



VILLAGE OF WILLIAMS BAY

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

Phone: 262-245-2700

NOTICE

VILLAGE BOARD OF TRUSTEES MEETING MONDAY, DECEMBER 5, 2022 AT 6:30 PM

AGENDA

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

- I. **Call to Order**
- II. **Roll Call**
- III. **Pledge of Allegiance**
- IV. **Public Hearing**
 - A. Open Public Hearing
 - B. 2023 Budget Public Hearing Notice
 - C. 2023 Budget Presentation
 - D. Close Public Hearing
- V. **Adoption of 2023 Budget**
 - A. Resolution R-33-22 Adoption of 2023 Budget
- VI. **Minutes**
 - A. Village Board Meeting Minutes of November 21, 2022
 - B. Joint Village Board and Plan Commission Meeting Minutes of November 21, 2022
- VII. **Consent Agenda**
 - A. None
- VIII. **Presentation of accounts and petitions**
 - A. Payroll ending 11-18-2022 in the amount of \$44,458.03
 - B. Accounts Payable Unpaid dated 12-02-2022 in the amount of \$163,471.68
 - C. November EFT Payments in the amount of \$67,561.51
- IX. **Plan Commission**
 - A. None
- X. **Joint Extraterritorial Zoning Committee: pursuant to section 18.171F(A)**
 - A. None

XI. PUBLIC COMMENTS

XII. President's Remarks

XIII. Ordinances and Resolutions

- A. Second Reading - 2022-18 Ordinance - Creating Sec. 253-5 M - Public Nuisances Affecting Peace and Safety (Harboring of Uncontrolled Animals)
- B. Adoption - 2022-18 Ordinance - Creating Sec. 253-5 M - Public Nuisances Affecting Peace and Safety (Harboring of Uncontrolled Animals)

XIV. Committee Reports

A. Finance & Personnel, Trustee Wright - Chair

- 1. Proposal from Public Administration Associates

2. Walworth County P25 Radios

B. Protective Services, Trustee Vlach - Chair

- 1. No Report

C. Parks & Lakefront, Trustee D'Alessandro - Chair

- 1. No Report

D. Building, Zoning, & Ordinance, Trustee Jaramillo - Chair

- 1. No Report

E. Water & Sewer, Trustee Umans - Chair

- 1. No Report

F. Streets & Highways, Trustee Stanek - Chair

- 1. No Report

XV. Public Comments

XVI. Other Items for Discussion, Consideration, or Action

- A. Host Compliance Monthly Status Report

XVII. 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: 12/02/2023 5:00 PM

VILLAGE OF WILLIAMS BAY

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Village Board of the Village of Williams Bay on Monday, December 5, 2022 at 6:30 p.m. or as soon thereafter as matter can be heard at the Village Hall located at 250 Williams St, Williams Bay, WI 53191. The purpose of the public hearing is to solicit public comment on the Village's 2023 Annual Property Tax Levy and Budget. A copy of the proposed 2023 Annual Budget is available for public inspection in the office of the Village Clerk in the Village Hall during normal business hours; Monday, Tuesday, Wednesday and Friday 8:30am - 5:00pm, Thursday 8:30am -12:00pm. The Village has met the requirements of Wisconsin Statute 65.90(3)(a).

FURTHER NOTICE IS HEREBY GIVEN that at such time and place, any interested party may participate in person by attorney or agent. A summary of the proposed budget and tax levy is listed below. The Village may elect to change the proposed budget and tax levy prior to the public hearing.

The schedule below summarizes the 2023 budget as it is proposed.

REVENUES	2022 BUDGET	2022 ESTIMATED	2023 BUDGET	% BUDGET CHANGE
Tax Levy				
General Fund Levy	1,720,376	1,720,376	2,704,336	57.19%
Library Fund Levy	191,044	191,044	222,112	16.26%
Recycling Fund Levy	111,335	111,335	84,464	-24.14%
Capital Equipment Levy	25,745	25,745	-	-100.00%
TOTAL TAX LEVY	2,048,500	2,048,500	3,010,912	46.98%
Delinquent PP taxes	-	298	-	0.00%
Utility Tax Equivalent	109,000	100,800	100,800	-7.52%
Room Tax	45,000	52,000	52,000	15.56%
Cable Franchise Fees	52,000	51,393	51,000	-1.92%
Mercy Pilot	55,000	55,774	55,000	0.00%
Intergovernmental	657,614	749,540	571,743	-13.06%
Licenses & Permits	146,275	241,263	170,875	16.82%
Fines & Forfeitures	54,000	47,550	42,250	-21.76%
Public Charges for Services	351,100	381,570	376,215	7.15%
Commercial Income	270,295	342,511	332,945	23.18%
Miscellaneous Revenue	272,019	277,024	1,957,066	619.46%
Operating Transfers In	(19,634)	(4,668)	(1,515,332)	7617.90%
TOTAL OPERATING REVENUES	4,041,169	4,343,555	5,205,474	28.81%
Debt Service Levy	705,386	705,386	899,461	27.51%
Proceeds Long Term Debt	194,197	158,641	1,630,995	739.87%
OTHER SOURCES OF FUNDING	899,583	864,027	2,530,456	181.29%
EXPENDITURES				
General Government	607,958	674,603	608,463	0.08%
Public Safety	1,602,242	1,731,727	2,369,127	47.86%
Public Works	632,735	592,237	627,068	-0.90%
Culture, Recreation & Education	592,450	583,892	937,631	58.26%
Leisure Activities	363,346	382,654	353,962	-2.58%
Contingency	25,000	1,000	148,288	493.15%
Sinking Funds Contribution	121,134	121,134	-	-100.00%
TOTAL OPERATING EXPENDITURES	3,944,865	4,087,247	5,044,539	27.88%
Capital Outlay	194,197	158,641	1,630,995	739.87%
Debt Service	705,386	705,545	899,461	27.51%
OTHER EXPENDITURES	899,583	864,186	2,530,456	181.29%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	96,304	256,308	160,935	
FUND BALANCE JANUARY 1	2,131,681	2,227,985	2,484,293	

FUND BALANCE DECEMBER 31	<u>2,227,985</u>	<u>2,484,293</u>	<u>2,645,228</u>
PROPERTY TAXES LEVIED FOR MUNICIPALITY	<u>2,753,886</u>		<u>3,910,373</u>
TOTAL 2023 ANTICIPATED EXPENDITURES			7,574,995
TOTAL 2023 ANTICIPATED NON-PROPERTY TAX REVENUES			(3,825,557)
PORTION OF ESTIMATED USE OF FUND BALANCE AS OF DECEMBER 31, 2023 USED TO FINANCE EXPENDITURES (reserved for EMS)			<u>160,935</u>
AMOUNT REQUIRED FOR LEVY			<u>3,910,373</u>

	Fund Balance	2023 Proposed		Estimated	
	January 1, 2023	Total Revenues	Total Expenditures	Fund Balance Dec. 31, 2023	Property Tax Contribution
General Fund	3,503,306	4,318,418	4,153,873	3,667,851	2,704,336
Police Donations Fund	3,119	200	200	3,119	-
ARPA Fund	138,110	276,220	276,220	138,110	-
Fire Dues (2%) Fund	65,306	28,000	16,460	76,846	-
Act 102 Fund	69,443	108,599	108,599	69,443	-
Recycling Fund	119,487	109,225	109,225	119,487	84,464
Nonmajor Governmental Funds	366,636	353,962	353,962	366,636	222,112
Fireworks Fund	27,703	26,000	26,000	27,703	-
Capital Outlay Fund	158,641	1,630,995	1,630,995	158,641	-
Capital Equipment Fund	50,445	-	-	50,445	-
Debt Service Fund General	705,386	899,461	899,461	705,386	899,461
Total Fund Balance	<u>5,207,582</u>	<u>7,751,080</u>	<u>7,574,995</u>	<u>5,383,667</u>	<u>3,910,373</u>

Lori Peternell
Village Treasurer

NOTES:

Published 11/17/2022 and 11/24/2022 Lake Geneva Regional News
Posted 11/11/2022

Miscellaneous Reveune amount of \$64,250 includes the following operating transfers In:
\$50,000 Pier Slips

Authorized ongoing Referendum amount of \$928,077 built into base levy

Village of Williams Bay comun code 64192 - Levy Limit referendum increase calculations for 2022 levy

Section A - 2022 LEVY LIMIT WORKSHEET

1	2021 PAYABLE 2022 ACTUAL LEVY PLUS 2022 PERSONAL PROPERTY AID (\$2691.28)	\$2,756,576
2	EXCLUDE PRIOR YEAR LEVY FOR UNREIMBURSED EXPENSES RELATED TO AN EMERGENCY	\$0
3	EXCLUDE 2021 LEVY FOR NEW GENERAL OBLIGATION DEBT	\$705,386
4	2021 PAYABLE 2022 ADJUSTED ACTUAL LEVY	\$2,051,190
5	0% GROWTH PLUS TERMINATED TID 0.000%	\$2,051,190
6	NET NEW CONSTRUCTION 1.674% + TERMINATED TID 0.000%	\$2,085,527
7	GREATER OF LINE 5 OR LINE 6	\$2,085,527
8	2022 LEVY LIMIT BEFORE ADJUSTMENTS LESS 2023 PERSONAL PROPERTY AID (\$2691.28)	\$2,082,836
9	TOTAL ADJUSTMENTS (FROM SECTION D OF THE LEVY LIMIT WORKSHEET)	\$899,460
10	2022 PAYABLE 2023 ALLOWABLE LEVY	\$2,982,296

PERCENTAGE INCREASE FOR REFERENDUM FIGURED BY DIVIDING THE LEVY INCREASE BY REFERENDUM BY THE TOTAL ALLOWABLE L

REFERENDUM INCREASE	\$928,077
DIVIDED BY:	
ALLOWABLE LEVY BEFORE REFERENDUM INCREASE	\$2,982,296
PERCENTAGE INCREASE IN LEVY DUE TO REFERENDUM	31.120%

TOTAL LEVY WITH INCREASE BY REFERENDUM OF \$928,077	\$3,910,373
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Public Hearing 2023 budget

DECEMBER 5, 2022

6:30 PM

250 WILLIAMS STREET

WILLIAMS BAY, WI 53191



Agenda

- Proposed Budget – Summary
 - General Fund Revenues
 - General Fund Expenditures
 - Recycling Fund Revenues/Expenditures
 - Debt Service Fund Revenues/Expenditures
 - Library Fund Revenues/Expenditures
- EMS Referendum Information
 - Department of Revenue Calculation
- Proposed Budget – Detail of Capital Projects - Borrowing
 - Tax Levy Supported Projects
- Tax Summary
- Village of Williams Bay Levy History
- Village of Williams Bay Mill Rate
 - 2014 – 2022
 - Local share of tax rate example
- Open for Discussion



Proposed Budget Summary

General Fund Revenues



	2022 Estimated Actual	2022 Adopted Budget	2023 Proposed Budget	% Change
General Property Tax	1,720,376	1,720,376	2,704,336 **	57.19%
Other Taxes	260,265	261,000	258,950	-0.78%
Intergovernmental Revenues	370,047	344,474	358,897	4.18%
Licenses & Permits	241,263	146,275	180,875	23.65%
Fines & Forfeitures	47,550	54,000	42,250	-21.75%
Public Charges for Services	381,570	351,100	376,215	7.15%
Miscellaneous Revenues	49,061	14,250	14,250	0%
Commercial	340,311	269,995	332,645	23.20%
Operating Transfer(s) In	92,863	142,863	50,000	-65.00%
TOTAL REVENUES	3,503,306	3,304,333	4,318,418	30.68%

** Includes \$928,077 for EMS Referendum

General Fund Expenditures



	2022 Estimated Actual	2022 Adopted Budget	2023 Proposed Budget	% Change	LPO
General Government	637,204	598,693	720,813	20.39%	
Public Safety	1,611,129	1,506,891	2,243,868	48.90%	
Public Works	477,888	482,900	517,843	7.23%	
Conservation & Development	712,552	715,849	671,349	-6.21%	
TOTAL EXPENDITURES	3,438,773	3,304,333	4,153,873	25.70%	

Recycling Fund Revenues, Expenditures



	2022 Estimated Actual	2022 Adopted Budget	2023 Proposed Budget	% Change
General Property Taxes	111,335	111,335	84,464	-24.14%
Recycling Grant	8,152	8,500	8,500	0%
Transfer from Fund Balance	0	5,000	16,261	225.22%
TOTAL REVENUES	119,487	124,835	109,225	-12.50%

	2022 Estimated Actual	2022 Adopted Budget	2023 Proposed Budget	% Change
Recycling Fund Expenditures	103,585	124,835	109,225	-12.50%

Debt Service Fund Revenues, Expenditures



	2022 Adopted Budget	2023 Proposed Budget	% Change
General Property Taxes	705,386	899,461	27.51%
Fund Balance	0	0	
TOTAL REVENUES	705,386	899,461	27.51%

	2022 Adopted Budget	2023 Proposed Budget	% Change
Principal	573,413	611,427	6.63%
Interest and Fees	131,973	288,034	118.25%
TOTAL EXPENDITURES	705,386	899,461	27.51%

Library Fund Revenues, Expenditures



	2022 Estimated Actual	2022 Adopted Budget	2023 Proposed Budget	% Change
General Property Taxes	191,044	191,044	222,112	16.26%
Library Operating Revenues	137,092	149,762	117,449	-21.58%
Library Donation Revenues	38,500	22,540	14,401	-36.11%
TOTAL REVENUES	366,636	363,346	353,962	-2.58%

	2022 Estimated Actual	2022 Adopted Budget	2023 Proposed Budget	% Change
Library Operating Expenditures	353,864	350,146	341,599	-2.44%
Library Donation Expenditures	28,790	13,200	12,363	-6.34%
TOTAL EXPENDITURES	382,654	363,346	353,962	-2.58%



EMS Referendum Information

IN NOVEMBER 2022, THE VOTERS OF WILLIAMS BAY APPROVED THE REFERENDUM TO EXCEED THE LEVY LIMIT BY \$928,077 ON AN ON-GOING BASIS TO FUND 24-HOUR EMERGENCY MEDICAL SERVICES.

CALCULATION PROVIDED BY THE DEPARTMENT OF REVENUE



Village of Williams Bay - Levy Limit referendum increase calculations for 2022 levy

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EXCLUDE 2021 LEVY FOR NEW GENERAL OBLIGATION DEBT	\$705,386
2021 PAYABLE 2022 ADJUSTED ACTUAL LEVY	\$2,051,190
0% GROWTH PLUS TERMINATED TID 0.000%	\$2,051,190
NET NEW CONSTRUCTION 1.674% + TERMINATED TID 0.000%	\$2,085,527
GREATER OF LINE 5 OR LINE 6	\$2,085,527
2022 LEVY LIMIT BEFORE ADJUSTMENTS LESS 2023 PERSONAL PROPERTY AID (\$2691.28)	\$2,082,836
TOTAL ADJUSTMENTS (FROM SECTION D OF THE LEVY LIMIT WORKSHEET)	\$899,460
2022 PAYABLE 2023 ALLOWABLE LEVY	\$2,982,296

PERCENTAGE INCREASE FOR REFERENDUM FIGURED BY DIVIDING THE LEVY INCREASE BY REFERENDUM BY THE TOTAL ALLOWABLE LEVY

REFERENDUM INCREASE	\$928,077
DIVIDED BY:	
ALLOWABLE LEVY BEFORE REFERENDUM INCREASE	\$2,982,296
PERCENTAGE INCREASE IN LEVY DUE TO REFERENDUM	31.120%
TOTAL LEVY WITH INCREASE BY REFERENDUM OF \$928,077	\$3,910,373



Proposed Budget Detail of Capital Projects - Borrowing

Tax Levy Supported Projects



Project	2022 Request	Project	2022 Request
General Administration		Police Department	
Village Server and Upgrades	\$20,000	New Squad (292)	\$65,000
Laserfiche Software	\$10,000	Axon Fleet Vehicle Cameras	\$45,000
		Command Vehicle	\$85,000
Parks Department			
Theatre Road Baseball Fence	\$15,000	Streets Department	
Theatre Road Restrooms/Concessions	\$100,000	State Rd 67 Reconstruction	\$500,000
Theatre Road baseball field upgrades	\$25,000		
New Tennis/basketball courts	\$250,000	Rescue Department	
Remove Lions Field tennis/basketball courts	\$30,000	New Ambulance (\$89,005 paid with Flex Grant)	\$110,995
Lions Fieldhouse updating with storage	\$100,000		
New playgrounds (3)	\$200,000	Lakefront	
		Beach Cleaner	\$75,000

Tax Summary



	2022 Adopted Budget	2023 Proposed Budget	% Change
Property Taxes Levied for Municipality	2,753,886	3,910,373	41.99%
Total 2023 Anticipated Expenditures			\$7,147,516
Less: Total 2023 Anticipated Non-Property Tax Revenues			\$(1,720,693)
Less: Use of Designated Pier Slip Funds			\$(50,000)
Less: Debt Proceeds			\$(1,630,995)
Add: Reserved Fund Balance for EMS			\$164,545
Amount Required for Levy			\$3,910,373



Village of Williams Bay Levy History

Year	General Fund	Capital Equipment Fund	Library Fund	Recycling Fund	Debt Service Fund	Total Levy
2023	\$2,704,336	\$0	\$222,112	\$84,464	\$899,461	\$3,910,373
2022	\$1,720,376	\$25,745	\$191,044	\$111,335	\$705,386	\$2,753,886
2021	\$1,650,106	\$53,058	\$191,626	\$108,536	\$686,367	\$2,689,693
2020	\$1,596,816	\$108,748	\$189,092	\$92,236	\$704,646	\$2,691,538
2019	\$1,562,124	\$86,851	\$185,333	\$98,650	\$693,593	\$2,626,551
2018	\$1,583,073	\$69,281	\$189,950	\$83,350	\$576,726	\$2,502,380



Village of Williams Bay Mill Rate



Village of Williams Bay Mill Rate

Year	Mill Rate per \$1000
2022	\$3.46
2021	\$3.60
2020	\$3.57
2019	\$3.60
2018	\$3.60
2017	\$3.45
2016	\$3.30
2015	\$3.24
2014	\$3.21



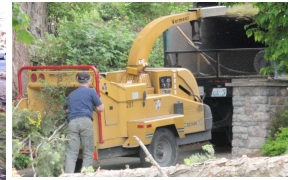
Village of Williams Bay Mill Rate

- The local net tax rate is estimate to be \$3.46 per thousand dollars of assessed value.
- A home assessed at \$350,000 will pay approximately \$1,211.00 a year in local taxes or \$3.31/day for Village Services.

