



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, MAY 1, 2023 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. **Minutes**
 - A. Village Board Meeting Minutes of 4/17/2023
- V. **Consent Agenda**
 - A. None
- VI. **Presentation of accounts and petitions**
 - A. Payroll ending 04-21-2023 in the amount of \$45,295.27
 - B. Accounts Payable Unpaid dated 04-28-2023 in the amount of \$175,112.27
 - C. Library Accounts Payable dated 04-17-2023 in the amount of \$4,911.70
- VII. **Plan Commission**
 - A. None
- VIII. **Joint Extraterritorial Zoning Committee: pursuant to section 18.171F(A)**
 - A. None
- IX. **PUBLIC COMMENTS**
- X. **President's Remarks**
- XI. **Ordinances and Resolutions**
 - A. Second Reading - Ordinance 2023-03 Curfew hours on Friday and Saturday nights
 - B. Resolution R-13-23 Authorizing Village Engineer, Baxter Woodman, to prepare a bid package for dredging of Geneva Lake at Southwick Creek
- XII. **Committee Reports**
 - A. **Finance & Personnel**
 - 1. No Report

B. Protective Services

1. Original, Renewal, or Temporary Operator License Applications

C. Parks & Lakefront

1. No Report

D. Building, Zoning, & Ordinance

1. No Report

E. Water & Sewer

1. No Report

F. Streets & Highways

1. No Report

XIII. Public Comments

XIV. Other Items for Discussion, Consideration, or Action

- A. Committee Appointments
- B. Discussion of Village Board and Committee Meetings
- C. Clerks Week Proclamation 2023
- D. Police Appreciation Proclamation 2023
- E. Public Service Recognition Week Proclamation 2023

XV. 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: 04/28/2023 5:00 PM



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UNOFFICIAL MINUTES VILLAGE BOARD MEETING 4/17/2023 MEETING MONDAY, APRIL 17, 2023 AT 6:30 PM

I. Call to Order

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

II. Roll Call

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

Also Present: Administrator David Lothspeich, Clerk Tina Kolls, Director of Public Works Wayne Edwards

Excused: Trustee Matt Stanek

III. Pledge of Allegiance

The Pledge of Allegiance was recited by all.

IV. Minutes

A. Joint Plan Commission and Village Board Meeting Minutes of 4/3/2023

The motion to approve the Joint Plan Commission and Village Board Meeting Minutes of 4/3/2023 was initiated by Trustee Umans and seconded by Trustee Vlach. Unanimously carried.

V. Consent Agenda

The motion to approve the Consent Agenda was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously Carried.

A. Yoga on the Beach 2023 Municipal Lease

B. Dip In The Bay 2023 Municipal Lease

VI. Presentation of accounts and petitions

A. Payroll ending 04-07-2023 in the amount of \$46,412.84

The motion to approve the Payroll ending 04-07-2023 in the amount of \$46,412.84 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

B. Accounts Payable Unpays dated 04-14-2023 in the amount of \$225,369.69

The motion to approve the Accounts Payable Unpays dated 04-14-2023 in the amount of \$225,369.69 was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

C. 2023 1st quarter legal fees

This item was for informational purposes only.

D. March Financial Statements

The motion to approve the March Financial Statements was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

VII. Plan Commission

- A. None

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

- A. None

IX. PUBLIC COMMENTS

There were no public comments.

X. President's Remarks

- A. Election Results

President Duncan congratulated all the newly elected trustees and congratulated the village staff on a successful election.

- B. Recognition of Trustee Stanek

President Duncan spoke in recognition of Trustee Matthew Stanek who was unable to attend.

XI. Ordinances and Resolutions

- A. Second Reading - Ordinance #2023-01 An Ordinance Amending Section 390-0207C and Section 390-0223C of the Code of Ordinances of the Village of Williams Bay Concerning Communication Towers

The motion to approve the Second Reading of Ordinance #2023-01 was initiated by Trustee Jaramillo and seconded by Trustee Vlach. Unanimously carried.

- B. Adopt - Ordinance #2023-01 An Ordinance Amending Section 390-0207C and Section 390-0223C of the Code of Ordinances of the Village of Williams Bay Concerning Communication Towers

The motion to the Adopt Ordinance #2023-01 was initiated by Trustee Jaramillo and seconded by Trustee Umans. Unanimously carried.

- C. Second Reading - Ordinance 2023-02 Regarding Communication Tower Performance Standards

The motion to approve the Second Reading of Ordinance 2023-02 was initiated by Trustee Jaramillo and seconded by Trustee D'Alessandro. Unanimously carried.

- D. Adopt - Ordinance 2023-02 Regarding Communication Tower Performance Standards

The motion to Adopt Ordinance 2023-02 was initiated by Trustee Jaramillo and seconded by Trustee Vlach. Unanimously carried.

- E. First Reading - Ordinance 2023-03 Curfew hours on Friday and Saturday nights

Trustee Vlach made a motion to amend Ordinance 2023-03 to remove "in the village" from the proposed ordinance which was seconded by Trustee Jaramillo. Unanimously carried.

The motion to approve the First Reading of Ordinance 2023-03 as amended was initiated by Trustee Jaramillo and seconded by Trustee Umans. Unanimously carried.

- F. First Reading - Ordinance 2023-05 - An Ordinance Amending the Williams Bay Village Code Regarding Walworth Avenue on Street Parking Hours (From Maximum 1 hour to 2 hours)

The motion to approve the First Reading of Ordinance 2023-05 was initiated by Trustee Jaramillo and seconded by Trustee D'Alessandro. Unanimously carried.

The motion to waive the Second Reading of Ordinance 2023-05 was initiated by Trustee D'Alessandro and seconded by Trustee Jaramillo. Trustee Vlach - No, Motion Carried

The motion to adopt Ordinance 2023-05 was initiated by Trustee D'Alessandro and seconded by Trustee Umans. Trustee Vlach - No, Motion Carried.

- G. Resolution R-8-23 Resolution Authorizing Lions Corn and Brat Fest Fireworks Proposal - J&M Displays

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

H. Resolution R-9-23 Resolution Authorizing Sidewalk Replacement on STH 67 - Elkhorn Road
Motion made by Committee, no second required. Unanimously carried.

I. Resolution R-10-23 Resolution Authorizing Capital Improvements Program (CIP) Proposal - Baird
Motion made by Committee, no second required. Unanimously carried.

J. Resolution R-11-23 Resolution Approving Cell Tower Lease - US Cellular 2nd Amendment
Motion made by Committee, no second required. Unanimously carried.

XII. Committee Reports

A. Finance & Personnel, Trustee Wright - Chair

1. No Report

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

XIII. Public Comments

President Duncan congratulated the Recreation Department on a great Truck-A-Polooza event. President Duncan explained that it was enjoyed by all who attended.

XIV. Other Items for Discussion, Consideration, or Action

A. Appointment of Brenda Hausner, Chrissy Wen, and Kim Parker to the Conservation Commission Term ending 4/30/2028.

President Duncan appointed Brenda Hausner, Chrissy Wen, and Kim Parker to the Conservation Commission with a term ending 4/30/2028. Unanimously Carried.

B. Appointment of Alice Morava as an Advisory Member to the Conservation Commission Term ending 4/30/2024.

President Duncan appointed Alice Morava as an Advisory Member to the Conservation Commission with a term ending 4/30/2024. Unanimously Carried.

