



VILLAGE OF WILLIAMS BAY

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

**MONDAY, FEBRUARY 3, 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 06:48pm.

b. Roll Call

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

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

Excused: Trustee George Vlach

- 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 & Committees Meeting Minutes of December 2, 2024

The motion to approve the Village Board Committee of the Whole & Committees Meeting Minutes of December 2, 2024 was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

e. Village Board Committee of the Whole & Committee Meeting Minutes of January 6, 2025

The motion to approve the Village Board Committee of the Whole & Committee Meeting Minutes of January 6, 2025 was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

II. Building, Zoning & Ordinance Committee – Jaramillo, Wright, D'Alessandro

a. Call to Order

Chairman Trustee Jaramillo called the meeting to order at 06:50pm.

b. Roll Call

Present: Trustees Jaramillo, Wright and D'Alessandro

Also Present: President Duncan, Trustees Umans and Russell, Administrator Lothspeich, Attorney Schroeder, Police Chief Timm, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Assistant Library Director Sanders, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Proposed "Nomad Living" Project Development - Status

Trustee Jaramillo explained that Nomad Living has not applied for any permits at this time and that they would be required to follow all ordinances once they did.

d. Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Wright at 06:57pm. Unanimously carried.

III. Protective Services Committee – Vlach, Russell, Jaramillo

a. Call to Order

Trustee Jaramillo called the meeting to order at 06:57pm.

b. Roll Call

Present: Trustees Jaramillo and Trustee Russell

Also Present: President Duncan, Trustees D'Alessandro, Wright, and Umans, Administrator Lothspeich, Attorney Schroeder, Police Chief Timm, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Assistant Library Director Sanders, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Discussion and Possible Action on Application for Temporary Class "B" Retailers License for Williams Bay Lioness Lions Club for Bingo on 3-6-2025, 4-3-2025, 5-1-2025, 6-5-2025, 9-4-2025, 10-2-2025, 11-6-2025 and 12-4-2025

The motion to recommend Village Board approval of the Application for Temporary Class "B" Retailers License for Williams Bay Lioness Lions Club for Bingo on 3-6-2025, 4-3-2025, 5-1-2025, 6-5-2025, 9-4-2025, 10-2-2025, 11-6-2025 and 12-4-2025 was initiated by Trustee Jaramillo and seconded by Trustee Russell. Unanimously carried.

d. Fontana Emergency Medical Services (EMS) Monthly Numbers

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

e. Williams Bay Police Chief's Report - Including Police Department Referendum Update

Police Chief Timm gave the Police Chief's Monthly Report as well as his 2024 Annual Report. The highlights were:

- An update was given on the Public Safety Referendum which will be on the April 1, 2025 Spring Election ballot, including the upcoming meet & greets and where to find information.
- Officer Dan Hammett has returned to Williams Bay
- The Williams Bay Police Department participated in team-building events in 2024, including the annual Kish 5k
- The Williams Bay Police Department participated in several Village events in 2024, including the Memorial Day Parade, a safe & successful Corn & Brat, Truck-a-Palooza, National Night Out, the Fisheree.
- The Williams Bay Police Department participated in 35 hours of in-house training.
- The Williams Bay Police Department had 9483 calls for service in 2024.

f. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

g. Adjourn

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Russell at 07:11pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Russell called the meeting to order at 07:11pm.

b. Roll Call

Present: Trustees Russell, Wright and Umans

Also Present: President Duncan, Trustees Jaramillo and D'Alessandro, Administrator Lothspeich, Attorney Schroeder, Police Chief Timm, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Assistant Library Director Sanders, Treasurer Wiese, Clerk Kolls
Excused: Trustee Vlach

- c. Discussion and Possible Action on Edgewater Park Use and Policy Contract for Williams Bay Cultural Arts Alliance for the Williams Bay Fine Art Fest on July 27, 2025 and July 28, 2025

The motion to recommend Village Board approval on Edgewater Park Use and Policy Contract for Williams Bay Cultural Arts Alliance for the Williams Bay Fine Art Fest on July 27, 2025 and July 28, 2025 was initiated by Trustee Russell and seconded by Trustee Umans.

The amended motion to recommend Village Board approval the Discussion and Possible Action on Edgewater Park Use and Policy Contract for Williams Bay Cultural Arts Alliance for the Williams Bay Fine Art Fest on July 27, 2025 and July 28, 2025 to change the dates to July 26, 2025 and July 27, 2025 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

- d. Discussion and Possible Action on Edgewater Park Use and Policy Contract for Williams Bay Lioness Lions Club for Williams Bay Lioness Lions Club Holiday Craft Market on September 30, 2025

The motion to recommend Village Board approval the Discussion and Possible Action on Edgewater Park Use and Policy Contract for Williams Bay Lioness Lions Club for Williams Bay Lioness Lions Club Holiday Craft Market on September 30, 2025 was initiated by Trustee Russell and seconded by Trustee Umans. Motion Resinded.