- ✓ Police Protection 24/7/365
- ✓ Fire Protection 24/7/365
- ✓ Rescue Squad Service 24/7/365
- ✓ Building/Zoning Inspection Department
- ✓ Well-maintained parks and lakefront

- ✓ Curbside Garbage Collection
- ✓ Curbside Leaf Collection
- ✓ Curbside Brush Collection
- ✓ Snow Plowing
- ✓ Street Rehabilitation

- ✓ Recreation Department
- ✓ Municipal Court
- ✓ Library
- ✓ Geneva Lake Agencies
- ✓ Capital Projects



Discussion



Questions?

Comments?





VILLAGE OF WILLIAMS BAY

RESOLUTION **R-33-22**

ADOPTING THE 2023 ANNUAL BUDGET AND ESTABLISHING THE PROPERTY TAX LEVY FOR THE VILLAGE OF WILLIAMS BAY

WHEREAS, the Village Treasurer has prepared an Annual Budget for the 2023 fiscal year in accordance with requirements of Chapter 46-6 of the Municipal Code of the Village of Williams Bay; and,

WHEREAS, the Village Board has reviewed the proposed revenues from all sources and the proposed expenditures for all purposes and has directed that the proposed budget be adjusted accordingly; and,

WHEREAS, a public hearing on the Annual Budget was held December 5, 2022 after due and proper notice of said hearing having been given in accordance with the provisions of Section 65.90(3)(a), Wisconsin Statutes; and,

WHEREAS, it is necessary to levy a property tax in the amount of \$3,910,373 to fund the expenses of Village government as contained in the 2023 Annual Budget. The levy shall be allocated as follows:

General Fund Levy: \$2,704,336

Recycling Fund Levy: \$84,464

Library Fund Levy: \$222,112

Debt Service Fund Levy: \$899,461

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Williams Bay, Wisconsin that the 2023 Annual Budget, a summary of which is attached hereto and made a part hereof, is hereby approved.

Passed and adopted this _____ day of December 2022.

VILLAGE OF WILLIAMS BAY:

William Duncan, President

ATTEST:

Tina Kolls, Clerk

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
3							
4	2023 PROPOSED REVENUES						
5	100-41100	GENERAL TAX LEVY	1,720,376	1,720,376	1,776,259	55,883	3.25%
6	100-41100	GENERAL TAX LEVY - EMS			928,077		
7	100-41101	DELINQUENT PP TAX	-	298	150	150	100.00%
8	100-41104	TAX EQUIVALENT	109,000	100,800	100,800	(8,200)	-7.52%
9	100-41105	ROOM TAX	45,000	52,000	52,000	7,000	15.56%
10	100-41106	CABLE FRANCHISE FEES	52,000	51,393	51,000	(1,000)	-1.92%
11	100-41110	MERCY PILOT	55,000	55,774	55,000	-	0.00%
12		TOTAL TAXES	1,981,376	1,980,641	2,963,286	981,910	49.56%
13							
14	100-42001	EXEMPT COMPUTER AID	470	470	470	-	0.00%
15	100-42002	STATE SHARED REVENUE	64,696	65,744	64,314	(382)	-0.59%
16	100-42006	TRANSPORTATION AID	191,734	191,734	204,425	12,691	6.62%
17	100-42007	POLICE TRAINING FROM STATE	1,120	15,880	1,120	-	0.00%
18	100-42008	OTHER STATE AIDS	16,000	18,165	16,400	400	2.50%
19	100-42009	POLICE GRANT FROM CTY	3,500	6,800	2,500	(1,000)	-28.57%
20	100-42010	POLICE SRO REVENUE	66,954	66,954	69,668	2,714	4.05%
21	100-42011	POLICE GRANT FROM LWMMI	-	2,500	-	-	0.00%
22	100-42020	LAND USE CONVERSION FEES	-	1,200	-	-	0.00%
23	100-42035	WEC SECURITY.GOV SUBGRANT	-	600	-	-	0.00%
24		TOTAL INTERGOVERNMENTAL	344,474	370,047	358,897	14,423	4.19%
25							
26	100-43001	LIQUOR/BEER LICENSE	6,025	17,048	6,425	400	6.64%
27	100-43002	OPERATOR LICENSE	2,200	2,520	2,000	(200)	-9.09%
28	100-43006	BUILDING PERMITS	75,000	75,000	80,000	5,000	6.67%
29	100-43007	ELECTRICAL PERMITS	13,000	15,000	15,000	2,000	15.38%
30	100-43008	PLUMBING PERMITS	13,000	18,000	15,000	2,000	15.38%
31	100-43009	ROOM TAX PERMIT	625	800	800	175	28.00%
32	100-43013	RENTAL PROP ADMIN	-	20	-	-	0.00%
33	100-43014	CIGARETTE LIC.	300	300	300	-	0.00%
34	100-43015	ZONING AND PLANNING FEES	18,000	25,000	21,000	3,000	16.67%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
35	100-43016	TREE PERMIT	2,500	4,600	4,000	1,500	60.00%
36	100-43018	DOG LICENSE	600	600	600	-	0.00%
37	100-43021	TOURIST ROOMING HOUSE PERMIT	1,575	3,375	6,750	5,175	328.57%
38	100-43022	SHORT TERM RENTAL PERMIT	13,300	19,000	19,000	5,700	42.86%
39	100-43025	TRANSIENT MERCHANT PERMIT	150	-	-	(150)	-100.00%
40	100-43090	INVOICED SERVICE PAYMENTS	-	60,000	10,000	10,000	100.00%
41		TOTAL LICENSES & PERMITS	146,275	241,263	180,875	34,600	23.65%
42							
43							
44	100-44040	POLICE GEN REVENUE	3,000	275	250	(2,750)	-91.67%
45	100-44049	SPECIAL ASSESSMENT LETTERS	6,000	5,060	4,000	(2,000)	-33.33%
46	100-44060	STREET OPENING REVENUE	200	1,500	1,000	800	400.00%
47	100-44093	SPORTS CAMP REVENUES	-	-	3,000	3,000	100.00%
48	100-44095	TENNIS REVENUES	-	-	750	750	100.00%
49	100-44096	GOLF REVENUES	500	-	500	-	0.00%
50	100-44098	ZUMBA REVENUES	3,500	1,100	3,000	(500)	-14.29%
51	100-44099	TAI CHI REVENUES	1,000	-	-	(1,000)	-100.00%
52	100-44100	BASEBALL/SOFTBALL REG FEES	5,900	7,795	8,865	2,965	50.25%
53	100-44102	ADULT PROGRAM REVENUES	1,500	3,600	3,000	1,500	100.00%
54	100-44103	SUMMER PROGRAM REVENUES	3,500	2,200	3,500	-	0.00%
55	100-44106	DONATION FOR REC DEPT	2,000	2,450	4,050	2,050	102.50%
56	100-44107	FIELD HOUSE RENTALS	1,200	2,800	3,000	1,800	150.00%
57	100-44301	WATERWAY MARKERS	6,000	6,309	6,100	100	1.67%
58	100-44620	LAKEFRONT/SHORE INCOME	8,600	9,745	11,600	3,000	34.88%
59	100-44621	BEACH REVENUE	88,600	94,680	96,600	8,000	9.03%
60	100-44622	LAUNCH REVENUE	170,000	187,000	170,000	-	0.00%
61	100-44623	HORVATH DRY STORAGE REVENUE	21,600	24,231	24,000	2,400	11.11%
62	100-44625	TOWN OF LINN BEACH REVENUE	10,000	16,380	15,000	5,000	50.00%
63	100-44630	KAYAK/PADDLEBOARD RENTAL REVENUE	18,000	16,445	18,000	-	0.00%
64		TOTAL PUBLIC CHARGES FOR SERVICE	351,100	381,570	376,215	25,115	7.15%
65							

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
66	100-45001	COURT FINE REVENUE	52,000	40,000	40,000	(12,000)	-23.08%
67	100-45002	PARKING TICKET REVENUE	1,500	6,500	1,750	250	16.67%
68	100-46000	WEED & NUISANCE CONTROL	500	1,050	500	-	0.00%
69		TOTAL FINES & FORFEITURES	54,000	47,550	42,250	(11,750)	-21.76%
70						-	
71	100-48004	INTEREST ON INVESTMENTS	4,000	55,000	37,000	33,000	825.00%
72	100-48013	BOAT SLIP RENTAL	235,995	248,140	250,545	14,550	6.17%
73	100-48015	GENEVA LK LAW ENFORCEMENT AGCY	30,000	36,071	44,000	14,000	46.67%
74	100-48016	MUNICIPAL BUSINESS LEASE PAYMENTS	-	1,100	1,100	1,100	#DIV/0!
75		TOTAL COMMERCIAL	269,995	340,311	332,645	62,650	23.20%
76							
77	100-49001	AURORA DONATION	3,250	3,250	3,250	-	0.00%
78	100-49002	INSURANCE REBATE	10,000	16,900	5,000	(5,000)	-50.00%
79	100-49003	SALE OF VILLAGE ASSETS	-	26,811	5,000	5,000	100.00%
80	100-49009	GENERAL MISC UNCLASS	1,000	2,100	1,000	-	0.00%
81		TOTAL MISCELLANEOUS	14,250	49,061	14,250	-	0.00%
82							
83	100-49200	TRANSFER FROM UNDESIGNATED FUND BALANCE	92,863	92,863	-	(92,863)	-100.00%
84	100-49200	TRANSFER FROM SINKING FUNDS	-	-	-	-	
85	100-49200	TRANSFER FROM PIER SLIPS	50,000	-	50,000	-	0.00%
86		TOTAL OPERATING TRANSFER	142,863	92,863	50,000	(92,863)	-65.00%
87							
88		TOTAL REVENUES	3,304,333	3,503,306	4,318,418	1,014,085	30.69%
89							
90							
91	<u>2022 PROPOSED EXPENDITURES</u>						
92							
93			200	Estimated	2023	Total	
94	GL Account Numb	Title	Budget	12/31/2022	Budget	Variance	
95	100-51110-110	VILLAGE BOARD WAGES	22,050	22,050	22,050	-	0.00%
96	100-51110-121	VILLAGE BOARD FICA	1,687	1,687	1,687	-	0.00%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
97	100-51110-130	VILLAGE BOARD OTHER EXPENSE	300	600	600	300	100.00%
98	100-51210-110	MUNICIPAL COURT WAGES	31,905	31,905	32,745	840	2.63%
99	100-51210-121	MUNICIPAL COURT FICA	2,441	2,441	2,505	64	2.62%
100	100-51210-150	MUNICIPAL COURT IT FEES/SUPPORT	5,000	5,000	5,000	-	0.00%
101	100-51210-160	MUNICIPAL COURT SUPPLIES	1,200	200	1,200	-	0.00%
102	100-51210-161	MUNICIPAL COURT POSTAGE	500	500	500	-	0.00%
103	100-51210-190	MUNICIPAL COURT TRAINING	2,000	1,500	2,000	-	0.00%
104	100-51405-000	BILLABLE SERVICES	-	61,000	10,000	10,000	100.00%
105	100-51410-110	GEN ADMIN WAGES	129,342	139,843	132,831	3,489	2.70%
106	100-51410-121	GEN ADMIN FICA	9,895	10,698	10,162	267	2.70%
107	100-51410-122	GEN ADMIN RETIREMENT	9,700	9,465	10,361	661	6.81%
108	100-51410-123	GEN ADMIN HEALTH INSURANCE	28,495	32,502	28,572	77	0.27%
109	100-51410-124	GEN ADMIN LIFE INSURANCE	420	444	450	30	7.14%
110	100-51410-127	GEN ADMIN HSA FUNDING	8,000	8,395	8,250	250	3.13%
111	100-51410-130	GEN ADMIN IT EXPENSE	-	1,300	900	900	100.00%
112	100-51410-160	GEN ADMIN SUPPLIES	6,500	8,200	8,000	1,500	23.08%
113	100-51410-161	GEN ADMIN POSTAGE	6,500	6,500	6,500	-	0.00%
114	100-51410-162	GEN ADMIN COPIER EXPENSE	3,000	3,000	3,000	-	0.00%
115	100-51410-190	GEN ADMIN TRAINING	5,300	3,150	4,000	(1,300)	-24.53%
116	100-51410-200	GEN ADMIN TELEPHONE	5,000	8,400	8,400	3,400	68.00%
117	100-51410-210	GEN ADMIN PUBLICATIONS	5,000	3,500	3,500	(1,500)	-30.00%
118	100-51410-300	GEN ADMIN CODIFICATION	6,000	7,362	7,000	1,000	16.67%
119	100-51412-000	ELECTION EXPENSE	4,985	3,000	1,740	(3,245)	-65.10%
120	100-51412-110	ELECTION WAGES	20,000	7,300	5,000	(15,000)	-75.00%
121	100-51412-121	ELECTION FICA	-	20	20	20	100.00%
122	100-51412-130	WEC SECURITY.GOV SUBGRANT EXPENSE	-	600	-	-	0.00%
123	100-51414-000	SOFTWARE LICENSE & IT SUPPORT	28,000	30,000	31,590	3,590	12.82%
124	100-51414-100	LASERFICHE EXPENSE	-	-	15,000	15,000	100.00%
125	100-51415-000	LEAGUE EXPENSES/DUES	2,880	2,878	3,162	282	9.79%
126	100-51510-000	INSURANCE EXPENSE	65,000	51,863	65,000	-	0.00%
127	100-51520-000	ASSESSOR CONTRACT	19,600	19,600	19,900	300	1.53%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
128	100-51521-000	PROPERTY REASSESSMENT	34,500	54,050	7,900	(26,600)	-77.10%
129	100-51560-000	CONTINGENCY	25,000	1,000	148,288	123,288	493.15%
130	100-51570-000	AUDIT EXPENSE	12,150	21,250	20,000	7,850	64.61%
131	100-51575-000	FINANCIAL MGT PLAN EXPENSE	6,500	-	-	(6,500)	-100.00%
132	100-51610-000	LEGAL SERVICES	50,000	40,000	50,000	-	0.00%
133		TOTAL GENERAL ADMINISTRATION	558,850	601,203	677,813	118,963	21.29%
134							
135	100-51720-150	LIONS FIELD HOUSE REPAIRS/MAINT	1,300	1,300	1,300	-	0.00%
136	100-51720-160	LIONS FIELD HOUSE SUPPLIES	200	1,400	200	-	0.00%
137	100-51720-170	LIONS FIELD HOUSE GAS	1,600	1,600	1,800	200	12.50%
138	100-51720-171	LIONS FIELD HOUSE ELECTRIC	1,300	1,500	1,400	100	7.69%
139	100-51720-173	LIONS FIELD HOUSE W&S	1,000	1,000	1,140	140	14.00%
140	100-51720-175	LIONS FIELD HOUSE JANITORIAL	5,230	5,230	5,230	-	0.00%
141	100-51720-200	LIONS FIELD HOUSE TELEPHONE	1,000	-	-	(1,000)	-100.00%
142		TOTAL LIONS FIELD HOUSE	11,630	12,030	11,070	(560)	-4.82%
143							
144	100-51730-150	VH BLDG REPAIRS/MAINT	12,965	16,000	13,000	35	0.27%
145	100-51730-160	VH BLDG SUPPLIES	2,000	3,000	3,000	1,000	50.00%
146	100-51730-170	VH BLDG GAS	2,000	2,000	2,200	200	10.00%
147	100-51730-171	VH BLDG ELECTRIC	7,500	7,500	7,700	200	2.67%
148	100-51730-173	VH BLDG WATER & SEWER	1,700	1,800	1,938	238	14.00%
149	100-51730-175	JANITORIAL SERVICES	8,100	8,100	8,100	-	0.00%
150		TOTAL MUNICIPAL BUILDING	34,265	38,400	35,938	1,673	4.88%
151							
152	100-51965-000	WMS BAY BUSINESS ASSOC	31,500	36,000	36,400	4,900	15.56%
153	100-51970-000	SHORT TERM RENTAL ADMINISTRATION	8,343	-	6,600	(1,743)	-20.89%
154		TOTAL MISC GENERAL ADMINISTRATION	39,843	36,000	43,000	3,157	7.92%
155							
156	100-52120-110	POLICE WAGES	594,074	593,425	583,005	(11,069)	-1.86%
157	100-52120-111	POLICE PT SHIFT PREMIUM	-	150	750	750	100.00%
158	100-52120-112	POLICE OT WAGES	26,444	45,000	24,654	(1,790)	-6.77%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
159	100-52120-120	POLICE CONSULTANT WAGES	1,000	-	-	(1,000)	-100.00%
160	100-52120-121	POLICE FICA	47,470	48,839	46,543	(927)	-1.95%
161	100-52120-122	POLICE RETIREMENT	72,775	76,597	77,021	4,246	5.83%
162	100-52120-123	POLICE HEALTH INSURANCE	129,488	91,214	90,063	(39,425)	-30.45%
163	100-52120-124	POLICE LIFE INSURANCE	625	702	846	221	35.36%
164	100-52120-125	POLICE UNIFORMS	7,000	9,000	9,000	2,000	28.57%
165	100-52120-127	POLICE HSA FUNDING	36,250	21,005	26,250	(10,000)	-27.59%
166	100-52120-130	POLICE IT	30,626	32,000	33,450	2,824	9.22%
167	100-52120-150	POLICE REPAIRS/ MAINTENANCE	6,500	8,500	12,024	5,524	84.98%
168	100-52120-160	POLICE SUPPLIES	4,500	3,500	2,500	(2,000)	-44.44%
169	100-52120-161	POLICE POSTAGE & CONFINEMENT	500	130	150	(350)	-70.00%
170	100-52120-180	POLICE FUEL	16,000	18,000	20,000	4,000	25.00%
171	100-52120-190	POLICE TRAINING	21,920	21,000	18,000	(3,920)	-17.88%
172	100-52120-200	POLICE TELEPHONE	7,000	7,000	7,000	-	0.00%
173	100-52120-210	POLICE COMMUNITY PROGRAM	2,500	2,000	2,500	-	0.00%
174	100-52120-215	POLICE GRANT EXPENDITURES	-	7,000	7,000	7,000	100.00%
175	100-52120-300	SCHOOL RESOURCE OFFICER	89,272	89,272	92,891	3,619	4.05%
176	100-52120-400	POLICE ACADEMY EXPENSES	-	8,000	-	-	0.00%
177		TOTAL POLICE	1,093,944	1,082,334	1,053,647	(40,297)	-3.68%
178							
179	100-52130-110	WATER SAFETY PATROL	28,285	28,285	29,431	1,146	4.05%
180	100-52130-120	GENEVA LAKE ENVIRONMENTAL AGCY	35,000	35,000	35,000	-	0.00%
181	100-52130-130	GENEVA LAKE LAW ENFORCEMENT	63,000	63,000	73,000	10,000	15.87%
182	100-52130-150	EMERGENCY MANAGEMENT	5,000	5,000	5,000	-	0.00%
183	100-52320-106	FIRE DEPT OFFICER PAY	22,550	22,550	22,550	-	0.00%
184	100-52320-107	FIRE DEPT MEETING PAY	4,200	3,500	4,200	-	0.00%
185	100-52320-108	FIRE DEPT DRILL PAY	16,000	10,000	16,000	-	0.00%
186	100-52320-109	FIRE DEPT CALLS PAY	24,000	20,000	24,000	-	0.00%
187	100-52320-120	FIRE DEPT TRAINING PAY	3,900	2,000	3,900	-	0.00%
188	100-52320-121	FIRE DEPT FICA	5,400	4,400	5,405	5	0.09%
189	100-52320-122	FIRE DEPT RETIREMENT	1,110	1,100	1,100	(10)	-0.90%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
190	100-52320-130	FIRE DEPT IT	-	1,000	1,000	1,000	#DIV/0!
191	100-52320-150	FIRE DEPT REPAIRS/MAINT	16,000	11,000	16,000	-	0.00%
192	100-52320-160	FIRE DEPT SUPPLIES	5,000	5,000	5,000	-	0.00%
193	100-52320-170	FIRE DEPT GAS	4,500	5,100	5,100	600	13.33%
194	100-52320-171	FIRE DEPT ELECTRIC	2,500	2,500	2,500	-	0.00%
195	100-52320-173	FIRE DEPT WATER & SEWER	700	700	800	100	14.29%
196	100-52320-180	FIRE DEPT FUEL	1,000	1,300	1,000	-	0.00%
197	100-52320-190	FIRE DEPT TRAINING	5,500	2,000	5,500	-	0.00%
198	100-52320-200	FIRE DEPT TELEPHONE	3,500	3,500	3,500	-	0.00%
199	100-52340-106	DIVE TEAM OFFICER PAY	900	900	900	-	0.00%
200	100-52340-107	DIVE TEAM MEETING PAY	160	90	100	(60)	-37.50%
201	100-52340-108	DIVE TEAM DRILL PAY	1,600	500	1,600	-	0.00%
202	100-52340-121	DIVE TEAM FICA	204	115	200	(4)	-1.96%
203	100-52340-145	DIVE TEAM TANK MAINTENANCE	1,788	1,000	1,900	112	6.26%
204	100-52340-150	DIVE TEAM REPAIRS/MAINT	600	200	600	-	0.00%
205	100-52340-190	DIVE TEAM TRAINING	1,000	1,000	3,110	2,110	211.00%
206	100-52360-106	RESCUE DEPT OFFICER PAY	5,400	5,400	5,400	-	0.00%
207	100-52360-107	RESCUE DEPT MEETING PAY	2,000	700	1,000	(1,000)	-50.00%
208	100-52360-108	RESCUE DEPT DRILL PAY	4,000	2,500	4,000	-	0.00%
209	100-52360-109	RESCUE DEPT CALLS PAY	16,000	6,500	6,500	(9,500)	-59.38%
210	100-52360-121	RESCUE DEPT FICA	2,100	1,155	1,293	(807)	-38.43%
211	100-52360-122	RESCUE DEPT RETIREMENT	100	20	20	(80)	-80.00%
212	100-52360-130	RESCUE DEPT IT EXPENSE	-	300	300	300	100.00%
213	100-52360-150	RESCUE DEPT REPAIRS/MAINT	2,200	1,200	1,500	(700)	-31.82%
214	100-52360-160	RESCUE DEPT SUPPLIES	5,000	3,200	2,500	(2,500)	-50.00%
215	100-52360-170	RESCUE DEPT INTERGOVERNMENTAL AGREEMENT	-	140,000	763,532	763,532	100.00%
216	100-52360-180	RESCUE DEPT FUEL	500	700	500	-	0.00%
217	100-52360-190	RESCUE DEPT TRAINING	2,000	500	500	(1,500)	-75.00%
218	100-52360-200	RESCUE DEPT TELEPHONE	200	780	780	580	290.00%
219		TOTAL PROTECTIVE SERVICES	292,897	393,695	1,056,221	763,324	260.61%
220							