XV. Adjournment

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

/s/ Tina Kolls, Village Clerk

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

Pay Period Date: 4/8/2023 - 4/21/2023
 Pay Date: 4/28/2023

Department	Gross Regular Wages	Gross OT Wages	Payroll Taxes & Deductions	Net Wages
Crossing Guard	\$653.76	\$0.00	\$52.81	\$600.95
General Administration	\$10,823.47	\$0.00	\$4,755.05	\$6,068.42
KNC	\$2,736.50	\$0.00	\$1,213.15	\$1,523.35
Lakefront/Beach	\$2,979.40	\$0.00	\$970.71	\$2,008.69
Library	\$7,437.50	\$0.00	\$2,552.90	\$4,884.60
Municipal Court	\$1,259.42	\$0.00	\$166.38	\$1,093.04
Parks	\$752.00	\$0.00	\$78.52	\$673.48
Police	\$25,005.28	\$2,710.56	\$9,402.53	\$18,313.31
Protective Services (F&R)	\$0.00	\$0.00	\$0.00	\$0.00
Public Works/W&S	\$11,549.07	\$126.87	\$4,250.93	\$7,425.01
Recreation Department	\$3,563.38	\$0.00	\$858.96	\$2,704.42
Village Board	\$0.00	\$0.00	\$0.00	\$0.00
Total Net Wages				\$45,295.27

Payroll Register - Detail by Department

GL Account and Title	Description	Amount	GL Period
0			
AFLAC			
100-21259 AFLAC PAYABLE	EMPLOYEE PREMIUM	327.63	0
Total AFLAC:		327.63	
ARNOLD, SUZANNE			
100-51412-110 ELECTION WAGES	ELECTION PAY	47.50	0
Total ARNOLD, SUZANNE:		47.50	
ASSOCIATED APPRAISAL CONSULTANTS			
100-51520-000 ASSESSOR CONTRACT	MONTHLY CONTRACT AMOUNT	1,661.76	0
Total ASSOCIATED APPRAISAL CONSULTANTS:		1,661.76	
AT&T MOBILITY			
100-52320-200 FIRE DEPT TELEPHONE	FIRE DEPT WIRELESS CHARGE	38.55	0
Total AT&T MOBILITY:		38.55	
BAUSCH, JUDITH			
100-51412-110 ELECTION WAGES	ELECTION PAY	150.00	0
Total BAUSCH, JUDITH:		150.00	
BAXTER WOODMAN			
200-57924-000 WATER ENGINEERING EXPENSE	SMOKE TEST, I & I, WATER LOS	1,300.00	0
300-58973-000 SEWER ENGINEERING EXPENSE	SMOKE TEST, I & I, WATER LOS	1,300.00	0
300-58965-140 SEWER CAPITAL OUTLAY	LIFT STATION 3 REMODEL	5,152.50	0
100-51405-000 BILLABLE SERVICES	BAILEY ESTATES PHASE 5	1,080.00	0
200-57924-000 WATER ENGINEERING EXPENSE	WELL 2 PUMP REPLACEMENT	2,520.00	0
200-57610-140 WATER FUND CAPITAL OUTLAY	LIME REACTOR CLEANING PLA	2,505.00	0
100-51405-000 BILLABLE SERVICES	WOMENS LEADERSHIP CENTE	676.38	0
Total BAXTER WOODMAN:		14,533.88	
BAY LOCK SERVICE			
100-51730-150 VH BLDG REPAIRS/MAINT	2 KEYS	25.00	0
Total BAY LOCK SERVICE:		25.00	
BIANCHI-KNOD, ELIZABETH			
100-51412-110 ELECTION WAGES	ELECTION PAY	50.00	0
Total BIANCHI-KNOD, ELIZABETH:		50.00	
BLACK, DAVID			
100-51412-110 ELECTION WAGES	ELECTION PAY	62.50	0
Total BLACK, DAVID:		62.50	
BLACK, DEBORAH			
100-51412-110 ELECTION WAGES	ELECTION PAY	62.50	0
Total BLACK, DEBORAH:		62.50	

GL Account and Title	Description	Amount	GL Period
BLUESTONE SAFETY PRODUCTS INC			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	406.85	0
Total BLUESTONE SAFETY PRODUCTS INC:		406.85	
BYRNES, CORA			
100-51412-110 ELECTION WAGES	ELECTION PAY	50.00	0
Total BYRNES, CORA:		50.00	
BYRNES, PATRICK			
100-51412-110 ELECTION WAGES	ELECTION PAY	50.00	0
Total BYRNES, PATRICK:		50.00	
CENTRAL PRINTING CORP.			
100-51410-160 GEN ADMIN SUPPLIES	BUSINESS CARDS - RUSSELL	68.00	0
Total CENTRAL PRINTING CORP.:		68.00	
CODY, JOSEPH			
100-44623 HORVATH DRY STORAGE REVENUE	RETURN OF HORVATH KEY DE	50.00	0
Total CODY, JOSEPH:		50.00	
CORE & MAIN			
200-57346-000 NEW WATER METERS	SUPPLIES	973.11	0
200-57610-140 WATER FUND CAPITAL OUTLAY	HWY 67 RECONSTRUCTION CO	7,256.20	0
200-57610-140 WATER FUND CAPITAL OUTLAY	HWY 67 RECONSTRUCTION CO	2,706.60	0
200-57610-140 WATER FUND CAPITAL OUTLAY	HWY 67 RECONSTRUCTION CO	2,890.08	0
200-57610-140 WATER FUND CAPITAL OUTLAY	HWY 67 RECONSTRUCTION CO	1,015.88	0
200-57641-160 WATER DISTRIBUTION SUPPLIES	SUPPLIES	1,125.08	0
200-57346-100 METER REPLACEMENT PROGRAM	WATER METERS	9,088.00	0
100-55410-150 PARKS REPAIRS/MAINT	SUPPLIES	116.54	0
200-57610-140 WATER FUND CAPITAL OUTLAY	HWY 67 RECONSTRUCTION CO	263.52	0
200-57610-140 WATER FUND CAPITAL OUTLAY	HWY 67 RECONSTRUCTION CO	3,143.00	0
Total CORE & MAIN:		28,578.01	
DAILEY, SONYA			
100-51412-110 ELECTION WAGES	ELECTION PAY	50.00	0
Total DAILEY, SONYA:		50.00	
DUNN LUMBER AND TRUE VALUE			
230-58100-160 KNC SUPPLIES	EAR MUFFS	75.97	0
Total DUNN LUMBER AND TRUE VALUE:		75.97	
EDWARDS, WAYNE			
200-57930-190 WATER TRAINING EXPENSE	WEBINAR - JAMES REYNOLDS	50.00	0
Total EDWARDS, WAYNE:		50.00	
ELSHOLZ, CAROL			
100-51412-110 ELECTION WAGES	ELECTION PAY	50.00	0

GL Account and Title	Description	Amount	GL Period
Total ELSHOLZ, CAROL:		50.00	
ESTRADA, MARIA			
100-51412-110 ELECTION WAGES	ELECTION PAY	140.00	0
Total ESTRADA, MARIA:		140.00	
EVANS, EMILY			
100-55210-275 REC DEPT PROGRAM EXPENSES	TRUCK-A-PALOOZA FOOD/ICE	339.08	0
Total EVANS, EMILY:		339.08	
FREEDOM MAILING			
200-57921-160 WATER OFFICE SUPPLIES	DELINQUENT NOTICE PROCES	104.37	0
300-58969-160 SEWER OFFICE SUPPLIES	DELINQUENT NOTICE PROCES	104.37	0
Total FREEDOM MAILING:		208.74	
GENEVA LAKE ENVIRONMENTAL AGENCY			
100-52130-120 GENEVA LAKE ENVIRONMENTAL AGCY	2023 PLEDGE	35,000.00	0
Total GENEVA LAKE ENVIRONMENTAL AGENCY:		35,000.00	
GOODING-FARLEY, CHRISTINE			
100-51412-110 ELECTION WAGES	ELECTION PAY	60.00	0
Total GOODING-FARLEY, CHRISTINE:		60.00	
GORDON FLESCH			
100-51410-162 GEN ADMIN COPIER EXPENSE	VH MONTHLY CHARGES	110.21	0
100-55210-200 REC DEPT TELEPHONE	REC DEPT MONTHLY CHARGE	11.75	0
Total GORDON FLESCH:		121.96	
HANDLEY, CRISSY			
100-51412-110 ELECTION WAGES	ELECTION PAY	62.50	0
Total HANDLEY, CRISSY:		62.50	
HARTKE, TIMOTHY			
100-44623 HORVATH DRY STORAGE REVENUE	RETURN OF HORVATH KEY DE	50.00	0
Total HARTKE, TIMOTHY:		50.00	
HEISE, BRIAN			
100-51412-110 ELECTION WAGES	ELECTION PAY	42.50	0
Total HEISE, BRIAN:		42.50	
I - PAINT			
100-55411-150 LAKEFRONT REPAIRS/MAINT	EAST END PIER PAINTING	4,595.00	0
Total I - PAINT:		4,595.00	
INITIAL DESIGNS CUSTOM EMBROIDERY			
100-52120-125 POLICE UNIFORMS	POLICE UNIFORMS	532.50	0