- e. Consideration and Possible Action on Annual Request from the Department of Natural Resources (DNR) for Mooring DNR Boat on a Village-owned Pier for Current Season 2025

The motion to recommend Village Board approve the request from the Department of Natural Resources (DNR) for Mooring DNR Boat on a Village-owned West Pier for Current Season 2025 was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- f. Consideration and Possible Action on Memorandum of Understanding with the Town of Linn for the Purchase of 2025 Beach Tags

The motion to recommend Finance & Personnel Committee approval of the Memorandum of Understanding with the Town of Linn for the Purchase of 2025 Beach Tags was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- g. Consideration and Possible Action on Village Piers Repair Estimates from Gage Marina and Austin Piers

The motion to recommend Finance & Personnel Committee approval of Village Piers Repair Estimates from Austin Piers not to exceed \$17,003.80 was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

The motion to recommend Finance & Personnel Committee approval of Village Piers Repair Estimates from Gage Marina not to exceed \$25,712.84 for the East Pier and \$29,011.19 for the West Pier was initiated by Trustee Russell and seconded by Trustee Umans. Unanimously carried.

- h. Adjourn

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Umans at 07:22pm. Unanimously carried.

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

- a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:22pm.

- b. Roll Call

Present: Trustees Umans and Jaramillo

Also Present: President Duncan, Trustees D'Alessandro, Wright, and Russell, Administrator Lothspeich, Attorney Schroeder, Police Chief Timm, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Assistant Library Director Sanders, Treasurer Wiese, Clerk Kolls
Excused: Trustee Vlach

c. Well #2 Change Order

The motion to recommend Finance & Personnel Committee approval of the Well #2 Change Order was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

d. Consideration and Possible Action on A Quote for Truck Chassis for Water/Sewer Departments

The motion to recommend Finance & Personnel Committee approval of a Quote for Truck Chassis for Water/Sewer Departments was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

e. Consideration and Possible Action Recommending Approval of A Base Rate Increase From \$89.05/Qtr to \$96.17/Qtr and A Sewer Use Rate Increase From \$3.70 to \$4.40 per 1,000 Gallons

The motion to recommend Village Board approval of a Base Rate Increase From \$89.05/Qtr to \$96.17/Qtr and A Sewer Use Rate Increase From \$3.70 to \$4.40 per 1,000 Gallons was initiated by Trustee Umans and seconded by Trustee Jaramillo. Unanimously carried.

f. Consideration and Possible Action on Funds Transfers From The Water Fund to the Sewer Fund in the amount of \$1,704,529

The Committee discussed the transfer from the Water Fund to the Sewer Fund in the amount of \$1,704,529.

g. Williams Bay Historical Water Main Breaks Report

The Committee requested that the Streets & Highways Committee consider putting Walworth St Replacement on their next committee agenda.

h. 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
- Theatre Road Restroom Remodel
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement
- Well 3 Maintenance Inspection
- Preserve Development - Former GW College
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar
- Nomad Inc. Development on Collie Street

i. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Jaramillo at 07:43pm. Unanimously carried.

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

a. Call to Order

Chairman Trustee Wright called the meeting to order at 07:43pm.

b. Roll Call

Present: Trustees Wright, D'Alessandro and Umans

Also Present: President Duncan, Trustees Jaramillo and Russell, Administrator Lothspeich, Attorney Schroeder, Police Chief Timm, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Recreation Director Knop, Library Director Schnupp, Assistant Library Director Sanders, Treasurer Wiese, Clerk Kolls

Excused: Trustee Vlach

c. Finance & Personnel Committee Meeting Minutes of October 1, 2024

The motion to approve the Finance & Personnel Committee Meeting Minutes of October 1, 2024 was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

- d. Consideration and Possible Action on Memorandum of Understanding with the Town of Linn for the purchase of 2025 Beach Tags

The motion to recommend Village Board approval on Memorandum of Understanding with the Town of Linn for the purchase of 2025 Beach Tags was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

- e. Consideration and Possible Action on Village Piers Repair Estimates from Gage Marina and Austin Piers

The motion to recommend Village Board approval on Village Piers Repair Estimates from Gage Marina not to exceed \$25,712.84 for East Pier and \$29,011.19 for West Pier and Austin Piers not to exceed \$17,003.80 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

- f. Consideration and Possible Action on A Quote for Truck Chassis for Water/Sewer Departments

The motion to recommend Village Board approval of a Quote for Truck Chassis for Water/Sewer Departments not to exceed \$46,908 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Unanimously carried.

- g. Consideration and Possible Action of Well #2 Change Order

The motion to recommend Village Board approval of Well #2 Change Order with the overage to come from borrowed funds was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

- h. Consideration and Possible Action on Renewal Statement of Work (SOW) for CivicPlus for CivicClerk Annual Fee

The motion to recommend Village Board approval on Renewal Statement of Work (SOW) for CivicPlus for CivicClerk Annual Fee was initiated by Trustee Wright and seconded by Trustee Umans. Trustee D'Alessandro No. Motion carries.

- i. Consideration and Possible Action on A Proposal For E-Payment Processing Services From Payment Service Network (PSN), Inc

The motion to table the Proposal for E-Payment Processing Services From Payment Service Network (PSN), Inc was initiated by Trustee Umans and seconded by Trustee D'Alessandro. Unanimously carried.

- j. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee D'Alessandro at 08:05pm. Unanimously carried.

VII. Village Board Committee of the Whole

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

1. 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 move 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 Wright at 08:08pm.

Votes:

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

No: None

Abstain: None

Result: Passes

The motion to reconvene into open session was initiated by Trustee Wright and seconded by Trustee Umans at 9:35pm.

2. Possible Action on Matters Discussed in Closed Session

There was no action taken on matters discussed in closed session.

b. Adjournment

The motion to adjourn was initiated by Trustee Jaramillo and seconded by Trustee Russell at 09:36pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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