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
221	100-53100-160	BLDG INSP SUPPLIES	1,000	1,200	2,000	1,000	100.00%
222	100-53100-210	ZONING INSPECTION CONTRACT	16,200	22,500	19,000	2,800	17.28%
223	100-53100-211	BUILDING INSPECTION CONTRACT	85,850	86,400	88,000	2,150	2.50%
224	100-53100-215	CODE ENFORCEMENT	17,000	24,000	20,000	3,000	17.65%
225	100-53100-220	STR ENFORCEMENT ENFORCEMENT	-	1,000	5,000	5,000	100.00%
226		TOTAL BUILDING INSPECTION	120,050	135,100	134,000	13,950	11.62%
227							
228	100-54100-110	DPW ADMIN WAGES	37,950	37,950	39,461	1,511	3.98%
229	100-54100-121	DPW ADMIN FICA	2,900	2,900	3,019	119	4.10%
230	100-54100-122	DPW ADMIN RETIREMENT	2,845	2,845	3,078	233	8.19%
231	100-54100-123	DPW ADMIN HEALTH INSURANCE	9,100	9,100	9,100	-	0.00%
232	100-54100-127	DPW H.S.A FUNDING	2,500	2,500	2,500	-	0.00%
233	100-54100-300	ENGINEERING	15,000	11,000	15,000	-	0.00%
234	100-54310-110	STREETS WAGES	92,795	90,895	95,823	3,028	3.26%
235	100-54310-112	STREETS OT WAGES	-	1,200	1,959	1,959	100.00%
236	100-54310-113	STREETS DBL OT WAGES	-	700	1,000	1,000	100.00%
237	100-54310-115	STREETS UNEMPLOYMENT	1,265	-	-	(1,265)	100.00%
238	100-54310-121	STREETS FICA	7,100	6,953	7,545	445	6.27%
239	100-54310-122	STREETS RETIREMENT	6,200	6,200	6,774	574	9.26%
240	100-54310-123	STREETS HEALTH INSURANCE	19,900	19,900	20,004	104	0.52%
241	100-54310-124	STREETS LIFE INSURANCE	190	190	235	45	23.68%
242	100-54310-125	STREETS UNIFORMS	2,500	2,500	2,500	-	0.00%
243	100-54310-127	STREETS H.S.A. FUNDING	5,835	5,835	5,835	-	0.00%
244	100-54310-150	STREETS EQUIP REPAIRS/MAINT	20,000	20,000	27,000	7,000	35.00%
245	100-54310-160	STREETS SUPPLIES	6,500	6,500	6,500	-	0.00%
246	100-54310-170	STREETS GAS	4,000	4,000	4,000	-	0.00%
247	100-54310-171	STREETS ELECTRIC	6,000	6,000	6,000	-	0.00%
248	100-54310-173	STREETS WATER & SEWER	840	840	960	120	14.29%
249	100-54310-175	STREETS ROAD MAINTENANCE/CRACK FILLING	25,000	25,000	25,000	-	0.00%
250	100-54310-180	STREETS FUEL	9,000	9,000	9,500	500	5.56%
251	100-54310-190	STREETS TRAINING	1,000	1,000	1,000	-	0.00%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
252	100-54310-200	STREETS TELEPHONE	1,000	1,000	1,000	-	0.00%
253	100-54310-280	SNOW/ICE CONTROL MATERIALS	17,500	17,500	17,500	-	0.00%
254	100-54310-281	TRAFFIC SIGNS/MARKINGS	2,000	2,400	2,000	-	0.00%
255	100-54310-282	HIGHWAY STRIPING/MARKING	1,000	1,000	1,000	-	0.00%
256	100-54420-000	STREET LIGHTING	34,000	34,000	35,000	1,000	2.94%
257	100-54710-000	REFUSE COLLECTIONS	148,980	148,980	167,550	18,570	12.46%
258		TOTAL PUBLIC WORKS	482,900	477,888	517,843	34,943	7.24%
259							
260	100-55210-110	REC DEPT WAGES	80,695	78,000	100,304	19,609	24.30%
261	100-55210-121	REC DEPT FICA	6,175	5,967	7,673	1,498	24.26%
262	100-55210-122	REC DEPT RETIREMENT	4,100	4,100	4,680	580	14.15%
263	100-55210-123	REC DEPT HEALTH INSURANCE	7,600	7,087	7,056	(544)	-7.16%
264	100-55210-124	REC DEPT LIFE INSURANCE	60	55	60	-	0.00%
265	100-55210-127	REC DEPT H.S.A. FUNDING	2,500	2,500	2,500	-	0.00%
266	100-55210-130	REC DEPT IT	-	1,550	1,545	1,545	100.00%
267	100-55210-143	BASEBALL FIELD UPKEEP	4,500	4,764	4,500	-	0.00%
268	100-55210-150	REC DEPT REPAIRS/MAINTENANCE	-	-	3,000	3,000	100.00%
269	100-55210-160	REC DEPT SUPPLIES	2,200	2,200	2,200	-	0.00%
270	100-55210-190	REC DEPT CONFERENCES/TRAINING	1,250	1,250	1,250	-	0.00%
271	100-55210-200	REC DEPT TELEPHONE	2,000	1,200	300	(1,700)	-85.00%
272	100-55210-210	REC DEPT PUBLICATIONS	-	-	3,500	3,500	100.00%
273	100-55210-220	REC DEPT XPRESS BILL PAY EXPENSE	-	-	2,100	2,100	100.00%
274	100-55210-270	REC DEPT BASEBALL UNIFORMS	3,000	3,000	3,000	-	0.00%
275	100-55210-271	REC DEPT BASEBALL EXPENSES	8,000	8,200	8,000	-	0.00%
276	100-55210-274	REC DEPT ADULT FITNESS	4,000	1,500	2,300	(1,700)	-42.50%
277	100-55210-275	REC DEPT PROGRAM EXPENSES	5,800	7,700	5,800	-	0.00%
278	100-55210-277	REC DEPT GOLF EXPENSES	500	-	500	-	0.00%
279	100-55210-278	REC DEPT BOO IN THE BAY	1,000	1,000	1,000	-	0.00%
280	100-55210-280	KAYAK/PADDLEBOARD EXPENSE	1,000	740	1,000	-	0.00%
281		TOTAL REC DEPARTMENT	134,380	130,813	162,268	27,888	20.75%
282							

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
283	100-55410-110	PARKS WAGES	41,660	41,260	44,020	2,360	5.66%
284	100-55410-112	PARKS OT WAGES	-	300	465	465	100.00%
285	100-55410-113	PARKS DBL OT WAGES	-	100	465	465	100.00%
286	100-55410-115	PARKS CONTRACT LABOR	7,500	7,500	7,500	-	0.00%
287	100-55410-120	PARKS UNEMPLOYMENT	1,265	192	100	(1,165)	-92.09%
288	100-55410-121	PARKS FICA	3,200	3,200	3,439	239	7.47%
289	100-55410-122	PARKS RETIREMENT	2,300	2,300	2,587	287	12.48%
290	100-55410-123	PARKS HEALTH INSURANCE	9,100	9,100	9,093	(7)	-0.08%
291	100-55410-124	PARKS LIFE INSURANCE	160	160	162	2	1.25%
292	100-55410-125	PARKS UNIFORMS	2,000	2,000	2,000	-	0.00%
293	100-55410-127	PARKS H.S.A. FUNDING	2,500	2,500	2,500	-	0.00%
294	100-55410-148	TENNIS COURT MAINTENANCE	4,000	1,000	4,000	-	0.00%
295	100-55410-150	PARKS REPAIRS/MAINT	18,000	18,000	19,000	1,000	5.56%
296	100-55410-160	PARKS SUPPLIES	100	1,500	1,500	1,400	1400.00%
297	100-55410-170	PARKS GAS	3,400	4,000	4,000	600	17.65%
298	100-55410-171	PARKS ELECTRIC	5,700	5,700	5,700	-	0.00%
299	100-55410-173	PARKS WATER & SEWER	3,250	3,400	3,740	490	15.08%
300	100-55410-180	PARKS FUEL	6,000	7,500	7,500	1,500	25.00%
301		TOTAL PARKS DEPARTMENT	110,135	109,712	117,771	7,636	6.93%
302							
303	100-55411-110	LAKEFRONT WAGES	75,000	106,000	85,000	10,000	13.33%
304	100-55411-112	LAKEFRONT OT WAGES	-	5,025	5,000	5,000	100.00%
305	100-55411-121	LAKEFRONT FICA	5,740	8,493	6,502	762	13.28%
306	100-55411-125	LAKEFRONT UNIFORMS	1,000	-	1,000	-	0.00%
307	100-55411-130	LAKEFRONT IT EXPENSE	-	1,530	500	500	100.00%
308	100-55411-150	LAKEFRONT REPAIRS/MAINT	11,715	8,500	11,000	(715)	-6.10%
309	100-55411-153	LAKEFRONT PIER REPAIRS	125,000	80,000	130,000	5,000	4.00%
310	100-55411-154	LAKEFRONT PIER INSTALLATION	65,000	65,000	80,000	15,000	23.08%
311	100-55411-160	LAKEFRONT SUPPLIES	8,300	13,200	9,000	700	8.43%
312	100-55411-200	LAKEFRONT TELEPHONE	1,500	1,200	1,500	-	0.00%
313		TOTAL LAKEFRONT	293,255	288,948	329,502	36,247	12.36%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
314							
315	100-55412-000	GENEVA LK LEVEL CORP	-	-	3,000	3,000	100.00%
316	100-55415-000	ENHANCEMENT COMMITTEE	800	800	800	-	0.00%
317	100-56120-000	HOLIDAY DECORATIONS SUPPLIES	1,500	1,500	1,500	-	0.00%
318	100-56130-000	TREE ENHANCEMENT	8,500	8,500	8,500	-	0.00%
319	100-56420-190	HORVATH PROPERTY EXPENSE	250	715	1,000	750	300.00%
320	100-57000-000	OPERATING TRANSFER OUT TO SINKING FUNDS	121,134	121,134	-	(121,134)	-100.00%
321		TOTAL OTHER EXPENSES	132,184	132,649	14,800	(117,384)	-88.80%
322							
323		TOTAL GENERAL FUND REVENUES	3,304,333	3,503,306	4,318,418	1,014,085	30.69%
324		TOTAL GENERAL FUND EXPENDITURES	3,304,333	3,438,773	4,153,873	849,540	25.71%
325		OVER/UNDER BUDGET	-	64,533	164,545		
326							
327		RECYCLING FUND REVENUES					
328	225-41100	GENERAL TAX LEVY	111,335	111,335	84,464	(26,871)	-24.14%
329	225-42500	STATE RECYCLING GRANTS	8,500	8,152	8,500	-	0.00%
330	225-49200	OPERATING TRANSFER IN	5,000	-	16,261	11,261	225.22%
331		TOTAL REVENUES	124,835	119,487	109,225	(15,610)	-12.50%
332							
333		RECYCLING FUND EXPENDITURES					
334	225-54635-130	RECYCLING OTHER EXPENSE	20,000	20,000	19,000	(1,000)	-5.00%
335	225-54635-131	RECYCLING FEES	78,585	78,585	81,725	3,140	4.00%
336	225-54635-150	RECYCLING PROGRAM REPAIRS/MAINT	3,000	3,000	3,000	-	0.00%
337	225-54635-160	RECYCLING PROGRAM SUPPLIES	500	500	500	-	0.00%
338	225-54635-165	RECYCLING TIPPING FEES	22,750	1,500	5,000	(17,750)	-78.02%
339		TOTAL EXPENDITURES	124,835	103,585	109,225	(15,610)	-12.50%
340							
341		TOTAL RECYCLING FUND REVENUES	124,835	119,487	109,225	(15,610)	-12.50%
342		TOTAL RECYCLING FUND EXPENDITURES	124,835	103,585	109,225	(15,610)	-12.50%
343		OVER/UNDER BUDGET	-	15,902	-		
344							