GL Account and Title	Description	Amount	GL Period
Total INITIAL DESIGNS CUSTOM EMBROIDERY:		532.50	
J&M DISPLAYS INC			
415-52320-165 FIREWORKS EXPENDITURE	2023 FIREWORKS SHOW	25,000.00	0
Total J&M DISPLAYS INC:		25,000.00	
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	
LANGE ENTERPRISES INC.			
100-54310-281 TRAFFIC SIGNS/MARKINGS	STREET SIGN SUPPLIES	32.00	0
Total LANGE ENTERPRISES INC.:		32.00	
LASER ELECTRIC SUPPLY			
100-51730-150 VH BLDG REPAIRS/MAINT	SUPPLIES	48.14	0
Total LASER ELECTRIC SUPPLY:		48.14	
LAUGHLIN, CATHEE			
100-51412-110 ELECTION WAGES	ELECTION PAY	102.50	0
Total LAUGHLIN, CATHEE:		102.50	
LAUGHLIN, JOHN			
100-51412-110 ELECTION WAGES	ELECTION PAY	20.00	0
Total LAUGHLIN, JOHN:		20.00	
MERCY WALWORTH PHARMACY			
100-52360-160 RESCUE DEPT SUPPLIES	MEDICAL SUPPLIES	615.08	0
Total MERCY WALWORTH PHARMACY:		615.08	
MICHAELSON, SHERYL			
100-51412-110 ELECTION WAGES	ELECTION PAY	52.50	0
Total MICHAELSON, SHERYL:		52.50	
MONROE, RENA			
100-51412-110 ELECTION WAGES	ELECTION PAY	937.50	0
Total MONROE, RENA:		937.50	
MULLER, DENNIS			
100-44107 FIELD HOUSE RENTALS	REFUND OF FIELD HOUSE REN	200.00	0
Total MULLER, DENNIS:		200.00	
PITNEY BOWES RESERVE ACCOUNT			
100-51210-161 MUNICIPAL COURT POSTAGE	MUNICIPAL COURT POSTAGE	500.00	0
100-51410-161 GEN ADMIN POSTAGE	GEN ADMIN POSTAGE	1,000.00	0

GL Account and Title	Description	Amount	GL Period
Total PITNEY BOWES RESERVE ACCOUNT:		1,500.00	
POMASL FIRE EQUIPMENT INC			
220-52320-170 ACT 102 ARPA EXPENDITURES	EQUIPMENT INSTALLS ON NEW	880.00	0
Total POMASL FIRE EQUIPMENT INC:		880.00	
RELIANT FIRE APPARATUS INC.			
100-52320-150 FIRE DEPT REPAIRS/MAINT	FIRE DEPT REPAIRS	1,062.60	0
Total RELIANT FIRE APPARATUS INC.:		1,062.60	
RHODE, RITA			
100-51412-110 ELECTION WAGES	ELECTION PAY	82.50	0
Total RHODE, RITA:		82.50	
RIEDEL, JAMES			
100-51412-110 ELECTION WAGES	ELECTION PAY	52.50	0
Total RIEDEL, JAMES:		52.50	
ROBBINS, MIKE			
100-52320-108 FIRE DEPT DRILL PAY	FIRE DRILL & MEETING PAY - R	39.71	0
Total ROBBINS, MIKE:		39.71	
ROTE OIL CO.			
100-52320-180 FIRE DEPT FUEL	FIRE DIESEL	299.12	0
100-54310-180 STREETS FUEL	STREETS DIESEL	2,991.21	0
230-58100-180 KNC FUEL	KNC DIESEL	59.82	0
100-52360-180 RESCUE DEPT FUEL	RESCUE DIESEL	299.12	0
100-55410-180 PARKS FUEL	PARKS DIESEL	2,093.85	0
300-58967-000 SEWER FUEL EXPENSE	SEWER DIESEL	239.30	0
Total ROTE OIL CO.:		5,982.42	
SAFEBUILT LLC			
100-53100-211 BLDG INSPECTION CONTRACT	BUILDING INSPECTION FEES	4,129.44	0
100-53100-211 BLDG INSPECTION CONTRACT	BUILDING INSPECTION FEES	1,275.00	0
100-53100-211 BLDG INSPECTION CONTRACT	BUILDING INSPECTION FEES	6,529.62	0
100-53100-211 BLDG INSPECTION CONTRACT	BUILDING INSPECTION FEES	8,850.28	0
Total SAFEBUILT LLC:		20,784.34	
SCHAEFFER MUNICIPAL SERVICES LLC			
100-53100-210 ZONING INSPECTION CONTRACT	ZONING CONTRACT FEES	2,291.00	0
Total SCHAEFFER MUNICIPAL SERVICES LLC:		2,291.00	
SCHWAAB INC			
100-51410-160 GEN ADMIN SUPPLIES	NAME PLATE-STEVEN RUSSEL	19.00	0
Total SCHWAAB INC:		19.00	
SHARE CORP			
100-54310-160 STREETS SUPPLIES	CITRA SOLVE	289.15	0

GL Account and Title	Description	Amount	GL Period
Total SHARE CORP:		289.15	
SHERWIN INDUSTRIES INC.			
100-54310-282 HIGHWAY STRIPING/MARKING	OIL PAINT	981.00	0
Total SHERWIN INDUSTRIES INC.:		981.00	
SHI INTERNATIONAL CORP			
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	1 ADOBE PRO LICENSE	199.58	0
100-51414-000 SOFTWARE LICENSE & IT SUPPORT	3 ADOBE PRO LICENSE	598.74	0
Total SHI INTERNATIONAL CORP:		798.32	
STEVENSON, MERCY			
100-51412-110 ELECTION WAGES	ELECTION PAY	315.00	0
Total STEVENSON, MERCY:		315.00	
STREET CROP TRAINING LLC			
100-52120-190 POLICE TRAINING	POLICE TRAINING	450.00	0
Total STREET CROP TRAINING LLC:		450.00	
TENYER, KATHRYN			
100-51412-110 ELECTION WAGES	ELECTION PAY	75.00	0
Total TENYER, KATHRYN:		75.00	
TRAVIS, KIMBERLY			
100-51412-110 ELECTION WAGES	ELECTION PAY	100.00	0
Total TRAVIS, KIMBERLY:		100.00	
TRUSH, GREGORY			
100-51412-110 ELECTION WAGES	ELECTION PAY	50.00	0
Total TRUSH, GREGORY:		50.00	
TUMA, RICHARD			
100-51412-110 ELECTION WAGES	ELECTION PAY	45.00	0
Total TUMA, RICHARD:		45.00	
VERITIV OPERATING COMPANY			
100-51410-160 GEN ADMIN SUPPLIES	COPY PAPER	704.25	0
100-51410-160 GEN ADMIN SUPPLIES	REFUND FOR OVERSHIPMENT	328.65-	0
Total VERITIV OPERATING COMPANY:		375.60	
VP PLUS INC			
200-57935-150 WATER PLANT REPAIRS/MAINT	SUPPLIES/EQUIPMENT FOR NE	6,024.90	0
200-57935-150 WATER PLANT REPAIRS/MAINT	NEW TRANSFER SWITCH AT W	10,109.38	0
Total VP PLUS INC:		16,134.28	
W.S. DARLEY & CO.			
100-52360-160 RESCUE DEPT SUPPLIES	SUPPLIES	88.13	0

