams Bay Police Chief's Report

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

- Officer Hammett started and will be done training in about a week and a half.
- Administrative Assistant Zanders last day is Friday and the new Administrative Assistant will be starting soon.
- January 2, 2025 year in review training went well.
- Referendum Numbers will be coming soon.

- h.** Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Russell at 07:37pm. Unanimously carried.

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

- a.** Call to Order

Chairman Trustee Umans called the meeting to order at 07:37pm.

- b.** Roll Call

Present: Trustees Umans, Jaramillo and Vlach

Also Present: President Duncan, Trustees D'Alessandro, Wright and Russell, Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

- c.** Water & Sewer Committee Meeting Minutes (1) September 3, 2024 and (2) October 11, 2024

The motion to the Water & Sewer Committee Meeting Minutes (1) September 3, 2024 and (2) October 11, 2024 was initiated by Trustee Jaramillo and seconded by Trustee Vlach. Unanimously carried.

- d.** Consideration and Possible Action Recommending Approval of Funds Transfers From The Water Fund to the General Fund and Also to the Sewer Fund

The motion to recommend Finance & Personnel Committee approval of Funds Transfers of \$1,307,00 From The Water Fund to the General Fund and Also a Transfer of \$1,704,529 From the Water Fund to the Sewer Fund and Approval of the Sewer Starting Projects 2024-2025-2026 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

- e.** Discussion and Possible Action Recommending Approval of the Sewer Starting Projects 2024-2025-2026

The motion to the Discussion and Possible Action Recommending Approval of the Sewer Starting Projects 2024-2025-2026 was initiated by None and seconded by None. Unanimously carried.

- f.** Walworth County Metropolitan Sewerage District (WalCoMet) Sanitary Sewer Rate Increase

There was no action taken on the 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

The Sewer Rate Increase From \$3.70 to \$5.10 per 1,000 Gallons was tabled.

- h.** Consideration and Possible Action Recommending Approval of Sanitary Sewer Connection Fee Increase From \$4,750 to \$4,860.

The motion to recommend Finance & Personnel Committee approval of Sanitary Sewer Connection Fee Increase From \$4,750 to \$4,860 was initiated by Trustee Vlach and seconded by Trustee Jaramillo. Unanimously carried.

i. 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
- Theatre Road Restroom Remodel
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Street Rehabilitation Program
- 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
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar
- WalCoMet Rate Increase

j. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Jaramillo at 08:15pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:15pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro, and Umans

Also Present: President Duncan, Trustees Jaramillo, Vlach and Russell, Administrator David Lothspeich, Attorney Mark Schroeder, Village Financial Advisor Kevin Mullen of Baird, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy Jr., Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Recreation Director Ryan Knop, Assistant Library Director Emily Sanders, Treasurer Jennifer Wiese, Clerk Tina Kolls

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

The motion to approve the 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 corrected to October 12, 2024 (7) October 7, 2024, (8) October 21, 2024 and (9) December 11, 2024 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

d. Consideration and Possible Action Recommending Approval of Funds Transfers From The Water Fund to the General Fund and Also to the Sewer Fund

The motion to recommend Village Board approval of Funds Transfers of \$1,307,00 From The Water Fund to the General Fund and Also a Transfer of \$1,704,529 From the Water Fund to the Sewer Fund and Approval of the Sewer Starting Projects 2024-2025-2026 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

e. Consideration and Possible Action Recommending Approval of A Sewer Use Rate Increase From \$3.70 to \$5.10 per 1,000 Gallons

The Sewer Rate Increase From \$3.70 to \$5.10 per 1,000 Gallons was tabled.

- f. Consideration and Possible Action Recommending Approval of Sanitary Sewer Connection Fee Increase From \$4,750 to \$4,860.

The motion to recommend Village Board approval of Sanitary Sewer Connection Fee Increase From \$4,750 to \$4,860. was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

- g. Consideration and Possible Action on Walworth County Public Health Memorandum of Understanding Re: Radon Test Kits During January "Radon Action Month".

The motion to recommend Village Board approval on Walworth County Public Health Memorandum of Understanding Re: Radon Test Kits During January "Radon Action Month". was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

- h. Committee Review of Village Administrator Annual Review Form/Measures for 2024

The the Committee Reviewed the Village Administrator Annual Review Form/Measures for 2024.

- i. Monthly Borrowings Status Report

The Committee reviewed the Monthly Borrowings Status Report.

- j. Adjourn

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

VII. Village Board Committee of the Whole

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

- 1. Walworth County Public Health memorandum of Understanding Re: Radon Test Kits During January "Radon Action Month"

The motion to approve the Walworth County Public Health memorandum of Understanding Re: Radon Test Kits During January "Radon Action Month" was made by Committee, no second required. Unanimously carried.

- 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.

The motion to enter into 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 was initiated by Trustee Umans and seconded by Trustee Vlach at 08:27pm.

Votes:

Yes: President Duncan, Trustees Jaramillo, D'Alessandro, Wright, Umans, Vlach, and Russell

No: None

Abstain: None

Result: Passes

The motion to come out of 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 was initiated by Trustee Wright and seconded by Trustee Vlach at 09:10pm. Unanimously carried.

- 3. Possible Action on Matters Discussed in Closed Session

The motion to the Possible Action on Matters Discussed in Closed Session was initiated by None and seconded by None.

Unanimously carried.

b. Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Vlach at 09:10pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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