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
345		LIBRARY FUND REVENUES					
346	400-41100	GENERAL TAX LEVY	157,414	157,414	180,862	23,448	14.90%
347		ADMINISTRATION LEVY FOR TREASURER	9,760	9,760	9,500	(260)	-2.66%
348		BLDG EXPENSE LEVY	23,870	23,870	31,750	7,880	33.01%
349		TOTAL LEVY	191,044	191,044	222,112	31,068	16.26%
350							
351	400-48004	INTEREST ON BANK ACCOUNT	300	2,200	300	-	0.00%
352	400-48905	COUNTY REIMBURSEMENT	134,630	134,892	117,149	(17,481)	-12.98%
353	400-48915	LIBRARY FINE REVENUE	-	-	-	-	0.00%
354	400-48960	BOARD DESIGNATED DONATIONS	14,832	-	-	(14,832)	-100.00%
355	400-49200	OPERATING TRANSFER IN	-	-		-	0.00%
356		TOTAL OTHER OPERATING REVENUES	149,762	137,092	117,449	(32,313)	-21.58%
357							
358	410-48925	FRIENDS REVENUE	3,000	3,000	3,000	-	0.00%
359	410-48940	LIBRARY CHAPIN REVENUE	3,500	3,500	4,000	500	14.29%
360	410-48955	DONOR DESIGNATED FUNDS	3,140	17,000	1,618	(1,522)	-48.47%
361	410-48960	MISC REVENUE FOR BOARD COMMITTED	12,900	15,000	5,783	(7,117)	-55.17%
362		TOTAL DONATION REVENUE	22,540	38,500	14,401	(8,139)	-36.11%
363							
364							
365		GRAND TOTAL REVENUES	363,346	366,636	353,962	(9,384)	-2.58%
366							
367		LIBRARY FUND EXPENDITURES					
368	400-58100-110	LIBRARY WAGES	196,654	199,308	191,635	(5,019)	-2.55%
369	400-58100-121	LIBRARY FICA	15,044	15,247	14,660	(384)	-2.55%
370	400-58100-122	LIBRARY RETIREMENT	10,325	11,871	10,440	115	1.11%
371	400-58100-123	LIBRARY HEALTH INSURANCE	26,450	26,450	27,900	1,450	5.48%
372	400-58100-127	LIBRARY HSA FUNDING	8,125	8,000	8,125	-	0.00%
373	400-58100-130	LIBRARY EQUIPMENT	6,000	3,300	2,900	(3,100)	-51.67%
374	400-58100-140	LIBRARY CAPITAL OUTLAY	-	-	-	-	0.00%
375	400-58100-160	LIBRARY SUPPLIES	4,000	4,000	4,000	-	0.00%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
376	400-58100-161	LIBRARY POSTAGE	48	118	57	9	18.75%
377	400-58200-000	ADULT PRINT	10,000	10,000	10,000	-	0.00%
378	400-58200-100	ADULT DIGITAL	3,000	3,000	1,500	(1,500)	-50.00%
379	400-58201-000	CHILDREN PRINT	5,000	5,000	5,000	-	0.00%
380	400-58201-100	CHILDREN DIGITAL	3,000	3,000	1,032	(1,968)	-65.60%
381	400-58210-000	LIBRARY TRAINING & CONFERENCES	800	800	1,000	200	25.00%
382	400-58220-000	LIBRARY MILEAGE EXPENSE	300	300	300	-	0.00%
383	400-58230-000	PROGRAMS FOR CHILDREN & ADULTS	2,000	2,000	2,000	-	0.00%
384	400-58232-000	LIBRARY CRAFTS	500	500	500	-	0.00%
385	400-58240-000	LIBRARY MEDIA	4,000	4,000	2,000	(2,000)	-50.00%
386	400-58280-000	LIBRARY PERIODICALS	3,000	3,000	2,300	(700)	-23.33%
387	400-58310-000	IT/LICENSES/CONTRACTED SERVICE	16,870	16,870	15,000	(1,870)	-11.08%
388		TOTAL OPERATING EXPENDITURES	315,116	316,764	300,349	(14,767)	-4.69%
389							
390	400-58100-135	LIBRARY ADMINISTRATION COSTS	9,760	8,500	9,500	(260)	-2.66%
391	400-58100-150	LIBRARY BLDG REPAIRS & MAINT	3,400	4,100	8,400	5,000	147.06%
392	400-58100-155	LIBRARY BLDG SUPPLIES	1,000	1,000	1,000	-	0.00%
393	400-58100-170	LIBRARY BLDG GAS	3,590	3,600	3,500	(90)	-2.51%
394	400-58100-171	LIBRARY BLDG ELECTRIC	6,800	7,000	6,800	-	0.00%
395	400-58100-173	LIBRARY BLDG WATER & SEWER	980	1,200	1,130	150	15.31%
396	400-58100-175	LIBRARY JANITORIAL	8,100	8,100	8,100	-	0.00%
397	400-58100-200	LIBRARY TELEPHONE	1,400	3,600	2,820	1,420	101.43%
398		TOTAL BUILDING/ADMIN EXPENDITURES	35,030	37,100	41,250	6,220	17.76%
399							
400	410-58100-140	LIBRARY CAPITAL	-	-	-	-	0.00%
401	410-58200-101	BOOKS, BOARD COMMITTED	200	400	200	-	0.00%
402	410-58200-102	BOOKS, DONOR DESIGNATED	1,000	1,200	500	(500)	-50.00%
403	410-58240-101	MEDIA, DONOR DESIGNATED	100	100	618	518	518.00%
404	410-58250-000	LIBRARY CHAPIN EXPENDITURES	3,000	3,000	4,000	1,000	33.33%
405	410-58255-000	LIBRARY FRIENDS EXPENDITURE	3,000	14,000	3,000	-	0.00%
406	410-58320-000	CAPITAL, BOARD DESIGNATED	2,000	-	-	(2,000)	-100.00%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
407	410-58330-000	DONOR DESIGNATED EXPENDITURE	700	6,690	700	-	0.00%
408	410-58340-000	BOARD COMMITTED EXPENDITURES	3,200	3,400	3,345	145	4.53%
409		TOTAL DONATION EXPENDITURES	13,200	28,790	12,363	(837)	-6.34%
410							
411							
412		TOTAL LIBRARY FUND REVENUES	363,346	366,636	353,962	(9,384)	-2.58%
413		TOTAL LIBRARY FUND EXPENDITURES	363,346	382,654	353,962	(9,384)	-2.58%
414		OVER/UNDER BUDGET	-	(16,018)	-		
415							
416		CAPITAL OUTLAY REVENUES FROM BORROWING					
417	500-49999	CAPITAL PROJECT FUND BALANCE	194,197	158,641	1,630,995	1,436,798	
418	500-48004	INTEREST ON INVESTMENTS	-			-	
419		TOTAL CAPITAL OUTLAY REVENUES	194,197	158,641	1,630,995	1,436,798	
420							
421		CAPITAL OUTLAY EXPENDITURES FROM BORROWING					
422	500-51210-130	MUNICIPAL COURT	-	-	-	-	
423	500-51410-130	GENERAL ADMINISTRATION	-	-	30,000	30,000	
424	500-51730-130	VILLAGE HALL BUILDING	-	-	-	-	
425	500-52120-140	POLICE DEPARTMENT	-	-	110,000		
426	500-52130-140	EMERGENCY MANAGEMENT			85,000		
427	500-52320-140	FIRE DEPARTMENT	-	-	-		
428	500-52360-140	RESCUE DEPARTMENT			110,995		
429	500-54310-130	MISCELLANEOUS CAPITAL PROJECTS	-	-	-	-	
430	500-54310-140	STREETS/HIGHWAYS	3,000	5,241	500,000	497,000	
431	500-55410-140	PARKS CAPITAL OUTLAY	90,400	90,400	720,000	629,600	
432	500-55210-140	RECREATION DEPT CAPITAL OUTLAY	-	-	-		
433	500-55411-140	BEACH/LAUNCH/LAKEFRONT	73,797	63,000	75,000	1,203	
434	500-58100-140	LIBRARY CAPITAL OUTLAY	-	-		-	
435		TOTAL BORROWING CAPITAL OUTLAY EXPENDITURES	167,197	158,641	1,630,995	1,463,798	
436							
437							

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
438		TOTAL BORROWING CAPITAL OUTLAY REVENUES	194,197	158,641	1,630,995	1,436,798	
439		TOTAL BORROWING CAPITAL OUTLAY EXPENDITURES	167,197	158,641	1,630,995	1,463,798	
440							
441		CAPITAL EQUIPMENT REVENUES					
442	550-41100	CAPITAL EQUIPMENT LEVY	25,745	25,745	-	(25,745)	
443	550-49200	OPERATING TRANSFER IN	24,700	24,700	-	(24,700)	
444		TOTAL CAPITAL EQUIPMENT REVENUES	50,445	50,445	-	(50,445)	
445							
446		CAPITAL EQUIPMENT OUTLAY EXPENDITURES					
447	550-51210-140	MUNICIPAL COURT CAPITAL OUTLAY	-	-	-	-	
448	550-51410-140	GENERAL ADMINISTRATION CAPITAL OUTLAY	-	-	-	-	
449	550-51720-140	LIONS FIELD HOUSE CAPITAL OUTLAY	-	-	-	-	
450	550-51730-140	VILLAGE HALL BUILDING CAPITAL OUTLAY	-	-	-	-	
451	550-52120-140	POLICE CAPITAL OUTLAY	37,030	27,000	-	(37,030)	
452	550-52130-140	EMERGENCY MANAGEMENT CAPITAL OUTLAY	-	-	-	-	
453	550-52320-140	FIRE DEPT CAPITAL OUTLAY	7,415	5,878	-	(7,415)	
454	550-52340-140	DIVE TEAM CAPITAL OUTLAY	-	-	-	-	
455	550-52360-140	RESCUE DEPT CAPITAL OUTLAY	-	-	-	-	
456	550-54310-140	STREETS CAPITAL OUTLAY	-	10,764	-	-	
457	550-55210-140	RECREATION DEPT CAPITAL OUTLAY	-	-	-	-	
458	550-55410-140	PARKS CAPITAL OUTLAY	-	-	-	-	
459	550-55411-140	LAKEFRONT CAPITAL OUTLAY	6,000	4,889	-	(6,000)	
460		TOTAL CAPITAL EQUIPMENT OUTLAY EXPENDITURES	50,445	48,531	-	(50,445)	
461							
462							
463		TOTAL CAPITAL EQUIPMENT OUTLAY REVENUES	50,445	50,445	-	(50,445)	
464		TOTAL CAPITAL EQUIPMENT OUTLAY EXPENDITURES	50,445	48,531	-	(50,445)	
465		OVER/UNDER BUDGET	-	1,914	-		
466							
467		DEBT SERVICE REVENUE					
468	600-41100	GENERAL TAX LEVY	705,386	705,386	899,461	194,075	27.51%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
469	600-49200	TRANSFER FROM UNDESIGNATED FUND BALANCE	-	-	-	-	0.00%
470		TOTAL REVENUES	705,386	705,386	899,461	194,075	27.51%
471							
472		DEBT SERVICE EXPENDITURES					
473	600-59160-000	PRINCIPAL - LONG TERM DEBT	573,413	573,413	611,427	38,014	6.63%
474	600-59260-000	INTEREST- LONG TERM DEBT	131,973	131,973	288,034	156,061	118.25%
475	600-59360-000	DEBT SERVICE MISC EXPENSE	-	159	-	-	0.00%
476		TOTAL DEBT	705,386	705,545	899,461	194,075	27.51%
477							
478		TOTAL DEBT SERVICE REVENUES	705,386	705,386	899,461	194,075	
479		TOTAL DEBT SERVICE EXPENDITURES	705,386	705,545	899,461	194,075	
480							
481							
482			2022		2023 Proposed	Total	
483		LEVY REVENUES	Budget		Budget	Variance	
484	100-41100	GENERAL FUND LEVY	1,720,376	1,720,376	1,776,259	55,883	3.25%
485	100-41200	EMS REFERENDUM LEVY	-	-	928,077		
486	225-41100	RECYCLING LEVY	124,835	111,335	84,464	(40,371)	-32.34%
487	400-41100	LIBRARY OPERATIONS LEVY	157,414	157,414	180,862	23,448	14.90%
488	400-41100	LIBRARY ADMINISTRATION LEVY FOR TREASURER	9,760	9,760	9,500	(260)	-2.66%
489	400-41100	LIBRARY BLDG EXPENSES LEVY	23,870	23,870	31,750	7,880	33.01%
490	550-41100	CAPITAL EQUIPMENT LEVY	50,445	25,745	-	(50,445)	-100.00%
491	600-41100	DEBT SERVICE LEVY	705,386	705,386	899,461	194,075	27.51%
492		TOTAL LEVY	2,792,086	2,753,886	3,910,373	1,118,287	40.05%
493		ALLOWABLE LEVY			3,910,373		
494		OVER/UNDER ALLOWABLE INCREASE			-		
495		EXCESS LEVY RESERVED FOR EMS			164,545		
496		AVAILABLE LEVY			(164,545)		
497							
498		OTHER REVENUES (LESS TAX LEVY)					
499		OTHER TAXES	261,000	260,265	258,950	(2,050)	-0.79%

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
500		INTERGOVERNMENTAL	344,474	370,047	358,897	14,423	4.19%
501		LICENSES & PERMITS	146,275	241,263	180,875	34,600	23.65%
502		PUBLIC CHARGES FOR SERVICE	351,100	381,570	376,215	25,115	7.15%
503		FINES & FORFEITURES	54,000	47,550	42,250	(11,750)	-21.76%
504		COMMERCIAL	269,995	340,311	332,645	62,650	23.20%
505		MISCELLANEOUS	14,250	49,061	14,250	-	0.00%
506		STATE RECYCLING GRANT	8,500	8,152	8,500	-	0.00%
507		RECYCLING FUND BALANCE	5,000	-	16,261	11,261	225.22%
508		LIBRARY OPERATING REVENUE	134,930	137,092	117,449	(17,481)	-12.96%
509		LIBRARY DONATION REVENUE	14,832	38,500	14,401	(431)	-2.91%
510		TRANSFER FROM LIBRARY SINKING FUNDS	-	-	-	-	0.00%
511		TRANSFER FROM UNDESIGNATED FUND BALANCE	92,863	92,863	-	(92,863)	-100.00%
512		TRANSFER FROM SINKING FUNDS	24,700	24,700	-	(24,700)	-100.00%
513		TRANSFER FROM PIER SLIPS	50,000	-	50,000	-	0.00%
514		TRANSFER FROM DEBT PROCEEDS FOR CAPITAL OUTLAY	194,197	158,641	1,630,995	1,436,798	739.87%
515		TOTAL OTHER REVENUES	1,966,116	2,150,015	3,401,688	1,435,572	73.02%
516		TOTAL LEVY AND OTHER REVENUES	4,758,202	4,903,901	7,312,061	2,553,859	53.67%
517							
518							
519							
520		<u>EXPENDITURES</u>					
521		GENERAL FUND	3,304,333	3,438,773	4,153,873	849,540	25.71%
522		CAPITAL PROJECTS FROM LEVY	25,745	25,745	-	(25,745)	-100.00%
523		CAPITAL PROJECTS FROM SINKING FUNDS	24,700	24,700	-	(24,700)	-100.00%
524		RECYCLING	124,835	103,585	109,225	(15,610)	-12.50%
525		LIBRARY OPERATIONS	315,116	316,764	300,349	(14,767)	-4.69%
526		LIBRARY BUILDING & ADMINISTRATION COSTS	35,030	37,100	41,250	6,220	17.76%
527		LIBRARY DONATION EXPENSE	13,200	28,790	12,363	(837)	-6.34%
528		DEBT SERVICE	705,386	705,545	899,461	194,075	27.51%
529		CAPITAL PROJECTS FROM BORROWING	167,197	158,641	1,630,995	1,463,798	875.49%
530							

	A	B	C	D	E	F	G
1			2022	Estimated	2023	Total	
2		Title	Budget	12/31/2022	Proposed Budget	Variance	
531							
532		TOTAL EXPENDITURES	4,715,542	4,839,643	7,147,516	2,431,974	51.57%
533		AVAILABLE LEVY			-		



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org

Phone: 262-245-2700

UNOFFICIAL MINUTES VILLAGE BOARD 11/21/22 MEETING MONDAY, NOVEMBER 21, 2022 AT 6:30 PM

I. Call to Order

President Duncan called the meeting to order at 06:30pm.

II. Roll Call

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

Also Present: Administrator Tobin, Clerk Kolls, Chief Timm, Public Works Director Edwards, Engineer Snyder

III. Pledge of Allegiance

IV. Minutes

A. Village Board Meeting Minutes of November 7, 2022

The motion to Approve the Village Board Meeting Minutes of November 7, 2022 was initiated by Robert Umans and seconded by Lowell Wright. Unanimously carried.

V. Consent Agenda

The motion to approve the Consent Agenda was initiated by Robert Umans with the exception of item D. Baxter & Woodman Corrosion Control Study and Ammonia Reduction Action Plan, which he requested be moved to Water & Sewer Committee Reports, the motion was then seconded by Lowell Wright. Unanimously carried.

A. Walworth County P25 Radios

B. Chaplain Approval

C. Request from Geneva Lake Astrophysics and STEAM

VI. Presentation of accounts and petitions

A. Payroll ending 11-04-2022 in the amount of \$49,022.48

The motion to Accept the Payroll ending 11-04-2022 in the amount of \$49,022.48 was initiated by Lowell Wright and seconded by Robert Umans. Unanimously carried.

B. Prepays dated 11-15-2022 in the amount of \$2,361.00

The motion to Accept the Prepays dated 11-15-2022 in the amount of \$2,361.00 was initiated by Lowell Wright and seconded by Robert Umans. Unanimously carried.

C. Library Accounts Payable dated 11-16-2022 in the amount of \$5,129.86

The motion to Accept the Library Accounts Payable dated 11-16-2022 in the amount of \$5,129.86 was initiated by Lowell Wright and seconded by Robert Umans. Unanimously carried.

D. Accounts Payable Unpays dated 11/18/2022 in the amount of \$522,730.71

The motion to Accept the Accounts Payable Unpaid dated 11/18/2023 in the amount of \$522,730.71 was initiated by Lowell Wright and seconded by Robert Umans. Unanimously carried.

VII. Plan Commission

- A.** APPLICANTS Jack Kirkwood, 203 Elmhurst Williams Bay, LLC (Owner)
TAX KEY WSS 00032 and WSS 00033
STREET ADDRESS 203 Elmhurst Ct, Williams Bay, WI. 53191
The applicant is requesting approval of a site plan for commercial development in the Village Center District per Section 390-1206 *Site Plan* and Section 390-0705 *VCO Village Center Design Overlay District*.

The motion to Table the approval of a site plan for commercial development in the Village Center District until the site plan has been approved by the Village Engineer was initiated by Matt Stanek and seconded by Robert Umans. Unanimously carried.

VIII. Joint Extraterritorial Zoning Committee: pursuant to section 18.171F(A)

- A.** None

IX. PUBLIC COMMENTS

Don Skalla, 266 Frost Circle, spoke about the spongy moth problem within the Village of Williams Bay. He asked the village to do something about the trees in the 200th block of Geneva which were hit really hard by the spongy moths this year. He also requested the village to provide information on treating the spongy moth problem for the residents. Public Works Director Wayne Edwards explained that we have things set up for the spring of 2023 to combat this issue. It was mentioned by President William Duncan that we could put some information in the January-March Newsletter.

X. President's Remarks

- A.** Referendum thank you

President Duncan thanked the residents for supporting and approving the referendum.

- B.** Winter Parking Rules Reminder

President Duncan issued a reminder that there is no parking on village streets between 2 - 6am.

- C.** Kudos to Public Works

President Duncan spoke about how smoothly leaf pickup went this year.

- D.** Thank you to all involved in Halloween Events

President Duncan spoke about how well the full week of Halloween events went thanks to the help of the Recreation Department, Library and Police Department.

XI. Ordinances and Resolutions

- A.** First Reading - 2022-18 Ordinance - Creating Sec. 253-5 M - Public Nuisances Affecting Peace and Safety (Harboring of Uncontrolled Animals)

Motion made by Committee, no second required. Unanimously carried.

- B.** Resolution R-30-22 Joint Barrett Memorial Library and Village Board Resolution regarding Library Reserves

Motion made by Committee, no second required. Unanimously carried.