GL Account and Title	Description	Amount	GL Period
Total W.S. DARLEY & CO.:		88.13	
WALWORTH COUNTY			
225-54635-160 RECYCLING PROGRAM SUPPLIES	2023 CLEAN SWEEP SPONSOR	500.00	0
Total WALWORTH COUNTY:		500.00	
WALWORTH COUNTY CLERK			
100-51412-000 ELECTION EXPENSE	APRIL 2023 ELECTION EXPENS	536.06	0
Total WALWORTH COUNTY CLERK:		536.06	
WALWORTH COUNTY PUBLIC WORKS			
100-54310-280 SNOW/ICE CONTROL MATERIALS	MATERIALS	1,837.75	0
100-54310-280 SNOW/ICE CONTROL MATERIALS	SNOW & ICE MATERIALS	2,856.42	0
Total WALWORTH COUNTY PUBLIC WORKS:		4,694.17	
WI DEPT OF JUSTICE - TIME			
100-52120-130 POLICE IT EXPENSE	IT/MISC	307.50	0
Total WI DEPT OF JUSTICE - TIME:		307.50	
WILLIAMS BAY AUTOMOTIVE			
100-52120-150 POLICE REPAIRS/MAINT	VEHICLE REPAIRS AND MAINT	123.60	0
Total WILLIAMS BAY AUTOMOTIVE:		123.60	
WITTE SUPPLY COMPANY			
100-54310-160 STREETS SUPPLIES	TOPSOIL	221.50	0
Total WITTE SUPPLY COMPANY:		221.50	
Total 0:		175,112.27	
Grand Totals:		175,112.27	

Village Board Approval Date: _____

GL Account and Title	Description	Amount	GL Period
423			
BAKER & TAYLOR			
400-58200-000 ADULT PRINT	ADULT PRINT	1,145.56	423
400-58201-000 CHILDREN PRINT	CHILDRENS BOOKS	270.36	423
410-58200-102 BOOKS, DONOR DESIGNATED	BOOKS DONOR DESIGNATED	34.92	423
410-58200-101 BOOKS, BOARD COMMITTED	BOOKS BOARD COMMITTED	83.07	423
Total BAKER & TAYLOR:		1,533.91	
CHICAGO TRIBUNE			
410-58250-000 LIBRARY CHAPIN EXPENDITURES	CHAPIN EXPENSE - PERIODICA	99.34	423
Total CHICAGO TRIBUNE:		99.34	
HECKMAN, NANCY			
400-58232-000 LIBRARY CRAFTS	REIMBURSEMENT FOR CRAFT	160.07	423
Total HECKMAN, NANCY:		160.07	
MIDWEST TAPE			
400-58240-000 LIBRARY MEDIA	MEDIA	45.73	423
400-58240-000 LIBRARY MEDIA	MEDIA	23.99	423
400-58240-000 LIBRARY MEDIA	MEDIA	60.72	423
Total MIDWEST TAPE:		130.44	
MILWAUKEE JOURNAL SENTINEL			
410-58250-000 LIBRARY CHAPIN EXPENDITURES	CHAPIN EXPENDITURE - PERIO	454.74	423
Total MILWAUKEE JOURNAL SENTINEL:		454.74	
PETTY CASH			
400-58230-000 PROGRAMS FOR CHILDREN & ADULTS	REIMBURSEMENT FOR CHILDR	52.82	423
Total PETTY CASH:		52.82	
PLAYAWAY PRODUCTS			
400-58200-100 ADULT DIGITAL	ADULT DIGITAL	278.31	423
Total PLAYAWAY PRODUCTS:		278.31	
PRAIRIE LAKES LIBRARY SYSTEM			
400-58100-130 LIBRARY EQUIPMENT	LIBRARY EQUIPMENT	1,998.38	423
Total PRAIRIE LAKES LIBRARY SYSTEM:		1,998.38	
SANDERS, EMILY			
410-58255-000 LIB FRIENDS EXPENDITURE	REIMBURSEMENT FOR FRIEND	20.00	423
Total SANDERS, EMILY:		20.00	
SCHNUPP, JOY			
400-58240-000 LIBRARY MEDIA	REIMBURSEMENT FOR MEDIA	44.64	423
410-58255-000 LIB FRIENDS EXPENDITURE	REIMBURSEMENT FOR FRIEND	31.05	423
Total SCHNUPP, JOY:		75.69	

GL Account and Title	Description	Amount	GL Period
SOUTHERN LAKES NEWSPAPERS LLC			
400-58280-000 LIBRARY PERIODICALS	PERIODICALS	58.00	423
Total SOUTHERN LAKES NEWSPAPERS LLC:		58.00	
UNIQUE SERVICES			
400-58310-000 IT/LICENSES/CONTRACTED SERVICE	IT/LICENSES/CONTRACTED SE	50.00	423
Total UNIQUE SERVICES:		50.00	
Total 423:		4,911.70	
Grand Totals:		4,911.70	

Village Board Approval Date: _____

ORDINANCE #2023 - 03
AN ORDINANCE AMENDING SECTION 238-1A. OF THE CODE OF ORDINANCES
OF THE VILLAGE OF WILLIAMS BAY CONCERNING CURFEW HOURS

WHEREAS, the Building Zoning and Ordinance Committee of the Village of Williams Bay having recommended to the Village Board that Section 238-1A. of the Code of Ordinances be amended to adjust the curfew hours for minors on weekends to begin at 12:01 a.m., in place of the current 11:00 p.m. in effect for the remaining nights of the week; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that is appropriate to accept the recommendation of the Building, Zoning and Ordinance Committee to so adjust the curfew hours for minors on weekends to begin at 12:01 a.m., from the current 11:00 p.m. currently in effect on weekends.

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

Section I. Section 238-1A. of the code of Ordinances of the Village of Williams Bay is hereby amended to read as follows:

No minor person under the age of 18 years of age shall loiter, idle, wander or play, either on foot or in a vehicle of any nature whatsoever, upon the streets, alleys, highways, roads, sidewalks, parks, playgrounds, public grounds, vacant lots, or other unsupervised places in the Village between the hours of 11:00 p.m. and 6:00 a.m. of the following day on any Sunday, Monday, Tuesday, Wednesday or Thursday, and between the hours of 12:01 a.m. and 6:00 a.m. on any Saturday or Sunday unless accompanied by a parent or guardian, or other adult person having care and custody of the minor; provided, however, that this section shall not apply to minors while they are returning home from functions authorized by the governing body of any public or parochial school or church in the Village, and while such is being made by the shortest and most direct route and as fast as is reasonably possible under the circumstances. This section shall not apply to minors returning home from work, provided that any such minor shall be returning home by the shortest and most direct route and as fast as is reasonably possible under the circumstances.

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

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

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

**VILLAGE OF WILLIAMS BAY
RESOLUTION NO. 2023-R-__**

**A RESOLUTION AUTHORIZING VILLAGE ENGINEER TO BID PACKAGE PREPARATION AND
CONTRACT ADMINISTRATION FOR GENEVA LAKE DREDGING AT SOUTHWICK CREEK**

WHEREAS, the Village of Williams Bay contracts with Baxter and Woodman, Inc. (Baxter) as Village Engineer for the Village; and

WHEREAS, the Village of Williams Bay has determined that for the ecological health of Geneva Lake and Southwick Creek, Geneva Lake requires dredging at Southwick Creek; and

WHEREAS, Baxter submitted a proposal to prepare bid packages and administer contracts at cost not to exceed \$11,100; and

WHEREAS, on April 17, 2023, the Village of Williams Bay Parks and Lakefront Committee determined that it is in the best interests of the Village and its residents to authorize approval of the proposal from Baxter; and

WHEREAS, the Village Board of the Village of Williams Bay, being fully advised in the premises, have determined that it is in the best interests of the Village and its residents to approve the recommended proposal.