- C.** Resolution R-31-22 Commitment of 2022 Fund Balance

Motion made by Committee, no second required. Unanimously carried.

- D.** Resolution R-32-22 Establishing Wages and Salaries for 2023

Motion made by Committee, no second required. Unanimously carried.

XII. Committee Reports

A. Finance & Personnel, Trustee Wright - Chair

1. Resolution R-30-22 Joint Barrett Memorial Library and Village Board Resolution regarding Library Reserves

It has been noted that this is a typo as the Resolution was entered twice.

2. WEDC Community Development Investment Grant Program

Derek D'Auria of the Walworth County Economic Development Alliance as well as Dawn Marie Mancuso, Dancing Dudes, LLC, 24 W Geneva were present to answer any questions on the WEDC Community Development Investment Grant Program. Dawn Marie Mancuso spoke about the possible design of the new commercial building. Mancuso is requesting the village be the applicant for a Community Development Investment (CDI) Grant. The grant would provide financial support for a proposed new development on the corner of Walworth Avenue and Geneva Street.

The motion to Approve the WEDC Community Development Investment Grant Program was initiated by Jim D'Alessandro and seconded by George Vlach. Unanimously carried.

3. Purchase of New Ambulance

Motion made by Committee, no second required. Unanimously carried.

B. Protective Services, Trustee Vlach - Chair

1. Original, Renewal, or Temporary Operator License Applications

It has been noted that this is a typo as there are no Original, Renewal, or Temporary Operator License Applications needing approval.

C. Parks & Lakefront, Trustee D'Alessandro - Chair

1. No Report

D. Building, Zoning, & Ordinance, Trustee Jaramillo - Chair

1. No Report

E. Water & Sewer, Trustee Umans - Chair

1. 2023 Water Utility & Sewer Utility Budgets

The budgets for Water Utility; Revenues: \$1,080,550.00, Expenditures: \$1,312,535.00, Revenues over/under expenditures: \$-231,985.00 (which will come from reserves) and Sewer Utility; Revenues: 1,288,695.00, Expenditures: 1,280,176.00, Revenues over/under expenditures: \$8,519.00 were discusses separately per the request of Jim D'Alessandro.

Motion made by Committee, no second required. Unanimously carried.

D. Baxter & Woodman Corrosion Controls Study and Ammonia Reduction Action Plan

Item D was moved from Consent Agenda. Village Engineer Doug Snyder provided an updated report regarding the copper corrosion action plan. The motion to submit the Baxter & Woodman Corrosion Controls Study and Ammonia Reduction Action Plan to the DNR was initiated by Robert Umans and seconded by George Vlach. Unanimously carried.

F. Streets & Highways, Trustee Stanek - Chair

1. No Report

XIII. Public Comments

XIV. Other Items for Discussion, Consideration, or Action

XV. Adjournment

The motion to adjourn was initiated by Jim D'Alessandro and seconded by George Vlach at 07:19pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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



VILLAGE OF WILLIAMS BAY

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Phone: 262-245-2700

UNOFFICIAL MINUTES JOINT VILLAGE BOARD AND PLAN COMMISSION MEETING MONDAY, NOVEMBER 21, 2022 AT 5:30 PM

I. Call to Order

President Duncan called the meeting to order at 05:30pm.

II. Roll Call

Present: William Duncan, Matthew Stanek, George Vlach, Robert Umans, Lowell Wright, Jim D'Alessandro, Adam Jaramillo, Pat Watts, Matt Robbins, Marianne Klemke, James Killian

Also Present: Administrator Tobin, Clerk Kolls, Sonya Kruesel; Vandewalle & Associates, Inc.

Excused: Maggie Gage, Jess Haak

III. Pledge of Allegiance

IV. Comprehensive Plan

A. Review and Possible Recommendation on Comprehensive Plan Draft #2

Sonya Kruesel from Vandewalle & Associates, Inc. spoke about the Comprehensive Plan and answered questions from the Village Board as well as the Plan Commission.

V. Adjournment

The motion to adjourn was initiated by Marianne Klemke and seconded by Pat Watts at 06:29pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

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

Pay Period Date: 11/5/2022 - 11/18/2022
 Pay Date: 11/25/2022

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$942.20	\$0.00	\$77.91	\$864.29
General Administration	\$9,959.52	\$0.00	\$2,913.00	\$7,046.52
KNC	\$1,963.50	\$0.00	\$704.54	\$1,258.96
Lakefront/Beach	\$3,489.50	\$0.00	\$1,170.82	\$2,318.68
Library	\$7,616.42	\$0.00	\$2,339.63	\$5,276.79
Municipal Court	\$1,227.11	\$0.00	\$163.07	\$1,064.04
Parks	\$868.36	\$0.00	\$108.03	\$760.33
Police	\$22,529.85	\$1,808.66	\$7,997.46	\$16,341.05
Protective Services (F&R)	\$0.00	\$0.00	\$0.00	\$0.00
Public Works/W&S	\$11,106.69	\$496.97	\$4,118.86	\$7,484.80
Recreation Department	\$2,744.69	\$0.00	\$702.12	\$2,042.57
Village Board	\$0.00	\$0.00	\$0.00	\$0.00
Total Net Wages				\$44,458.03

Payroll Register - Detail by Department

GL Account and Title	Description	Amount	GL Period
0			
10-33 VEHICLE SERVICES LLC			
100-52120-150 POLICE REPAIRS/MAINT	REPAIRS/MAINT	429.75	0
Total 10-33 VEHICLE SERVICES LLC:		429.75	
AFLAC			
100-21259 AFLAC PAYABLE	EMPLOYEE PREMIUM	415.51	0
Total AFLAC:		415.51	
AMAZON CAPITAL SERVICES			
100-51410-160 GEN ADMIN SUPPLIES	VH OFFICE SUPPLIES	45.40	0
100-51412-000 ELECTION EXPENSE	ELECTION SUPPLIES	46.62	0
100-53100-160 BLDG INSP SUPPLIES	BUILDING INSPECTION SUPPLI	111.72	0
100-52320-130 FIRE DEPT IT	FIRE DEPT IT	622.99	0
225-54635-150 RECYCLING REPAIRS/MAINT	SUPPLIES	27.99	0
200-57935-150 WATER PLANT REPAIRS/MAINT	INK CARTRIDGE	25.19	0
200-57935-150 WATER PLANT REPAIRS/MAINT	BATTERIES	37.99	0
100-52120-160 POLICE SUPPLIES	POLICE SUPPLIES	90.54	0
Total AMAZON CAPITAL SERVICES:		1,008.44	
AMAZON.COM			
400-58100-160 LIBRARY SUPPLIES	SUPPLIES	348.34	0
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	PROGRAMMING	29.38	0
400-58100-160 LIBRARY SUPPLIES	CREDIT	37.95-	0
Total AMAZON.COM:		339.77	
ARAMARK			
100-54310-125 STREETS UNIFORMS	UNIFORMS-STREETS DEPT	42.89	0
100-55410-125 PARKS UNIFORMS	UNIFORMS-PARKS DEPT	42.89	0
200-57903-125 WATER METER READING - UNIFORMS	UNIFORMS-WATER DEPT	106.50	0
100-54310-125 STREETS UNIFORMS	UNIFORMS-STREETS DEPT	20.06	0
100-55410-125 PARKS UNIFORMS	UNIFORMS-PARKS DEPT	20.06	0
200-57903-125 WATER METER READING - UNIFORMS	UNIFORMS-WATER DEPT	64.10	0
Total ARAMARK:		296.50	
ASSOCIATED APPRAISAL CONSULTANTS			
100-51520-000 ASSESSOR CONTRACT	MONTHLY BILLING	1,629.20	0
Total ASSOCIATED APPRAISAL CONSULTANTS:		1,629.20	
AT&T MOBILITY			
100-52320-200 FIRE DEPT TELEPHONE	FIRE DEPT WIRELESS CHARGE	38.53	0
Total AT&T MOBILITY:		38.53	
BAKER TILLY VIRCHOW KRAUSE LLP			
100-51570-000 AUDIT EXPENSE	2022 AUDIT - PROGRESS BILLI	1,208.50	0
200-57925-000 WATER AUDIT EXPENSE	2022 AUDIT PROGRESS BILLIN	604.25	0
300-58972-000 SEWER AUDIT EXPENSE	2022 AUDIT PROGRESS BILLIN	604.25	0
Total BAKER TILLY VIRCHOW KRAUSE LLP:		2,417.00	

GL Account and Title	Description	Amount	GL Period
BANDT COMMUNICATIONS INC.			
100-52320-160 FIRE DEPT SUPPLIES	FIRE DEPT EQUIPMENT	627.00	0
100-52320-160 FIRE DEPT SUPPLIES	ANTENNA	46.50	0
100-52320-150 FIRE DEPT REPAIRS/MAINT	REPAIRS/ MAINTENANCE	167.11	0
Total BANDT COMMUNICATIONS INC.:		840.61	
BAXTER WOODMAN			
100-51405-000 BILLABLE SERVICES	397 GENEVA ST CMS REVIEW	1,012.50	0
100-51405-000 BILLABLE SERVICES	PARCEL WLW3 00029 -OAKWO	337.50	0
100-51405-000 BILLABLE SERVICES	203 ELMHURST	2,587.50	0
100-51405-000 BILLABLE SERVICES	162 BIRCH WALNUT	618.75	0
200-57610-140 WATER FUND CAPITAL OUTLAY	SOUTHWICK CREEK DREDGIN	528.75	0
300-58973-000 SEWER ENGINEERING EXPENSE	SOUTHWICK CREEK DREDGIN	528.75	0
100-51405-000 BILLABLE SERVICES	226 CIRCLE PKWY	450.00	0
200-57610-140 WATER FUND CAPITAL OUTLAY	CORROSION CONTROL TREAT	18,284.27	0
Total BAXTER WOODMAN:		24,348.02	
CORE & MAIN			
100-51405-000 BILLABLE SERVICES	NEW HYDRANT - EDGEWATER	1,421.41	0
200-57610-140 WATER FUND CAPITAL OUTLAY	SUPPLIES	919.00	0
100-51405-000 BILLABLE SERVICES	NEW HYDRANT - EDGEWATER	123.53	0
100-51405-000 BILLABLE SERVICES	NEW HYDRANT - EDGEWATER	200.65	0
Total CORE & MAIN:		2,664.59	
CROWN RESTROOMS			
100-55411-150 LAKEFRONT REPAIRS/MAINT	PORTABLE TOILET RENTAL	170.35	0
Total CROWN RESTROOMS:		170.35	
GRAINGER INC.			
200-57935-150 WATER PLANT REPAIRS/MAINT	WATER PLANT REPAIRS/ MAINT	8.52	0
300-58968-150 SEWER COLLECTION SYSTEM MAINT	SUPPLIES	47.48	0
Total GRAINGER INC.:		56.00	
HEYER TRUE VALUE HARDWARE			
100-55410-150 PARKS REPAIRS/MAINT	SUPPLIES	26.98	0
100-56120-000 HOLIDAY DECORATION SUPPLIES	SUPPLIES	44.95	0
Total HEYER TRUE VALUE HARDWARE:		71.93	
JANESVILLE INDUSTRIAL SUPPLY			
400-58100-175 JANITORIAL SERVICES	CLEANING SERVICES-LIBRARY	675.00	0
100-51720-175 JANITORIAL SERVICES	CLEANING SERVICES-LIONS FI	435.74	0
100-51730-175 JANITORIAL SERVICES	CLEANING SERVICES-VILLAGE	675.00	0
Total JANESVILLE INDUSTRIAL SUPPLY:		1,785.74	
KIESLER POLICE SUPPLY			
100-52120-190 POLICE TRAINING	POLICE TRAINING	908.00	0
Total KIESLER POLICE SUPPLY:		908.00	
MERCY HEALTH SYSTEM			
100-52120-190 POLICE TRAINING	TRAINING EXPENSE	102.00	0

GL Account and Title	Description	Amount	GL Period
Total MERCY HEALTH SYSTEM:		102.00	
MUNICIPAL CODE ENFORCEMENT LLC			
100-53100-215 CODE ENFORCEMENT CONTRACT	CODE ENFORCEMENT	2,772.00	0
100-53100-220 STR ENFORCEMENT CONTRACT	STR CODE ENFORCEMENT	372.00	0
Total MUNICIPAL CODE ENFORCEMENT LLC:		3,144.00	
NATIONAL ELEVATOR INSPECTION SERV			
400-58100-150 LIBRARY BLDG REPAIRS & MAINT	ROUTINE ELEVATOR INSPECTI	82.00	0
Total NATIONAL ELEVATOR INSPECTION SERV:		82.00	
OLD DOMINION BRUSH			
225-54635-150 RECYCLING REPAIRS/MAINT	SUPPLIES	2,904.48	0
Total OLD DOMINION BRUSH:		2,904.48	
PAYNE & DOLAN INC.			
200-57652-150 WATER SERVICES REPAIRS/ MAINT	STREETS REPAIRS/MAINT	684.19	0
Total PAYNE & DOLAN INC.:		684.19	
SCHAEFFER MUNICIPAL SERVICES LLC			
100-53100-210 ZONING INSPECTION CONTRACT	ZONING CONTRACT FEES	2,162.50	0
Total SCHAEFFER MUNICIPAL SERVICES LLC:		2,162.50	
SHI INTERNATIONAL CORP			
115-52320-165 ARPA LOCAL RECOV EXPENDITURES	POLICE COMPUTERS	7,000.00	0
100-52120-130 POLICE IT EXPENSE	POLICE COMPUTERS	967.16	0
Total SHI INTERNATIONAL CORP:		7,967.16	
STATE OF WI - COURT FINES			
100-45001 COURT FINE REVENUE	MONTHLY SHARE OF COURT FI	883.00	0
Total STATE OF WI - COURT FINES:		883.00	
TOP PACK DEFENSE LLC			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORM	469.96	0
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	76.48	0
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	413.45	0
Total TOP PACK DEFENSE LLC:		959.89	
TOWN BANK N.A.			
200-57427-000 INTEREST ON LT DEBT	DEBT SERVICE INSTEREST	3,745.05	0
200-57934-000 WATER DEBT SERVICE	DEBT SERVICE PRINCIPAL	49,156.31	0
Total TOWN BANK N.A.:		52,901.36	
US BANK			
100-51410-200 GEN ADMIN TELEPHONE	GEN ADMIN TELEPHONE	393.02	0
100-52120-200 POLICE TELEPHONE	POLICE TELEPHONE	115.59	0
100-55210-200 REC DEPT TELEPHONE	REC DEPT TELEPHONE	23.12	0
100-52360-200 RESCUE DEPT TELEPHONE	RESCUE DEPT TELEPHONE	23.12	0

GL Account and Title	Description	Amount	GL Period
400-58100-200 LIBRARY TELEPHONE	LIBRARY TELEPHONE	138.71	0
100-52320-200 FIRE DEPT TELEPHONE	FIRE DEPT TELEPHONE	23.12	0
100-54310-200 STREETS TELEPHONE	STREETS TELEPHONE	23.12	0
200-57921-200 WATER TELEPHONE	WATER TELEPHONE	34.68	0
300-58969-200 SEWER TELEPHONE	SEWER DEPT TELEPHONE	34.68	0
Total US BANK:		809.16	
VANDEWALLE & ASSOCIATES			
500-55410-140 PARKS/CAPITAL OUTLAY	COMPREHENSIVE PLANNING S	2,250.00	0
Total VANDEWALLE & ASSOCIATES:		2,250.00	
VANGUARD COMPUTERS INC.			
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	BUILDING INSPECTOR COMPU	895.50	0
Total VANGUARD COMPUTERS INC.:		895.50	
WALWORTH COUNTY			
100-54310-175 STREETS ROAD MAINTENANCE	BRIDGE INSPECTION	261.33	0
Total WALWORTH COUNTY:		261.33	
WALWORTH COUNTY CLERK			
100-51412-000 ELECTION EXPENSE	NOVEMBER 2022 ELECTION EX	808.59	0
Total WALWORTH COUNTY CLERK:		808.59	
WALWORTH COUNTY SHERIFF- JAIL ADMIN			
100-52120-161 POLICE POSTAGE/CONFINEMENT	POSTAGE AND CONFINEMENT	15.00	0
Total WALWORTH COUNTY SHERIFF- JAIL ADMIN:		15.00	
WALWORTH COUNTY TREASURER-COURT FINES			
100-45001 COURT FINE REVENUE	MONTHLY SHARE OF COURT FI	180.00	0
Total WALWORTH COUNTY TREASURER-COURT FINES:		180.00	
WAUKESHA COUNTY TECHNICAL COLLEGE			
100-52120-190 POLICE TRAINING	TRAINING EXPENSE	100.00	0
Total WAUKESHA COUNTY TECHNICAL COLLEGE:		100.00	
WILLIAMS BAY BUSINESS ASSN			
100-51965-000 WMS BAY BUSINESS ASSOC	BALANCE OF 2020 ROOM TAX P	6,974.82	0
100-51965-000 WMS BAY BUSINESS ASSOC	BALANCE OF 2021 ROOM TAX P	410.33	0
100-51965-000 WMS BAY BUSINESS ASSOC	2ND & 3RD QTR 2022 ROOM TA	40,270.66	0
Total WILLIAMS BAY BUSINESS ASSN:		47,655.81	
WISCONN VALLEY MEDIA GROUP			
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	93.60	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	24.50	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	39.84	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	47.30	0
100-51410-210 GEN ADMIN PUBLICATIONS	PUBLICATIONS	425.53	0

GL Account and Title	Description	Amount	GL Period
Total WISCONN VALLEY MEDIA GROUP:		630.77	
WISCONSIN CHIEFS OF POLICE			
100-52120-190 POLICE TRAINING	TRAINING EXPENSES	150.00	0
Total WISCONSIN CHIEFS OF POLICE:		150.00	
WISCONSIN POLICE LEADERSHIP FOUNDATION			
100-52120-190 POLICE TRAINING	POLICE TRAINING	250.00	0
Total WISCONSIN POLICE LEADERSHIP FOUNDATION:		250.00	
WISCONSIN PROFESSIONAL POLICE			
100-21262 UNION DUES PAYABLE	UNION DUES	255.00	0
Total WISCONSIN PROFESSIONAL POLICE:		255.00	
Total 0:		163,471.68	
Grand Totals:		163,471.68	

Village Board Approval Date: _____

Monthly EFT Payments			
For Month:	Nov-22		
<u>Vendor</u>	<u>Amount</u>	<u>Date</u>	<u>Purpose</u>
Alliant Energy	\$2,906.30	11/12/2022	Monthly Street light charges
Alliant Energy	\$8,398.52	11/26/2022	Monthly Electric charges
American Express Merchant	\$2.70	11/30/2022	Online transaction fees
AT&T	\$1,453.53	11/26/2022	Monthly phone charges
AT&T Mobility	\$162.40	11/16/2022	(2) Monthly charges for Streets Dept tablets, HarborMaster cell phone & Court cell phone
AT&T Mobility	\$519.79	11/16/2022	(2) Monthly charges for Police, Fire, Rescue & Administrator cell phone charges
Charter Communications	\$149.98	11/12/2022	Monthly VH internet charges
Delta Dental/Vision	\$743.46	11/1/2022	November Dental & Vision Insurance Premium
Employee Trust Funds (ETF)	\$23,872.16	11/3/2022	December Health Insurance premium
Employee Trust Funds (ETF)	\$17,634.11	11/30/2022	October retirement remittance
Exxonmobil	\$2,076.92	11/28/2022	Monthly fuel purchases
First National Bank & Trust	\$6,466.35	11/8/2022	Monthly credit card charges
Globe Life	\$854.67	11/3/2022	Employee life insurance monthly premiums
Paymentech	\$1,002.57	11/30/2022	Online transaction fees
Pitney Bowes	\$110.97	11/23/2022	Postage meter refill
Pitney Bowes	\$98.98	11/11/2022	Postage metersupplies
WE Energies	\$513.54	11/14/2022	Monthly gas charges
Xpress Bill Pay	\$594.56	11/30/2022	Monthly hosting fee and transaction fees
	\$67,561.51		

ORDINANCE #2022-18
AN ORDINANCE CREATING SECTION 253-5 M. OF THE
CODE OF ORDINANCES OF THE VILLAGE OF WILLIAMS BAY CONCERNING
PUBLIC NUISANCES AFFECTING PEACE AND SAFETY

WHEREAS, the Village has become aware of public safety issues arising from certain properties upon which uncontrolled animals are harbored which then wander freely throughout the area, thereby threatening or endangering the safety of the residents of neighboring properties and others throughout the village; and

WHEREAS, the Building, Zoning and Ordinance Committee of the Village of Williams Bay having recommended to the Village Board the creation of the below subpart of Section 253-5 to address the harboring of uncontrolled animals by recognizing said behavior as constituting a public nuisance; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is appropriate to adopt the recommendation of the Building, Zoning and Ordinance Committee.

NOW, THEREFORE, the Village Board of the Village of Williams Bay do hereby ordain as follows:

Section I. Section 253-5 M. of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

M. Uncontrolled animals. The harboring or otherwise providing of shelter, food or other such comfort to any animal, whether domesticated or undomesticated, which is not kept within the boundaries of a property and is free to wander within the Village.

Section II. This ordinance shall take effect upon passage and publication is provided by law.

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2022.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

First Reading: _____
Second Reading: _____
Date Adopted: _____
Date Published: _____



Public Administration Associates, LLC

Memorandum

To: Dr. William Duncan
Village Board President

Lowell Wright
Finance Committee Chairperson

Becky Tobin
Village Administrator

From: Dave Bretl 

Date: November 30, 2022

Re: Interim Village Administrator Services/Recruitment

Thank you for considering Public Administration Associates, LLC (“PAA”) to assist you at this time of transition. The packet that follows consists of three attachments:

1. A proposed contract for interim Village Administrator services;
2. A proposal to conduct the recruitment for your next Village Administrator; and
3. Information to “kick-off” the recruitment process at your December 5 meeting should you choose to retain PAA. I will explain all three attachments.

1. Proposed contract for interim Village Administrator services

Recall that I had performed this role for a 24-week period in 2020-2021 so the proposed contract reflects that experience. Billing would be at the rate of \$95 per hour. There are no benefits attached to the assignment. The Village pays only for actual hours worked. There is no separate charge for travel time, mileage, etc. I will do my best to bill an average of 20 hours per week as I did last time, however, I need to perform the work in a professional manner. It was a challenge to keep my work hours to an average of 20 hours per week over the course of the 5+ month engagement last time. This contract would cap my time at 24 hours per week, however, if I can do it in less time I certainly will.

2. Recruitment proposal. This document is fairly self-explanatory. If PAA performs the recruitment in conjunction with providing interim administrator services the cost would be \$13,000. This represents a significant discount from my typical recruitments. We would perform the work “stand-alone” for \$15,000.

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

3. Recruitment “kick-off documents. In the event you do decide to hire PAA we can make use of the December 5 meeting to begin the recruitment process. By utilizing this date and your December 19 meeting date, we will be able to begin placing ads after the first of the year.

Please reach out with any questions or concerns.

Attachment 1

AGREEMENT TO PROVIDE INTERIM VILLAGE ADMINISTRATOR SERVICES

This Services Agreement is entered into as of this ____ day of ____, 2022 by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, ("PAA"), and VILLAGE OF WILLIAMS BAY, WISCONSIN ("Village")

Whereas, Village needs an interim Village Administrator; and

Whereas, PAA has the ability to provide a qualified interim Village Administrator;

Therefore, the parties agree as follows:

1. **Services.** PAA will provide David Bretl ("Bretl") to serve as an interim Village Administrator.

2. **Term.** PAA and Village anticipate that the interim Village Administrator will remain in place for approximately 90 days, depending on the length of the Village's recruitment process. Village may terminate this Agreement at any time for any reason or no reason.

3. **Payment.** The Village will pay PAA \$95 per hour for Bretl's services. Village will not be responsible for any of Bretl's mileage, meals, lodging or travel time. It is anticipated that the majority of work will be conducted on site at Village Hall in Williams Bay, however, Bretl may bill for work conducted off-site, such as phone calls, email and document preparation. Except for the hold harmless and indemnification provisions in section 7, Bretl is in all respects an independent contractor. Village is not responsible for providing fringe benefits to Bretl including, but not limited to, health insurance or retirement benefits. Bretl shall not be eligible for Worker's Compensation coverage.

A. The interim Village Administrator will schedule his work in consultation with the Village Board President and the needs of the Village. PAA will invoice the Village every two weeks. Prior to sending the invoice for payment, PAA will provide a worksheet to the Village President generally itemizing the work performed and time spent on each task. If the Village President has any concerns the parties agree to discuss and resolve any areas of disagreement. Village will pay for services within 30 days of invoicing. PAA may terminate this agreement at any time if Village has not made payment within 30 days of invoicing.

B. Bretl agrees to keep his level of effort at or below an average of 24 hours per week over the course of the entire engagement. If, in Bretl's estimation it is not possible to perform the work within this time limit in a professional manner, the parties agree to discuss alternatives.

4. **Professional Conduct.** PAA will provide the services to Village in a professional

and business-like manner, and PAA's interim Village Administrator will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances.

5. **Cooperation & Conduct.** Similarly, Village and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA and its interim Village Administrator, and will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

7. **Hold Harmless & Indemnity.** Village will hold harmless, indemnify and defend PAA and the interim Village Administrator from all demands, claims, causes of action and judgments brought by parties other than the Village pursuant to Section 895.46, Wis. Stats. except for acts committed by the interim Village Administrator which are determined by a Court to be outside the "scope of employment" as that phrase has been defined in Wisconsin case law. For purposes of this section only, Village will consider the interim Village Administrator an officer of the Village.

PAA agrees to hold harmless, indemnify, and defend Village from any and all demands, claims, causes of action, and judgments brought by third parties against PAA and its interim Village Administrator on account of any conduct, resulting in damages to a third party, which are determined by a Court to have been caused by conduct which was outside of the interim Village Administrator's "scope of employment" as that phrase has been defined in Wisconsin case law.

8. **Liability Insurance.** PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.

9. **Authorized Signatory.** The persons signing this contract on behalf of Village and PAA warrant and represents that she/he/they have the authority to do so.

10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to Village that Bretl is an attorney; however, PAA will not provide Village with legal services. Village must seek legal advice from its own counsel.

13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.

Dated this _____ day of _____, 2022.

PUBLIC ADMINISTRATION ASSOCIATES, VILLAGE OF WILLIAMS BAY
LLC

By _____
DAVID A BRETL
Vice President

By _____
WILLIAM DUNCAN
President

Attachment 2- Recruitment Proposal



Public Administration Associates, LLC

November 30, 2022

Dr. William Duncan
Village President

Dear Dr. Duncan;

We are pleased to submit our proposal to the Village of Williams Bay for executive search services in the recruitment of your next Village Administrator.

Public Administration Associates, LLC (PAA) has been serving local governments since 1998. We specialize in public sector executive recruitment for municipalities and counties as well as interim management. Since our founding we have conducted over 325 executive recruitments. In the last three years we have been the choice of nearly 75 percent of Wisconsin communities who have hired a recruitment firm to assist them in the selection of their chief administrative officer. Representative Wisconsin municipalities in which we have conducted recruitments during the past year include Elkhorn, Little Chute, Glendale, Lake Mills, Oregon, DeForest and Middleton.

Our shareholders and associates are current or retired public administration professionals. We have contact with a large number of qualified candidates in both Wisconsin and the Midwest. In short, we bring significant experience to the table and our pricing typically compares favorably to our competitors. Information about our firm and the consultants that would be working on your projects is contained in Attachment 2A. Our proposal and methodology is set forth in Attachment 2B. Attachment 2C is a draft of our services agreement.

Thank you for your consideration. We agree to hold this pricing for thirty days. Please reach out to Dave at (414) 350-3328 with any questions about this proposal.

Very Truly Yours,

Public Administration Associates, LLC
Chris Swartz
David Bretl

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

QUALIFICATIONS

Public Administration Associates, LLC, "PAA" is recognized among the most trusted and effective local government consultants in Wisconsin and the Midwest. All of our consultants are highly skilled former and current public sector practitioners, each of whom has served many years in top-level leadership roles in town, village, city and county governments. We achieve excellent results through an unparalleled commitment to public service, high standards and the efficient use of client time and resources.



Since 1998 PAA has conducted over 325 executive searches. A significant amount of our work repeat business from satisfied clients who have trusted our firm over the past three decades.

PAA was founded in 1998 by partners William (Bill) Frueh, Denise Frueh and Dr. Stephen (Steve) Hintz. Bill and Denise had served in local government for many years while Steve was a professor for over thirty years in the MPA program at the University of Wisconsin-Oshkosh. A core principle of the start-up company then was to improve communities through professional municipal management by providing quality and affordable consulting services to local government. Service was a priority over profit. Although our company has grown over the years, our commitment to returning value to the profession that we served remains our top priority.

Today, PAA is comprised of seventeen associate consultants in addition to the shareholder owners Kevin Brunner, Chris Swartz and Dave Bretl. We are based in Whitewater, Wisconsin, however, our consultants live throughout the State of Wisconsin. PAA is a comprehensive consulting firm.

COMPREHENSIVE GOVERNMENT CONSULTING SERVICES



EXECUTIVE RECRUITMENT

Assisting municipalities in the recruitment and selection of management personnel including managers, administrators and department/division heads.



INTERIM MANAGEMENT SERVICES

Providing skilled and experienced administrators on a full-time or part-time basis for a limited period of time.



ORGANIZATION & MANAGEMENT STUDIES

Analyzing municipal organizations, operations, and management structure and procedures using best practice standards. Specializing in organizational assessments, public works, and public safety.



CLASSIFICATION & COMPENSATION STUDIES

Analyzing and developing classification and compensation plans using internal and external equity standards.



ECONOMIC DEVELOPMENT SERVICES

Assisting communities in the establishment and implementation of economic development projects and programs, including downtown revitalization initiatives, redevelopment and tax incremental financing, business improvement district plans, brownfields initiatives, and business and industrial park planning and development.



STRATEGIC PLANNING & IMPLEMENTATION

Performing community needs assessments, preparation of plans, strategies for implementation of community plans, site planning/development review assistance, and assisting communities in development of boundary agreements and cooperative plans.

REFERENCES

We are proud of the relationships that we have created over the years. Feel free to contact any of the following references who can attest to the quality of service that we provide.

JACK ANDERSON***Village President***

Village of Greenville, WI

920-757-5181 *(cell)*

BARBARA DAUS***City Council President***

City of Platteville, WI

608-348-3365 *(cell)*

SUSAN SANABRIA***President***

Village of Wind Point, WI

262-994-0733 *(cell)*

MICHAEL BABLICK***Mayor***

City of Park Falls, WI

715-762-2436 Ext. 229

DR. BILL DUNCAN***Village President***

Village of Williams Bay, WI

262-245-2700

JOHN SCHUEPBACH***Former President***

Village of Marshall, WI

608-655-4017 *(office)*

MARTY BECKER***Former Mayor***

City of Port Washington, WI

262-707-1464 *(cell)*

RICH O'CONNOR***Mayor***

City of Hudson, WI

715-386-4765 (Ext. 120) *(cell)*

RYAN SCHROEDER***Mayor***

City of Delavan, WI

262-728-5585 ext. 11 *(office)*

MASON BECKER***City Council President***

City of Fort Atkinson, WI

920-723-4924 *(cell)*

JOE OSTERMAN***Chair***

Town of Lisbon, WI

262-246-6100 (Ext. 1200) *(office)*

JOHN SWISHER***President***

Village of Johnson Creek, WI

414-659-6105 *(cell)*

DAVID BENFORADO***Village President***

Village of Shorewood Hills, WI

608-535-2960

THOMAS PAVLIC***Mayor***

City of Cudahy, WI

414-769-2222 *(office)*

MICHAEL THOM***Former Mayor***

City of Columbus, WI

920-623-5900 *(cell)*

JEANNE CARPENTER***Former Village President***

Village of Oregon, WI

608-358-7837 *(cell)*

HARLEY REABE***County Board Chair***

Green Lake County, WI

920-294-0824 *(cell)*

DR. LANNY TIBALDO***Chair***

Town of Lawrence, WI

920-619-6257 *(cell)*

ROGER TRUTTMAN

President

Village of New Glarus, WI

608-212-6785 (cell)

GERALD DEWOLFE

President,

Village of Ellsworth, WI

715-821-1097 (cell)

MARK MCANDREWS

Former Chair

Town of Buchanan, WI

920-734-8599 (office)

DAVID VARNEM

Mayor

City of Lancaster, WI

608-723-4109 (cell)

STEVE GENISOT

Mayor

City of Marinette, WI

906-399-8854 (cell)

TIM MCCUMBER

County Board Chair

Sauk County, WI

608-963-6581 (cell)

JIM WEISS

Chair

Town of Linn, WI

262-245-2700 (cell)

THEODORE GRANT

Mayor

City of Ripon, WI

920-896-6900 (office)

MARK MILLIREN

Mayor

City of Durand, WI

715-672-8770 (office)

DALE YURS

President

Village of Belleville, WI

608-577-9502 (cell)

TOM HARTZ

Former Mayor

City of Lake Geneva, WI

262-374-9127 (cell)

LAURA NELSON

Former President

Village of Suamico, WI

920-246-8212 (cell)

UNPARALLELED LOCAL
GOVERNMENT EXPERIENCE

YOUR PROJECT TEAM

The project lead and your point of contact for this recruitment will be Chris Swartz. Chris will be assisted by Dave Bretl. Biographical information follows.

DAVID BRETL

Vice President/Shareholder

David Bretl has as served local governments in Wisconsin for twenty-nine years. He retired in early 2020 from his position as County Administrator and Corporation Counsel for Walworth County, Wisconsin, a combined position that he held since 2003. He began working as a consultant for PAA in 2018 and joined as a shareholder in in 2020. During his eighteen years at Walworth County, Dave was involved in the two board downsizings, the replacement of most of the County's facilities and the consolidation of six departments. Dave helped organize and moderated the county's Intergovernmental Cooperation Council (a collaborative effort among municipal, county and town governments). In 2005 he helped organize a county-wide private-public economic development initiative, WCEDA (Walworth County Economic Development Alliance, Inc.). In 2015 that organization honored him by establishing the Dave Bretl Community Betterment Award. In addition to conducting studies and recruitments at PAA, Dave served as the Interim Administrative Coordinator for Sauk County, Wisconsin and the Interim Village Administrator in Williams Bay, Wisconsin.

Dave earned a Master's Degree in Public Administration and a Law Degree from the University of Wisconsin-Madison.



CHRIS SWARTZ

Secretary/Shareholder

Chris Swartz has served as a municipal manager in Wisconsin for over thirty years, most recently as Village Manager for the Village of Shorewood



(2004-2017), Administrator for the Village of Sussex (1990-2004) and Clerk-Treasurer Administrative Coordinator Village of East Troy (1986-1990). He started his career as a researcher for the Citizens Governmental Research Bureau/Public Policy Forum (1983-1985). Chris, as an independent contractor was hired by the North Shore Communities to study Dispatch and Fire Consolidation for the North Shore communities of Shorewood, Whitefish Bay, Glendale and Fox Point (1985-1986). He retired from Shorewood in 2017 as a credentialed manager as designated by the International City Management Association ICMA). Swartz has a Master of Science degree in Urban Affairs from the University of Wisconsin-Milwaukee (1983) and an undergraduate degree from University of Wisconsin-Stevens Point. Swartz has been recognized for his innovative approach to economic development, strategic and financial planning, organizational development and intergovernmental cooperation. He is known as a mentor to emerging public administration leaders through his tenure as an adjunct professor within the Masters of Public Administration(MPA) graduate program at the University of Wisconsin-Milwaukee and his involvement in the MPA Alumni Association. Swartz has been formally recognized for his lifetime achievements, including Wisconsin City/County Management Association "Meritorious Service Award"(2015), James R. Ryan Lifetime Achievement Award from the Public Policy Forum (2017) and Wisconsin Economic Development Association Fredrick C. Pearce Lifetime Achievement award (2017).

PAA CLIENTS

The number beside the municipality name is the number of times PAA has assisted the municipality. State of Wisconsin unless otherwise noted. View the interactive map on our website for the work that we have performed for these communities.