NOW, THEREFORE, the Village Board of the Village of Williams Bay, County of Walworth, State of Wisconsin, do hereby ordain as follows:

Section I: Recitals. The foregoing recitals are hereby incorporated herein as findings of the Village Board of Trustees.

Section II: Approval. The President and Board of Trustees hereby approves the recommended proposal and authorizes an agreement, therefore.

Approved by the Village Board of the Village of Williams Bay this 1st day of May 2023.

VILLAGE OF WILLIAMS BAY

By: _____
William Duncan, President

Attest: _____
Tina Kolls, Clerk

April 6, 2023

David Lothspeich, Administrator
Village of Williams Bay
250 Williams Street
Williams Bay, WI 53191

Subject: Dredging of Geneva Lake at Southwick Creek

Dear Mr. Lothspeich,

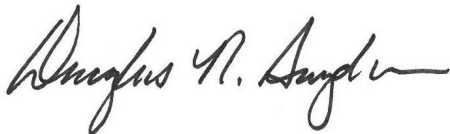
Attached is the individual permit for the dredging of Geneva Lake at Southwick Creek; Integrated Lakes Management (ILM) assisted the Village with this permit. This should be the only permit you need for this site in the future. Also attached is a three-page email dated April 4, 2023, with the history, estimate cost, and the next steps. The current estimate for this project is \$150,000 with approximately \$15,000 associated with the transport of the spoils from the lakeshore to the Odling Pit. This project is more than \$25,000 and could be considered public construction.

If the Village decides to move forward with this project, we recommend that the Village allow us to prepare a bid package to obtain costs for both the dredging and the removal of the spoil materials. The project could bid as early as June of 2023 and with construction occurring after October 1, 2023. Enclosed is an engineering work order for the bid package preparation and the contract administration.

Please call if you have any questions.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



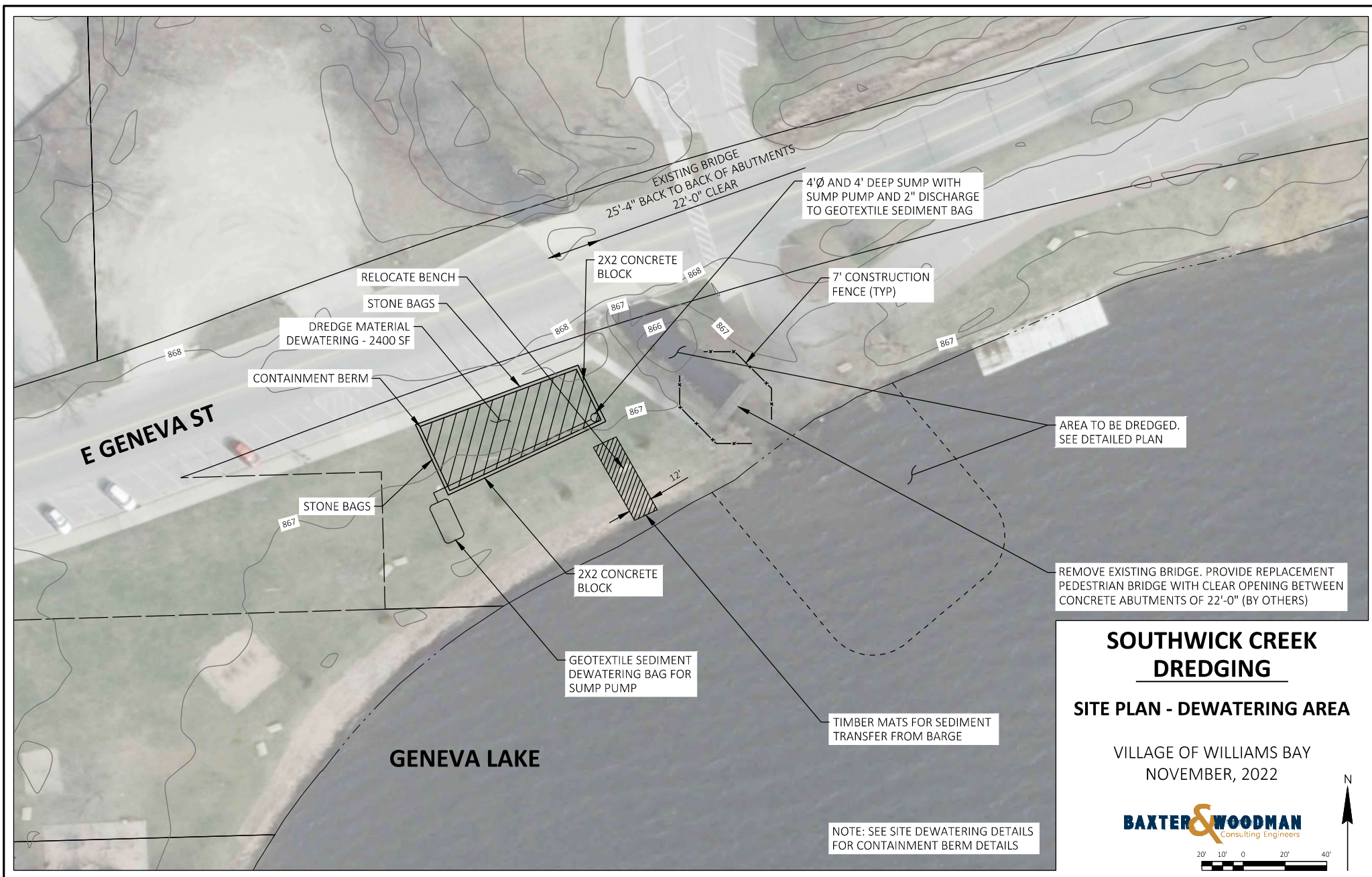
Douglas R. Snyder, P.E.

DRS/drs

Encs.

C/encs.: Brett Biwer, PE
Wayne Edwards, DPW

P:\WLMSP\222379-DREDGING AT SW CREEK\LETTER FOR COMMITTEE 04-06-23.DOC



**VILLAGE OF WILLIAMS BAY, WISCONSIN
GENEVA LAKE DREDGING AT SOUTHWICK CREEK
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 0222379.00

Project Description:

The Owner obtained an individual permit from the Wisconsin Department of Natural Resources on April 5, 2023 to dredge the outlet of Southwick Creek at Geneva Lake. The dredging would occur in October 2023. The dewatered material will be transported to the Odling pit in the Town of Delavan.

Engineering Services:

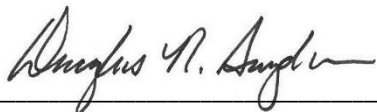
Specific Engineering services are described in the Master Engineering Services Agreement between the Owner and Engineers dated October 16, 2017. A detailed scope of services for this Project is listed in Attachment A of this Work Order. Manpower requirements and a fee summary are listed in Attachment B.

Compensation:

Compensation for the services will be in accordance with the Master Engineering Services Agreement dated October 16, 2017. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, based upon the Engineer's standard hourly billing rates included in Attachment B for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$11,100**.

Submitted by: **Baxter & Woodman, Inc.**

By: _____



Douglas R. Snyder, P.E.

Title: Vice President

Date: April 5, 2023

Approved: **Village of Williams Bay, WI**

By: _____

William B. Duncan

Title: President

Date: _____

Attest: _____

Tina Kolls, Clerk

Additional Comments: None.