CITIES

Abbotsford (2)	Horicon (2)	Niagara	Washburn (2)
Adams (2)	Hudson	Oak Park Heights, MN	Waukesha
Algoma	Independence, Iowa	Oconto (2)	Waupaca
Antigo (3)	Jefferson (4)	Omro	Waupun
Ashland (2)	Kewaunee	Park Falls	Wautoma
Baraboo (2)	Lake Geneva (2)	Pine Island, MN	Wauwatosa (2)
Berlin (2)	Lancaster (4)	Platteville (5)	Weyauwega (3)
Brillion	Marinette (2)	Prairie du Chien (2)	Whitewater (3)
Chilton (2)	Marquette, Iowa	Princeton (2)	
Chippewa Falls (2)	Marshfield (2)	Port Washington	
Clintonville (2)	Mauston (3)	Racine	
Columbus (3)	Menominee, Michigan	Reedsburg (2)	
Crystal River Florida	Mequon	Rhineland	
Delavan (2)	Menasha	Rice Lake	
DePere (3)	Merrill	Richland Center	
Durand (3)	Middleton	Ripon	
Eagle River	Milton	Shawano (4)	
El Paso, Illinois	Mineral Point	South Haven, MI	
Elroy (3)	Minonk, Illinois (3)	St. Croix Falls	
Evansville (3)	Monona (3)	St. Francis	
Fond du Lac	Monroe (2)	Sturgeon Bay (5)	
Fort Atkinson (2)	New Lisbon	Thorp	
Fox Lake	New London (3)	Tomah (2)	
(3) Geneseo, Illinois		Verona (3)	
Hartford			
Hillsboro (3)			

OVER 325
MUNICIPAL ADMINISTRATOR
SEARCHES SINCE 1998

VILLAGES

Ashwaubenon	Elm Grove	Maple Bluff	Spring Green
Bayside (3)	Ephraim	McFarland (2)	Suamico (3)
Bellevue	Fox Point (2)	Merton	Stanley
Belleville	Germantown	New Glarus (3)	Sussex
Bonduel	Grafton (2)	North Fond du Lac (3)	Thiensville (2)
Brown Deer	Greendale (2)	Oregon (2)	Turtle Lake
Clinton (2)	Greenville	Osceola (3)	Twin Lakes (2)
Colfax	Hales Corners	Paddock Lake (2)	Union Grove (2)
Cross Plains (2)	Hammond	Palmyra	Waterford
Darien	Hartland (3)	Pardeeville	Waunakee
Denmark (2)	Howard (3)	Port Edwards	W. Milwaukee (3)
DeForest	Johnson Creek (3)	Poynette	Williams Bay (2)
East Troy	Kewaskum	Prairie du Sac	Wind Point (2)
Edgar	Little Chute (5)	Pulaski	Winneconne (4)
Egg Harbor (2)	Lodi (3)	Rothschild	Whitefish Bay (2)
Elkhart Lake	Marshall (2)	Sherwood	Wrightstown (3)
		Slinger (2)	
		Somerset	

TOWNS

Algoma (3)	Fox Crossing (Menasha) (4)	Ledgeview	Richfield (2)
Beloit	Gibraltar (2)	Linn	Sevastopol
Buchanan (5)	Grand Chute (3)	Lisbon	Shorewood Hills
Cedarburg (2)	Greenville (2)	Oconto	Weston
Clayton	La Pointe (2)	Osceola	
Empire	Lawrence (2)	Rib Mountain	

COUNTIES

Ashland	Iowa	Price	Wabasha, MN (2)
Chippewa (3)	Monroe	Sauk	Waushara
Dodge	Oconto (2)	Sawyer	Washburn
Door	Polk (3)	Shawano	
Green Lake			

ATTACHMENT 2B

Services to be provided by PAA: Williams Bay Village Administrator Recruitment

Cost: \$13,000 if performed in conjunction with interim Village Administrator services. \$15,000 as a "stand-alone" search.

Project Overview

1. Kickoff meeting with Village Board

What we do: This meeting ensures that there is a “meeting of minds” in terms of the overall methodology of the recruitment including the schedule and key milestones. It also helps PAA prepare documents for the recruitment. During this meeting, we explore the characteristics you seek in the next Village Administrator. We will share with you a survey that we recommend be distributed to elected officials and management staff to learn the key skills and attributes that your organization values most. This survey is completed and returned to PAA. We will review with you the relevant ordinances and job description, prepare revisions, if needed, and seek your input into the position profile, which will be a key document in our recruitment process. We will discuss your salary expectations for the position as well as key terms of an employment contract.

Timing:

We have included dates in this proposal to give you a sense of the timing of the recruitment. Actual dates are determined by the Village. Approval of a contract with PAA will begin the recruitment. Strictly for illustration we will assume a contract with PAA is approved on December 5 and the kickoff meeting could be held that same evening. You may delay the start date of our engagement as necessary based on availability of Village personnel and your recruitment goals. The dates of deliverables set forth in this proposal would be modified accordingly.

2. Approval of recruitment documents and plan.

What we do: With the benefit of the information, we receive at our first meeting, PAA will return to Williams Bay. The purpose of this meeting is to obtain your final approval of the recruitment schedule, position description, position profile and advertising plan. We will discuss with you and learn your preferences as to what separates an ideal or highly qualified candidate from one which simply meets the minimum qualifications for the position. This will be important to help PAA and the Village focus attention on the most viable candidates. We would like to lock in dates for the rest of the recruitment at this meeting. This will reduce the chances of a candidate not being able to attend the final assessment.

Timing:

If the kick-off meeting is held on December 5, this second meeting (approval of recruiting documents) could be held on December 19.

3. Recruitment Opens

What we do: Following approval of key documents, PAA will place advertisements in appropriate publications and on-line resources. We will share that advertising plan with you if we are hired.

Timing: If the Village approves the recruitment documents on December 19, we can begin posting the position on January 2.

4. Application period is open

What we do: During the application period, PAA will be encouraging candidates to apply and responding to applicant inquiries. We will conduct recorded Zoom interviews with candidates who we deem most qualified for the position and conduct detailed reference reports on those candidates which will be provided to the selection committee.

Timing: If the position is posted on January 2, we recommend that the recruitment period be open until January 28.

5. Candidate Report

What we do: PAA will furnish the Board with a confidential candidate report that will provide a summary of all applicants for the position classified as “Well-qualified,” “Qualified” and “Not Qualified.” That report will also identify our recommendation of finalists for the position. Depending upon the quality of the candidates in the recruitment, we will recommend that up to five finalists participate in the assessment.

Timing: If the recruitment closes on January 28, we can furnish this report to the Village by February 10.

6. Selection of finalists.

What we do: PAA will meet with the Board in closed session to present the candidate report described above. This is the opportunity for the Village to review PAA's recommendations of the candidates we determine are best qualified and select finalists. PAA will seek input into final interview questions and discuss the parameters of reimbursement of candidate travel and lodging expenses (if any are to be provided). Details of the final candidate assessment will be discussed and approved.

Timing:

If the recruitment closes on January 28, we can conduct the finalist selection meeting as early as February 14.

7. Assessment.

What we do: Finalists will be invited to Williams Bay to participate in an assessment. PAA facilitates this process and works with the selection committee. Depending upon the assessment activities selected by the Village this will either be a one day or 1 ½ day exercise.

Options:

Each client approaches the assessment differently. Some simply hold two interviews; one with the Council and another with management staff. Others include a tour of City facilities, a community "meet and greet" session and a writing exercise.

Timing:

Assuming finalists are selected on February 14, the assessment could take place as early as February 24/25.

8. Contract negotiation.

What we do. Normally, PAA receives instructions from the client and negotiates an employment agreement for review and approval by the Board. We will work with your Village Attorney. PAA does not provide legal services so review of the contract by Williams Bay's attorney is essential.

Timing. Assuming a finalist is selected on February 25, it should be possible to complete a contract (assuming a meeting of the minds) no later than March 1.

9. Board confirmation.

Assuming a contract is completed, the Board could meet as early as early as the week of March 1 to confirm the candidate as the next Village Administrator. Confirmation is typically contingent upon a background check that is acceptable to the Village as well as physical or psychological exams that the Village might require or drug testing. The background check is the responsibility of the Village. Most municipal clients normally utilize law enforcement, such as the police department or Sheriff's Office, to conduct the background check.

SERVICES AGREEMENT- Village Administrator Recruitment

This Services Agreement is entered into as of this ___ day of _____, 2022 by _____ and _____ between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA" and Williams Bay, Wisconsin, "Village".

Whereas, Village needs assistance with professional recruitment of a Village Administrator; and
Whereas, PAA has expertise in professional recruitment;

Therefore, the parties agree as follows:

1. **Services.** At Village's request, PAA will provide those services listed on Exhibit A to Village.

2. **Term.** PAA anticipates that this recruitment will take approximately twelve weeks to complete, depending upon the availability of the Village to conduct key meetings.

3. **Payment.** For these services, Village will pay PAA \$15,000, or \$13,000 if PAA is retained to provide interim Village Administrator services, as follows:

A. One-third (1/3) upon approval of recruitment documents;

B. One-third (1/3) upon the selection of the finalists for the position; and

C. One-third (1/3) upon confirmation of the Village Administrator by the Village Board.

D. If Village terminates this contract prior to the conclusion of services by PAA, Village will immediately pay PAA for the next one-third (1/3) of services due. For example, if Village has paid PAA one-third (1/3) upon approval of recruitment documents and terminates the contract prior to the selection of the finalist candidates, then the Village will immediately pay PAA another one-third (1/3) of the agreed payment.

E. PAA may terminate this agreement at any time if Village has not made payment within 30 days of invoicing.

F. Included in the above-stated payment are the costs for advertising as well as consultant mileage and lodging, copies and postage. The following expenses are not included in the above-stated price and are the responsibility of the Village: Candidate travel and lodging if authorized by the Village, final candidate physical or psychological exam or drug testing if required by the Village, candidate background check (normally conducted by law enforcement).

4. **Professional Conduct.** PAA will provide the services to Village in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of Village.

5. **Cooperation, Conduct and Village Responsibilities.** Similarly, Village and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's search on behalf of Village agrees to assist PAA in distribution of documents to Village Council members and staff, furnish PAA with photographs (if available) and documents to assist in the preparation of recruitment materials and coordinate meeting/testing rooms. Village is responsible for properly noticing all meetings. PAA does not provide legal services. PAA will comply with all Federal, State, and local laws, regulations, rules and ordinances, including anti-discrimination laws, regulations, rules and ordinances.

6. **Liability Insurance.** PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.

7. **Hold Harmless & Indemnity.** To the extent permitted by law, Village agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for Village's negligent or intentional conduct resulting in damages to a candidate or third party.

Similarly, PAA agrees to hold harmless, indemnify, and defend Village from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for PAA's negligent or intentional

conduct resulting in damages to a candidate or third party.

8. **PAA Guarantees:** If the initial search is not successful, PAA will conduct an additional search until the Williams Bay Village Administrator position is filled. If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search. In either case, PAA will waive its consulting fee. Village would be responsible for advertising costs and consultant mileage for subsequent searches.

9. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

10. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.

12. **Disclosure of Attorney.** PAA discloses to Village that one of PAA's members is an attorney; however, PAA will not provide Village with legal advice. Village must seek legal advice from its own counsel.

13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.

Dated this ____ day of _____, 2022.

PUBLIC ADMINISTRATION ASSOCIATES, LLC

By _____
DAVID A BRETL, Vice President

WILLIAMS BAY

By _____



Public Administration Associates, LLC

November 30, 2022

Williams Bay Village Board

Re: Village Administrator Recruitment

Dear Trustees;

Thank you for trusting Public Administration Associates, LLC to assist you in recruiting your next Village Administrator. The following is information for our “kick-off” meeting which will be held on December 5, 2022 in the event you wish to retain PAA.

The following are some important topics that we would like to discuss at our meeting. I will describe them as well as outline what we hope to accomplish on Monday.

- 1. Recruitment plan/schedule.** The first document that we would like to discuss is the plan and schedule (Attachment 3A). As we mentioned in our proposal, two steps that we really can’t speed up are the time that the posting is open (typically 30 days) and the amount of notice that your new Administrator is required to give his or her employer once they are confirmed (often thirty or more days).

Please bring your calendars to the meeting. It would be ideal if we could schedule meeting dates for the entire recruitment. The reason for scheduling these dates early is two-fold: First, it keeps the process moving forward as quickly as possible. Locking our dates in now will minimize the chances that a meeting will need to be canceled or delayed due to conflicts that may arise in Trustees’ schedules. Second, we would like to provide the final assessment (final interview) date to candidates as soon as they apply. We explain to them that if they are selected as a final candidate, they will need to be available, in person, in Williams Bay, on the date(s) we specify. Again, the purpose of this is to avoid delays by allowing candidates to calendar this important date as early as possible.

While it isn’t necessary to plan all of the details of the final assessment, we would like to begin our discussion of how you might like this to take place. This is the time when final candidates would travel to your village and participate in a number of evaluated activities. Each client approaches the assessment differently. Some simply hold two interviews; one with the selection committee and another with management staff. Others include a tour the community, a “meet and greet” session and a writing exercise.

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

2. **Position description.** The current position description should be reviewed to ensure that it is accurate relative to your ordinances and reflects your collective expectations of the responsibilities and authority of the position.
3. **Survey.** We would appreciate knowing the qualifications and personal qualities that are most important to you in your next Village Administrator. If you are comfortable, we would like to furnish the attached survey (Attachment 3B) to all Trustees as well as your management team members. We would need assistance from your staff to email this survey to all appropriate recipients. The results of this survey help us prepare our recruiting documents and target candidates that will be the best fit for your Village. While distribution of the document to management team members is certainly optional, we have found in other recruitments that they provide valuable feedback and appreciate the opportunity to provide input at this early stage.
4. **Questions and miscellaneous issues.** We want to ensure that you are comfortable with the approach that we are recommending and we will be happy to answer any questions that you might have. We will be marketing your village to prospective candidates through the use of a position profile that we will develop. Having pictures of your village will be useful in the production of that document. If you are aware of individuals or agencies that might have some that we could use, we would appreciate a point of contact.

We look forward to working with you. If you have any questions or concerns prior to our meeting, please reach out to me at (414) 350-3328 or bretld.paa@gmail.com.

Sincerely,



David A. Bretl
Public Administration Associates, LLC

DRAFT
Williams Bay Administrator Recruitment Plan

Date	Milestone	Remarks
December 5	Kickoff meeting with Board: • Recruitment plan approved/meeting dates established • Survey approved for distribution • Position description discussed • Single or multiple day assessment discussed	
December 19	Board Meeting. Approval of: • Recruitment plan (if not approved on 12/5) • Position Description • Position Announcement • Position Profile	This meeting will take 1 ½ to 2 hours. Subject to approval by your Village Attorney, we recommend that a portion of this meeting be noticed for a closed session to discuss the salary range to advertise the position as well as a preliminary discussion of key employment contract terms.
January 2	Ads are placed; recruitment is open	
January 28	Recruitment closes	
February 10	Candidate Report provided to the Village for distribution to Board members.	

February 14 Consider a special meeting as normal meeting date (Feb. 21) would add a week to the process.	Board meeting. • Selection of final candidates; • Final assessment details are approved	This meeting will take approximately 2- 3 hours in closed session. PAA strongly recommends that this meeting be “in person.”
February 24/25	Final Assessment is conducted. Board deliberates and directs negotiations.	Board members should plan on a 6-to-8-hour meeting. You will be interviewing candidates, deliberating on a preferred candidate and providing negotiating parameters. This meeting is “in person.”
March 1 Consider a special meeting as the normal meeting date would add six days to the process.	Village Board Meeting. Board approves contract and confirms candidate subject to background check/drug test/physical.	You may wish to consider a special board meeting to help expedite the process.
Week of March 1	Candidate completes background requirements provides notice to employer	This will depend upon tests required by Village and speed of background check. 30 to 45 days’ notice by the candidate to present employer is typical.
Early to Mid-April	Estimated start date of new Administrator	Candidates typically don’t resign previous employment until Village is satisfied with background/testing/exams

Attachment 3B



Public Administration Associates, LLC

Williams Bay-New Village Administrator Assessment

Purpose. The purpose of this survey is to assist us in identifying Village Administrator candidates that will best fit the needs of Williams Bay. We would like to learn which areas of Experience and Personal Qualities you believe will be most important to the success of the next Administrator.

Completing and returning this survey. 1. Fill this out by hand and mail it to Dave Bretl, 3359 N. Menomonee River Parkway, Wauwatosa, WI 53222 or 2. Save your answers in Word or scan and email the document to the County's recruitment consultant Dave Bretl at bretld.paa@gmail.com

Deadline: Please return this no later than Tuesday, December 13, 2022

1. Please indicate (by checking the appropriate line) whether you are:

- ☐ A Village Trustee; or
☐ A member of the Village management team.

2. Rate skill and experience in certain village functions: Indicate the five most important skills that the new Village Administrator should possess, ranking the most important as one (1) and five (5) as least important of your top five. Please list only your top five and use each number (1 through 5) only once.

- ☐ Budget development
- ☐ Capital Improvement Planning and execution
- ☐ Contract/project management
- ☐ Village marketing
- ☐ Debt financing
- ☐ Economic development
- ☐ Environmental stewardship/sustainability
- ☐ Governmental accounting
- ☐ Grant writing
- ☐ Human Resources (Pay, performance and general personnel management)
- ☐ Information Technology/social media
- ☐ Inclusion and equity
- ☐ Intergovernmental relations
- ☐ Land use planning
- ☐ Parks/trails development
- ☐ Purchasing
- ☐ Public Safety
- ☐ Public Works and engineering management
- ☐ Strategic planning
- ☐ Tourism development/promotion
- ☐ Other _____

David Bretl
414-350-3328
bretld.paa@gmail.com

1155 W. South Street
Whitewater, WI 53190

3. Personal Qualities: Indicate the five most important personal qualities that the next Village Administrator should possess by ranking one (1) as most important and five (5) as least important of your top five. Please list only your top five and use each number (1 through 5) only once.

- _____ Approachable
- _____ Coachable; has the ability and willingness to learn
- _____ Collaborative style in working with the Supervisors, management and employees
- _____ Commitment to public service
- _____ Community involvement
- _____ Decisive
- _____ Dynamic leadership skills
- _____ Flexibility; has the ability to react to changed circumstances
- _____ Possesses self-awareness
- _____ Innovative (thinks outside of the box)
- _____ Open and positive communication skills
- _____ Responsive
- _____ Stable tenures in previous positions
- _____ Team builder
- _____ Verifiable record of organizational accomplishments in past employment
- _____ Vision
- _____ Other _____

4. What do you believe are the most important issues facing Williams Bay today? _____

5. What challenges and opportunities face the Village in the next five years?

Police Radios

Single Band Portable Radios	10	\$38,826.00
Single Band Mobile Radios	3	\$20,307.59
Control Station	1	\$7,351.88
Total		\$66,485.47

Dual Band Mobile Radio	1	\$9,641.78
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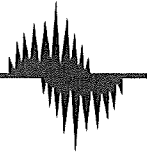
*This radio is for the Emergency Management Vehicle and has already been calculated into the total cost of the vehicle.

Radicom

Business Communications Systems

2604 N Chapel Hill Rd, McHenry, IL 60051

WWW.RADICOM.COM | 815-385-4224



SALES QUOTE

Sales Quote No: DQM1279

Date: 10/24/2022

Account No: 11987

Sale Rep: Scott Smith

Bill To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Ship To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Project: XL-200 portable single band - upgradable

REMARKS

Radio is customized for Williams Bay police.

This radio can be upgraded in the future into a multi-band radio for an additional cost.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

Radios will be invoiced upon delivery. Williams Bay will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio				
XL-PPM1M-NA	L3 PORTABLE, XL-200P, PKP, BLK, US, NA	10	\$2,945.00	\$29,450.00
XL-PL4L	Harris Feature, 700/800 Band, 764-862 mHz	10	\$0.01	\$0.10
XL-NC8D	L3 Harris ANTENNA, WHIP, 1/2 WAVE 762-870 MHZ	10	\$45.00	\$450.00
XL-PKGPT	Harris Feature Package, P25 Trunking	10	\$1,600.00	\$16,000.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	10	\$0.01	\$0.10
XL-PL9E	Harris, feature, single-key AES encryption	10	\$0.01	\$0.10
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	10	\$0.01	\$0.10
XL-FW2X	Harris Operation, Load NIFOG Personality	10	\$0.01	\$0.10
XL-PL4F	Harris Feature, P25 Phase 2 TDMA	10	\$250.00	\$2,500.00
XL-PA4K	L3Harris Battery, Li-Ion, Hi-Capacity 4800 mAh, XL-200P	10	\$175.00	\$1,750.00
XL-CH6A	L3 Harris Charger, 1-Bay	10	\$180.00	\$1,800.00
XL-AE4B	Harris Storm speaker Microphone, XL-200P, Emergency Button	10	\$225.00	\$2,250.00
XL-HC3L	Harris Belt Clip, Metal	10	\$30.00	\$300.00
Discounts				
Discount	Walworth County Discount	10	(\$1,437.45)	(\$14,374.50)
Discount	Special 2022 discount if purchased before December 15th, 2022	10	(\$250.00)	(\$2,500.00)
Labor – Non-Discountable				
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	10	\$45.00	\$450.00

LABORSERV-MCH	Labor - radio template building	1	\$750.00	\$750.00

Quote Expires: 12/15/2022

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

SUBTOTAL	\$38,826.00
TAX	\$0.00
TOTAL	\$38,826.00

Quote Accepted By: _____ Date: _____

Radicom

Business Communications Systems

2604 N Chapel Hill Rd, McHenry, IL 60051

WWW.RADICOM.COM | 815-385-4224

SALES QUOTE

Sales Quote No: DQM1280

Date: 10/24/2022

Account No: 11987

Sale Rep: Scott Smith

Bill To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Ship To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Project: XL-200 Police Mobile - Single Band - upgradable

REMARKS

Radio is customized for Williams Bay police.

This radio can be upgraded in the future into a multi-band radio for an additional cost.

NOTE ...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

Radios will be invoiced upon delivery. Williams Bay will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Mobile Radios				
XZ-MPM1M-NA	L3 Harris Mobil XL-200M, Multiband, LTE, NA	3	\$3,815.00	\$11,445.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	3	\$550.00	\$1,650.00
XZ-AN8D	L3 Harris ANTENNA, ELEMENT, 700/800, 3DB	3	\$100.00	\$300.00
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	3	\$80.00	\$240.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	3	\$1,600.00	\$4,800.00
XZ-PL4F	Harris Feature, Phase 2 TDMA	3	\$250.00	\$750.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	3	\$0.01	\$0.03
XZ-PL8Y	Harris Feature, Encryption Lite	3	\$0.01	\$0.03
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	3	\$0.01	\$0.03
XZ-CP6A	Harris Control Unit, XL-CH	3	\$1,650.00	\$4,950.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	3	\$105.00	\$315.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	3	\$600.00	\$1,800.00
Discounts				
Discount	Walworth County Discount	3	(\$2,187.50)	(\$6,562.50)
Discount	Special 2022 discount if purchased before December 15th, 2022	3	(\$400.00)	(\$1,200.00)
Labor and Installation – Non-Discountable				
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	3	\$45.00	\$135.00
LABORSERV-MCH	Labor - radio template building	1	\$750.00	\$750.00

LABORINSTALL	Installation Labor Dash Mount radio including optional removal of old radio	3	\$250.00	\$750.00
MobZone6	Mobilization 6	1	\$185.00	\$185.00

Quote Expires: 12/15/2022

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

SUBTOTAL	\$20,307.59
TAX	\$0.00
TOTAL	\$20,307.59

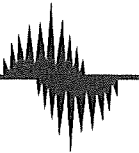
Quote Accepted By: _____ Date: _____

Radicom

Business Communications Systems

2604 N Chapel Hill Rd, McHenry, IL 60051

WWW.RADICOM.COM | 815-385-4224



SALES QUOTE

Sales Quote No: DQM1283

Date: 10/26/2022

Account No: 11987

Sale Rep: Scott Smith

Bill To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Ship To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Project: Mobile Dual Head Multiband Fire Radio

REMARKS

Radio is customized for Williams Bay police/rescue as a dual-band 700/800-VHF radio for Walworth County and MABAS

This radio can be upgraded in the future into a tri-band radio (adding UHF) for an additional cost.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

Radios will be invoiced upon delivery. Williams Bay will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

Installation is not included on this quote

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	1	\$3,815.00	\$3,815.00
XZ-PL4J	Harris Feature, VHF Band	1	\$550.00	\$550.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	1	\$550.00	\$550.00
XZ-AN8A	Harris Antenna, Element, Flexible, V/U/700/800	1	\$210.00	\$210.00
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	1	\$80.00	\$80.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	1	\$1,600.00	\$1,600.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	1	\$0.01	\$0.01
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	1	\$0.01	\$0.01
XZ-PL8Y	Harris Feature, Encryption Lite	1	\$0.01	\$0.01
XZ-PL4F	Harris Feature, Phase 2 TDMA	1	\$250.00	\$250.00
	Dual Control Head components			
XZ-CP6A	Harris Control Unit, XL-CH	2	\$1,650.00	\$3,300.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	2	\$105.00	\$210.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	2	\$600.00	\$1,200.00
XZ-LS6A	Harris Speaker External Mobile	2	\$60.00	\$120.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	2	\$222.00	\$444.00

	Discounts			
Discount	Walworth County Discount	1	(\$3,082.25)	(\$3,082.25)
Discount	Special 2022 discount if purchased before December 15th, 2022	1	(\$400.00)	(\$400.00)
	Programming			
LABORSERV-MCH	Labor Multi-Band template development	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	1	\$45.00	\$45.00

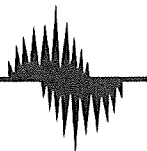
Quote Expires: 12/15/2022

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

SUBTOTAL	\$9,641.78
TAX	\$0.00
TOTAL	\$9,641.78

Quote Accepted By: _____ Date: _____



Sales Quote No: DQM1282

Date: 10/25/2022

Account No: 11987

Sale Rep: Scott Smith

Bill To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Ship To: Williams Bay Police Dept
65 Geneva Street
Williams Bay, WI 53191

Project: XL-200 Control Station and installation

REMARKS

Radio is customized for Williams Bay police.

This radio can be upgraded in the future into a multi-band radio for an additional cost.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

Radios will be invoiced upon delivery. Williams Bay will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

NOTE: a small magnetic mount antenna is part of this package. The mag-mount antenna will be mounted above the ceiling. If there are any radio reception/propagation issues, an full antenna system would need to be quoted separately for this control station.

This quote does not contain a programming template charge. The same programming template would be used from the mobile squad radios.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Radio and Control Station Components				
XZ-MPM1M-NA	L3 Harris Mobil XL-200M, Multiband, LTE, NA	1	\$3,815.00	\$3,815.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	1	\$550.00	\$550.00
XZ-AN8D	L3 Harris ANTENNA, ELEMENT, 700/800, 3DB	1	\$100.00	\$100.00
G	PCTEL PL259 - installed RG58A/U 12 ft Magnetic Mount	1	\$44.81	\$44.81
XZ-PKGPT	Harris Feature Package, P25 Trunking	1	\$1,600.00	\$1,600.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	1	\$0.01	\$0.01
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	1	\$0.01	\$0.01
XZ-PL8Y	Harris Feature, Encryption Lite	1	\$0.01	\$0.01
XZ-PL4F	Harris Feature, Phase 2 TDMA	1	\$250.00	\$250.00
XZ-CP6A	Harris Control Unit, XL-CH	1	\$1,650.00	\$1,650.00
XZ-MA4C	Harris Bracket Mounting, XL Control Head	1	\$68.00	\$68.00
XZ-CA6L	L3 Harris CABINET, XL DESKTOP Includes desktop cabinet and power supply.	1	\$650.00	\$650.00
XZ-CA6M	Harris CABLE, XL DESKTOP, ACCESSORY	1	\$250.00	\$250.00
XZ-MC6C	L3Harris XL-200M Desk Mic, XL-Mobile, Desktop	1	\$245.00	\$245.00
XZ-CA6R	L3 Harris CABLE, POWER, Y-SPLIT, DESKTOP	1	\$175.00	\$175.00

XZ-LS6A	Harris Speaker External Mobile	1	\$60.00	\$60.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	1	\$222.00	\$222.00
XZ-CA6A	Harris CABLE, XL-MOBILE, ETHERNET, 45CM	1	\$16.00	\$16.00
	Discounts			
Discount	Walworth County Discount	1	(\$2,423.96)	(\$2,423.96)
Discount	Special 2022 discount if purchased before December 15th, 2022	1	(\$400.00)	(\$400.00)
	Programming			
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	1	\$45.00	\$45.00
	Installation			
LABORSERV-MCH	Control Station installation labor	2	\$125.00	\$250.00
MobZone6	Mobilization 6	1	\$185.00	\$185.00

Quote Expires: 12/15/2022

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

SUBTOTAL	\$7,351.88
TAX	\$0.00
TOTAL	\$7,351.88

Quote Accepted By: _____ Date: _____

Fire Radios

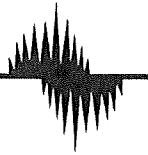
Dual Band Portable Radios Fire	10	\$54,517.80
Single Band Mobile Radios Fire	7	\$50,315.69
Total		\$104,833.49

Radicom

Business Communications Systems

2604 N Chapel Hill Rd, McHenry, IL 60051

WWW.RADICOM.COM | 815-385-4224



SALES QUOTE

Sales Quote No: DQM1320

Date: 11/11/2022

Account No: 11031

Sale Rep: Scott Smith

Bill To: Williams Bay Fire Dept
5 E Geneva St
Williams Bay, WI 53191

Ship To: Williams Bay Fire Dept
5 E Geneva St
Williams Bay, WI 53191

Project: XL-200 Fire Portable dual band

REMARKS

Radio is customized for Williams Bay Fire as a dual-band radio for Walworth County.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

Radios will be invoiced upon delivery. Williams Bay will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XL-PPM1P-NA	L3 Harris PORTABLE,XL-200P,PKP,PGRN,US,NA	10	\$2,945.00	\$29,450.00
XL-PKGF3	Harris Feature Package, Dual Band VHF 7/800	10	\$1,100.00	\$11,000.00
XL-NC5Z	Harris Antenna, Flex, Helical, 136-870 MHz	10	\$110.00	\$1,100.00
XL-PKGMR	Harris XL-200 Immersible Radio Operation	10	\$250.00	\$2,500.00
XL-PKGPT	Harris Feature Package, P25 Trunking	10	\$1,600.00	\$16,000.00
XL-PA4L	L3 Harris BATT, LION, 4800, HI-CAP, HAZLOC RADIO C1D2	10	\$260.00	\$2,600.00
XL-PL4U	Harris Feature, Single Key DES, Encryption	10	\$0.01	\$0.10
XL-PL9E	Harris, feature, single-key AES encryption	10	\$0.01	\$0.10
XL-PL8Y	Harris Encryption Feature Lite for XL-200P	10	\$0.01	\$0.10
XL-FW2X	Harris Operation, Load NIFOG Personality	10	\$0.01	\$0.10
XL-PL4F	Harris Feature, P25 Phase 2 TDMA	10	\$250.00	\$2,500.00
XL-CH6A	L3 Harris Charger, 1-Bay	10	\$200.00	\$2,000.00
XL-AE2W	Harris Speaker Mic, 500F, XL-200P	10	\$399.00	\$3,990.00
XL-HC3L	Harris Belt Clip, Metal	10	\$30.00	\$300.00
14035-1948-30	Harris KIT,GLOVE FRIENDLY KNOB COVER-VOL	10	\$25.00	\$250.00
XL-PA4M	Harris Li-Ion, Hi Capacity 4800 mAh, C1D2, Spare , Does not produce a HazLoc radio	10	\$205.00	\$2,050.00
	Discounts			
Discount	Walworth County Discount	10	(\$1,792.26)	(\$17,922.60)
Discount	Special 2022 discount if purchased before December 15th, 2022	10	(\$250.00)	(\$2,500.00)

	Programming			
LABORSERV-MCH	Programming template development dual band	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	10	\$45.00	\$450.00

Quote Expires: 12/15/2022

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

SUBTOTAL	\$54,517.80
TAX	\$0.00
TOTAL	\$54,517.80

Quote Accepted By:_____ Date:_____

Radicom

Business Communications Systems

2604 N Chapel Hill Rd, McHenry, IL 60051

WWW.RADICOM.COM | 815-385-4224

SALES QUOTE

Sales Quote No: DQM1353

Date: 11/16/2022

Account No: 11031

Sale Rep: Scott Smith

Bill To: Williams Bay Fire Dept
5 E Geneva St
Williams Bay, WI 53191

Ship To: Williams Bay Fire Dept
5 E Geneva St
Williams Bay, WI 53191

Project: XL-200 Fire Mobile Single-Band-upgradable

REMARKS

Radio is customized for Williams Bay Fire as an upgradable single-band radio for Walworth County.

NOTE...this quote expires on December 15th, 2022.

There is no charge for reprogramming to the new P25 radio system if the radio is purchased prior to December 15th, 2022.

Radios will be invoiced upon delivery. Williams Bay will set the delivery date/year.

Due to ongoing chain supply and cost increases from manufacturers, there may be future price changes from the manufacturer after December 15th, 2022.

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
	Radio			
XZ-MPM1M	Harris Mobile, XL-200M Multiband	7	\$3,815.00	\$26,705.00
XZ-PL4L	Harris Feature, 700/800 MHZ Band	7	\$550.00	\$3,850.00
XZ-AN8D	L3 Harris ANTENNA, ELEMENT, 700/800, 3DB	7	\$100.00	\$700.00
XZ-AN6U	Harris Antenna, Base, STD Roof Mount Low Loss	5	\$80.00	\$400.00
XZ-AN6W	Antenna Base, Thick Roof Mount Low Loss	2	\$85.00	\$170.00
XZ-PKGPT	Harris Feature Package, P25 Trunking	7	\$1,600.00	\$11,200.00
XZ-PL4U	Harris Feature, XL200M Single Key DES Encryption	7	\$0.01	\$0.07
XZ-PL9E	Harris Feature, XL200M Single Key AES Encryption	7	\$0.01	\$0.07
XZ-PL8Y	Harris Feature, Encryption Lite	7	\$0.01	\$0.07
XZ-PL4F	Harris Feature, Phase 2 TDMA	7	\$250.00	\$1,750.00
XZ-CP6A	Harris Control Unit, XL-CH	7	\$1,650.00	\$11,550.00
XZ-MC6A	Harris Microphone, XL, Standard Mobile (14050-6010-01)	7	\$105.00	\$735.00
XZ-MA4A	Harris Kit, Mounting XL-Mobile Universal	7	\$600.00	\$4,200.00
XZ-LS6A	Harris Speaker External Mobile	7	\$60.00	\$420.00
XZ-CA6F	L3 Harris Cable, XL Mobile, Speaker Accy	7	\$222.00	\$1,554.00
	Discounts			
Discount	Walworth County Discount	7	(\$2,258.36)	(\$15,808.52)
Discount	Special 2022 discount if purchased before December 15th, 2022	7	(\$400.00)	(\$2,800.00)

	Programming			
LABORSERV-MCH	Programming Template Development	1	\$750.00	\$750.00
LABOR-PROGR-EA	Labor Programming Radio -Each Unit	7	\$45.00	\$315.00
	Installation			
LABORSERV-MCH	Installation Labor for Apparatus	3	\$695.00	\$2,085.00
LABORSERV-MCH	Installation Labor for standard vehicle	4	\$450.00	\$1,800.00
MobZone6	Mobilization 6	4	\$185.00	\$740.00

Quote Expires: 12/15/2022

SUBTOTAL	\$50,315.69
TAX	\$0.00
TOTAL	\$50,315.69

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Unless otherwise specified, shipping and handling charges are not included and will be added to the associated invoice.

Quote Accepted By:_____ Date:_____

Public Works Radios

Single Band Portable Radios	5	\$20,000.00
Total		\$20,000.00

*Price is an estimate. We have not received the formal quote from Radicom for these radios.

Host Compliance - Williams Bay, WI - Monthly status report

Host Compliance <no-reply@mg.hostcompliance.com>

Thu 12/1/2022 7:43 PM

To: Becky Tobin <admin@vi.williamsbay.wi.gov>;Lori Peternell <treasurer@vi.williamsbay.wi.gov>;Municipal Code Enforcement <mcodeenforcement@gmail.com>



Monthly status report

Report for Village of Williams Bay (Williams Bay, WI) generated on December 2, 2022.

34 Properties in or near Williams Bay, WI
28 Properties in or near Williams Bay, WI with address identified
12 Compliant Short Term Rentals
16 Non-compliant properties
6 Properties with unknown compliance

42 Properties that have received letters since first mailing
31 Properties that have received letters and are now compliant
11 Properties that have received letters but are still non-compliant

Host Compliance LLC

735 Market Street, Floor 4

San Francisco, CA 94920

Ph: (754) 888-HOST (4678)