Project Description

The Owner obtained an individual permit from the Wisconsin Department of Natural Resources on April 5, 2023 to dredge the outlet of Southwick Creek at Geneva Lake. The dredging would occur in October 2023. The dewatered material will be transported to the Odling pit in the Town of Delavan.

Scope of Services - Design

The following scope of services details the anticipated tasks necessary to successfully complete this Project:

1. PROJECT MANAGEMENT - Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope. Confer with Owner staff and project team to ensure the goals of the Project are achieved. Attend up to two meetings.
2. SITE VISITS - Conduct site visits by designers to determine scope requirements.
3. PRELIMINARY AND FINAL DESIGN – Prepare Design Documents consisting of drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractors selected by the Owner.
4. BIDDING DOCUMENTS - Prepare for review and approval by the Owner and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions and specifications, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).
5. QUALITY CONTROL REVIEWS - Conduct peer review and constructability review of the Design Documents.
6. ENGINEERS' OPINION OF PROBABLE COST - Prepare an opinion of the probable construction cost prior to the bid opening.
7. ASSIST BIDDING - Provide documents for bidding and assist the Owner in solicitation of bids from as many qualified bidders as possible, attend the bid opening, evaluate, and tabulate the bids received, and prepare a recommendation letter to the Owner for their action.

Scope of Services - Construction

The following scope of services details the anticipated tasks necessary to successfully complete this Project:

1. Act as the Owner's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
2. CONSTRUCTION ADMINISTRATION
 - A. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Receive Contractor insurance documents.
 - B. Attend and prepare minutes for the preconstruction conference and review the Contractor's proposed construction schedule and list of subcontractors.
 - C. Attend periodic construction progress meetings.
 - D. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e., hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
 - E. Review construction record drawings for completeness prior to submission to CADD.
 - F. Prepare construction contract change orders and work directives when authorized by the Owner.
 - G. Review the Contractor's requests for payments as construction work progresses and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
 - H. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
 - I. Project manager or other office staff visit site as needed.

3. FIELD OBSERVATION – Part Time

- A. Engineer will provide a Resident Project Representative at the construction site on a periodic part-time basis from the Engineer' office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.
- B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.
- C. Part-Time Field Observation provides that the Resident Project Representative will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.

-
- D. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
 - E. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.
4. SUBSTANTIAL COMPLETION OF PROJECT
- A. Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
 - B. Prepare Certificate of Substantial Completion.
5. COMPLETION OF PROJECT
- A. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
 - B. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
 - C. Review the Contractor's requests for final payment and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
 - D. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

P:\WLMSV\222379-Dredging at SW Creek\Contracts\Work Order 222379.00.docx

Village of Williams Bay						
Plan Number: 222379.00						
Plan Name: WLMSV - Geneva Lake Dredging at Southwick Creek						
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Reimb Allowance	Total Compensation
Overall Project Total		60.00	10,447.15	10,600.00	500.00	11,100.00
GM700 Plan Preparation		30.00	4,544.35	4,600.00	0.00	4,600.00
Julie Crayton		2.00	180.00			
Jordan Sharpe		16.00	1,509.40			
Douglas Snyder		12.00	2,854.95			
GM750 Bidding and Award		8.00	1,260.00	1,300.00	100.00	1,400.00
Julie Crayton		4.00	360.00			
Douglas Snyder		4.00	900.00			
GM790 Construction Admin and Site Visits		22.00	4,642.80	4,700.00	400.00	5,100.00
Julie Crayton		4.00	360.00			
Douglas Snyder		18.00	4,282.80			

Douglas R. Snyder

From: Masek, Alison M - DNR <alison.masek@wisconsin.gov>
Sent: Wednesday, April 5, 2023 9:26 AM
To: Lothspeich, David A - MUN; Douglas R. Snyder; Debbie Budyak
Cc: USACE_Requests_WI@usace.army.mil; Wilson, Bradley T - DNR; Sigmund, Nicholas
Subject: Williams Bay - Geneva Lake Dredging - Walworth County
Attachments: IP issuance- Dredge_00306.pdf

You don't often get email from alison.masek@wisconsin.gov. [Learn why this is important](#)

***** CAUTION: Think Security!** This email originated from outside of Baxter & Woodman, Inc. Do not click on links or open attachments unless you recognize the sender and know that the content is safe.

Please see attached for your permit to dredge a portion of Geneva Lake in Walworth County.

Thank you for your willingness to work with the Department to ensure that Wisconsin's waterways are protected for everyone's enjoyment.

Please don't hesitate to let me know if you have any questions.

Thank you,

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Alison Masek

Water Management Specialist
Bureau of Waterways/Division of External Services
Wisconsin Department of Natural Resources
1027 W Saint Paul Ave
Milwaukee, WI 53233

Phone: 608-575-9849

Alison.Masek@Wisconsin.gov



dnr.wi.gov



State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
1027 W St. Paul Ave.
Milwaukee, WI, 53233

Tony Evers, Governor
Adam N. Payne, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



04/05/2023

Village of Williams Bay
Attn: Becky Tobin
250 Williams Street
William Bay, WI 53191
[sent electronically]

IP-SE-2023-65-00306

RE: Permit #IP-SE-2023-65-00306 to dredge Geneva Lake in the Village of Williams Bay, Walworth County

Dear Mr. Tobin:

The Department of Natural Resources has completed its review of your application for a permit to dredge materials from Geneva Lake located in the SW 1/4, NW 1/4, Section 06, Township 01, Range 17E, in the Village of Williams Bay, Walworth County. You will be pleased to know your application is approved.

I am attaching a copy of your permit, which lists the many important conditions that must be followed to protect water quality and habitat. A copy of the permit must be posted for reference at the project site. **Please read your permit conditions carefully so that you are fully aware of what is expected of you.**

Please note one of the conditions requires that you submit photographs of the completed project within 7 days after you've finished construction. This helps both of us to document the completion of the project and compliance with the permit conditions.

Your next step will be to notify me of the date on which you plan to start construction and again your project is complete.

If you have any questions about your permit, please call me at (608) 575-9849 or you can reach me by email at alison.masek@wisconsin.gov.

Sincerely,

Alison Masek
Water Management Specialist

Email CC:
U.S. Army Corps of Engineers
County/Local Zoning Administrator
DNR Conservation Warden

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

DREDGE PERMIT
IP-SE-2023-65-00306

Application of Becky Tobin is hereby granted under Section 30.20(2), Wisconsin Statutes, a permit to dredge materials from Geneva Lake located in the SW 1/4, NW 1/4, Section 06, Township 01, Range 17E, in the Village of WILLIAMS BAY, Walworth County, subject to the following conditions:

PERMIT

1. You must notify Alison Masek by phone at (608) 575-9849 or by email at alison.masek@wisconsin.gov before starting construction and again not more than 5 days after the project is complete.
2. You must complete the project as described on or before 4/5/2026. If you will not complete the project by this date, you must submit a written request for an extension **prior** to expiration of the initial time limit specified in the permit. Your request must identify the requested extension date. The Department shall extend the time limit for an individual permit or contract for no longer than an additional 5 years if you request the extension before the initial time limit expires. You may not begin or continue construction after the original permit expiration date unless the Department extends the permit in writing or grants a new permit.
3. This permit does not authorize any work other than what you specifically describe in your application and plans, and as modified by the conditions of this permit. If you wish to alter the project or permit conditions, you must first obtain written approval of the Department.
4. Before you start your project, you must first obtain any permit or approval that may be required for your project by local zoning ordinances and/or by the U.S. Army Corps of Engineers. You are responsible for contacting these local and federal authorities to determine if they require permits or approvals for your project. These local and federal authorities are responsible for determining if your project complies with their requirements.
5. Upon reasonable notice, you shall allow access to your project site during reasonable hours to any Department employee who is investigating the project's construction, operation, maintenance, or permit compliance.
6. The Department may modify or revoke this permit for good cause, including if the project is not completed according to the terms of the permit or if the Department determines the activity is detrimental to the public interest.
7. **You must post a copy of this permit at a conspicuous location on the project site**, visible from the waterway, for at least five days prior to construction, and remaining at least five days after construction. You must also have a copy of the permit and approved plan available at the project site at all times until the project is complete.
8. Your acceptance of this permit and efforts to begin work on this project signify that you have read, understood, and agreed to follow all conditions of this permit.
9. You must **submit a series of photographs** to the Department, within one week of completing work on the site. The photographs must be taken from different vantage points and depict all work authorized by this permit.
10. You, your agent, and any involved contractors or consultants may be considered a party to the violation pursuant to Section 30.292, Wis. Stats., for any violations of Chapter 30, Wisconsin Statutes, or this permit.
11. Construction shall be accomplished in such a manner as to minimize erosion and siltation into surface waters. Erosion control measures (such as silt fence and straw bales) must meet or exceed the technical standards of ch. NR 151, Wis. Adm. Code. The technical standards are found at: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
12. All equipment used for the project including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps shall be de-contaminated for invasive and exotic viruses and species prior to use and after use. The following steps

must be taken every time you move your equipment to avoid transporting invasive and exotic viruses and species. To the extent practicable, equipment and gear used on infested waters shall not be used on other non-infested waters.

1. **Inspect and remove** aquatic plants, animals, and mud from your equipment.
2. **Drain all water** from your equipment that comes in contact with infested waters, including but not limited to tracked vehicles, barges, boats, hoses, sheet pile and pumps.
3. **Dispose** of aquatic plants, animals in the trash. Never release or transfer aquatic plants, animals or water from one waterbody to another.
4. **Wash your equipment** with hot (>140° F) and/or high-pressure water,
- OR -
Allow your equipment to **dry thoroughly for 5 days.**

SPECIFIC DREDGING CONDITIONS

13. To minimize adverse impacts on fish movement, fish spawning, and egg incubation periods dredging may not occur during between March 15th through June 15th.

14. Bottom materials must be removed by equipment, which is designed to minimize the amount of sediment that can escape into the water. Equipment must be properly sized so that excavation conforms to the plans submitted.

15. You are required to install a silt curtain in the waterway around your project as shown on the approved plans.

16. You must dredge to the dimensions and elevations shown on your approved plans.

17. You must not deposit or store any of the removed materials in any wetland or below the ordinary high watermark of any waterway. All removed materials must be placed out of the floodway of any stream.

18. A copy of the plans and permit must be provided to every contractor working on the project.

FINDINGS OF FACT

1. Becky Tobin, 250 Willians Street, William Bay, WI 53191, filed an application with this Department on 01/17/2023, under sections 30.20(2) and 30.208, Wisconsin Statutes, to dredge Geneva Lake located in the SW 1/4, NW 1/4, Sec. 06, T. 01, R. 17E, Village of Williams Bay, Walworth County.

2. The applicant proposes to dredge 450 cubic yards. The project is estimated to last 5 days. Prior to the start of work, a turbidity curtain will be deployed around the project area. A floating amphibious excavator will mechanically remove material to place directly into a small barge. An amphibious excavator would be deployed in the water to excavate the sediment and load it onto the barge.

3. The Department has evaluated the project as described in the application and plans.

4. This permit complies with the substantive requirements of s. 23.24, Stats. and NR 109, Adm. Code.

5. Geneva Lake is a navigable water.

6. The proposed project, if constructed in accordance with this permit will not adversely affect water quality, will not increase water pollution in surface waters and will not cause environmental pollution as defined in s. 283.01(6m), Wis. Stats.

7. The proposed project will not impact wetlands if constructed in accordance with this permit.

8. The Department of Natural Resources has determined that the agency's review of the proposed project constitutes an integrated analysis action under s. NR 150.20(2), Wis. Adm. Code. The Department has considered the impacts on the human

environment, alternatives to the proposed projects and has provided opportunities for public disclosure and comment. The Department has completed all procedural requirements of s. 1.11(2)(c), Wis. Stats., and NR 150, Wis. Adm. Code for this project.

9. The Department of Natural Resources and the applicant have completed all procedural requirements and the project as permitted will comply with all applicable requirements of Sections 30.20 and 30.208, Wisconsin Statutes and Chapters NR 102, 103, and 345 of the Wisconsin Administrative Code.

10. The structure or deposit will/will not be detrimental to the public interest because resource managers in fisheries, water quality, Stream biology, and conservation warden review the project and suggested to grant with usual conditions.

11. The activity will not cause environmental pollution as defined in s. 299.01(4).

1. Sediment was sampled, and arsenic was not detected, because the volume is less than 3,000 CY the material is exempt from solid waste disposal requirements.

2. Sediment sampling results showed multiple exceedances of TEC levels for PAHs using the CBSQGs, though none exceed PEC. The applicant will need to confirm if a WPDES permit is needed.

12. No material injury will result to the riparian rights of any riparian owners of real property that abuts any water body that is affected by the activity.

CONCLUSIONS OF LAW

1. The Department has authority under the above indicated Statutes and Administrative Codes to issue a permit for the construction and maintenance of this project.

2. The Department has complied with s. 1.11, Wis. Stats.

NOTICE OF APPEAL RIGHTS

If you believe that you have a right to challenge this decision, you should know that the Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions shall be filed. For judicial review of a decision pursuant to sections 227.52 and 227.53, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to file your petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review shall name the Department of Natural Resources as the respondent.

To request a contested case hearing of any individual permit decision pursuant to section 30.209, Wis. Stats., you have 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources, P.O. Box 7921, Madison, WI, 53707-7921. The petition shall be in writing, shall be dated and signed by the petitioner, and shall include as an attachment a copy of the decision for which administrative review is sought. If you are not the applicant, you must simultaneously provide a copy of the petition to the applicant. If you wish to request a stay of the project, you must provide information, as outlined below, to show that a stay is necessary to prevent significant adverse impacts or irreversible harm to the environment. If you are not the permit applicant, you must provide a copy of the petition to the permit applicant at the same time that you serve the petition on the Department.

The filing of a request for a contested case hearing is not a prerequisite for judicial review and does not extend the 30-day period for filing a petition for judicial review.

A request for contested case hearing must meet the requirements of section 30.209, Wis. Stats., and sections NR 2.03, 2.05, and 310.18, Wis. Admin. Code, and if the petitioner is not the applicant the petition must include the following information:

1. A description of the objection that is sufficiently specific to allow the department to determine which provisions of this section may be violated if the proposed permit or contract is allowed to proceed.

2. A description of the facts supporting the petition that is sufficiently specific to determine how the petitioner believes the project, as proposed, may result in a violation of Chapter 30, Wis. Stats.

3. A commitment by the petitioner to appear at the administrative hearing and present information supporting the petitioner's objection.

If the petition contains a request for a stay of the project, the petition must also include information showing that a stay is necessary to prevent significant adverse impacts or irreversible harm to the environment.

Dated at the Southeast Region Headquarters, Wisconsin on 04/05/2023.

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
For the Secretary

By:



Alison Masek

Water Management Specialist

Douglas R. Snyder

From: Douglas R. Snyder
Sent: Tuesday, April 4, 2023 6:37 AM
To: Becky Tobin
Cc: Wayne Edwards
Subject: Southwick Creek - dredging project

Hi Dave,

See below. My guess is that this should go to parks and lakefront and then to finance if the Board has the appetite for this project. The \$85,000 number appears a little low to me—we should plan on \$150,000 for a project cost assuming that we have the contractor do the hauling to the Odling pit. We should bid it in the next two months so construction can start in October of 2023. We can take a bid for the hauling to Odling and Wayne can decide whether he has the forces after he sees the number.

I don't believe there was money in the borrowing for this, but they may try to use the \$500,000 set aside for Southwick Creek.

I will update the engineer's report on Friday.

Let me know if you have questions. May I get you a work order to bid this and administer the contracts?

Doug

From: Debbie Budyak <dbudyak@ilmenvironments.com>
Sent: Tuesday, April 4, 2023 6:04 AM
To: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Subject: RE: Southwick Creek - dredging project

*** **CAUTION: Think Security!** This email originated from outside of Baxter & Woodman, Inc. Do not click on links or open attachments unless you recognize the sender and know that the content is safe.

Good morning, Doug,

We received confirmation yesterday that the permit should be issued this week.

Please see below for our project estimate and brief scope. If you have questions or would like to see something different, just let me know.

- Project Estimate = \$85,000
- Material Haul off to Odling = \$15,000
- Scope: Mechanical removal of sediment from dredge area (50ft x 160ft) via amphibious excavator (1.10 psi or less). Removed material to be stockpiled and contained with stone. Requires installation of turbidity curtain around dredge area and silt fence around stockpile area.

Thank you!

Debbie

Debbie Budyak
Director of Client Services, ILM
Direct: (224) 480-4098

From: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Sent: Monday, March 20, 2023 8:27 AM
To: Debbie Budyak <dbudyak@ilmenvironments.com>
Subject: RE: Southwick Creek - dredging project

Yes – separate line item and possibly done by the Village if they have time.

I would like a scope (brief – just enough so your competitors also have to do it correctly-- and estimate before bid.

From: Debbie Budyak <dbudyak@ilmenvironments.com>
Sent: Monday, March 20, 2023 8:22 AM
To: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Subject: RE: Southwick Creek - dredging project

*** **CAUTION: Think Security!** This email originated from outside of Baxter & Woodman, Inc. Do not click on links or open attachments unless you recognize the sender and know that the content is safe.

Thanks for the quick response. Should we add haul off as a separate line item?

Also, do you want an official proposal for review before bidding, or just confirmation of the estimate?

Thanks, again!

Debbie

Debbie Budyak
Director of Client Services, ILM
Direct: (224) 480-4098

From: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Sent: Monday, March 20, 2023 8:15 AM
To: Debbie Budyak <dbudyak@ilmenvironments.com>
Subject: RE: Southwick Creek - dredging project

No issues with that---you have until the ice is on.

I am guessing that we will end up bidding it; I would like to tailor the bid documents to your scope. Odling will take the material for free; we still need to find a way to get it there once it is dewatered.

From: Debbie Budyak <dbudyak@ilmenvironments.com>
Sent: Monday, March 20, 2023 8:12 AM
To: Douglas R. Snyder <dsnyder@baxterwoodman.com>
Subject: Southwick Creek - dredging project

*** **CAUTION: Think Security!** This email originated from outside of Baxter & Woodman, Inc. Do not click on links or open attachments unless you recognize the sender and know that the content is safe.

Hi Doug,

I wanted to confirm receipt of your voicemail regarding the dredge project. We hope to have the permit very soon.

In the meantime, I will work with the team to firm up a proposal for the project. I did want to confirm timing. You mentioned just after Labor Day in your voicemail – correct? We do have a project already scheduled in September that cannot be adjusted due to wildlife impacts. If ILM is selected to complete the work, October would be the soonest we could do the work. Would there be any issues with that?

Thank you!

Debbie

Debbie Budyak
Director of Client Services



110 Le Baron Street, Waukegan, IL 60085
Office: (847) 244-6662 | Direct: (224) 480-4098
dbudyak@ilmenvironments.com | ilmenvironments.com





MEMORANDUM

DATE: MAY 1, 2023
TO: VILLAGE TRUSTEES
FROM: TINA KOLLS, VILLAGE CLERK
RE: OPERATOR LICENSE APPLICATIONS

The following License applications have been filed with the Village Clerk.

All applications have completed a records check, and PASS/FAIL suggestions have been made by the Williams Bay Police Department based on their findings.

Original/ Renewal	Name	Address	Establishment	Record Check
R	Alexander Joseph Klotz	608 Stephanie St Burlington, WI 53105	Gage Marine (Pier 290)	PASS
R	Cindy Lee Cohen	158 Cherry Street Williams Bay, WI 53191	Pier 290	PASS
R	Lauren Benkendorf	126 Potawatomi Rd Williams Bay, WI 53191	Gage Marine (Pier 290)	PASS

2023 ELECTED AND APPOINTED OFFICIALS

VILLAGE BOARD	Address:	Term:	Expires:	Telephone Number:
Bill Duncan, President	341 Pierce Drive	2 Yrs	4/18/2025	262-245-6714
Steven Russell	475 Chasefield Ct	2 Yrs	4/18/2025	262-475-9321
George Vlach	70 Walworth Ave, PO Box 406	2 Yrs	4/18/2025	262-607-6129
Jim D'Alessandro	60 Johnson Terr	2 Yrs	4/18/2025	262-903-9806
Lowell Wright	26 Johnson Terr	2 Yrs	4/16/2024	262-245-5962
Robert Umans	528 Morgan Dr	2 Yrs	4/16/2024	847-809-9261
Adam Jaramillo	350 W. Geneva St	2 Yrs	4/16/2024	262-374-9664
Municipal Judge		Term	Expires	
Donald Robison		2 Yrs	4/30/2025	
Appointed Staff Ord. § 1.04 (1)		Term	Expires	
Village Administrator	David Lothspeich	3 Yrs	4/30/2026	
Village Clerk	Tina Kolls	Annually	4/30/2024	
Village Treasurer	Lori Peterneil	Annually	4/30/2024	
Building Inspector	SAFEbuilt	Annually	4/30/2024	
Zoning Administrator	Schaeffer Municipal Services	Annually	4/30/2024	
Village Auditor	Baker Tilly Virchow Krause, LLP	Annually	4/30/2024	
Village Engineer	Baxter & Woodman	Annually	4/30/2024	
Village Attorney	Consigny Law Firm, S.C.	Annually	4/30/2024	
Village Assessor	Associated Appraisal Consultants, Inc.	Annually	4/30/2024	
Weed and Tree Commissioner	Municipal Code Enforcement	Annually	4/30/2024	
Civil Defense Commissioner	Police Chief	Annually	4/30/2024	

Other Annual Designations

Official Newspaper Designation
Lake Geneva Regional News Kenosha News
Board of Health Ord. § 1.05 (3)
Walworth County Board of Health
Board of Review Ord. §1.05 (1)
Board of Review shall consist of the Village Board
Election Board Ord. §1.05 (6)
Clerk & Appointed Election Officials under Wis. Stats. 7.30
Geneva Lake Environmental Agency
LaMarr Lundberg, Citizen Rep Rob Umans, Village Board Rep
Geneva Lake Use Committee
Jay Blincoe, Citizen Rep Jim D'Alessandro, Village Board Rep
Geneva Lake Law Enforcement Agency Ord. §12.08(2)
Bill Duncan, Village President

2023 STANDING COMMITTEES

Building, Zoning & Ordinances Committee		Term
Ord.§1.02 (5)	Adam Jaramillo, Chair Lowell Wright Jim D'Alessandro	Annual Annual Annual
Finance & Personnel Committee		Term
Ord.§1.02 (1)	Lowell Wright, Chair Rob Umans Jim D'Alessandro	Annual Annual Annual
Parks & Lakefront Committee		Term
Ord.§1.02(4)	Steve Russell, Chair Lowell Wright Rob Umans	Annual Annual Annual
Protective Services Committee		Term
Ord.§1.02(3)	George Vlach, Chair Steve Russell Adam Jaramillo	Annual Annual Annual
Water & Sewer Committee		Term
Ord.§1.02(6)	Rob Umans, Chair Adam Jaramillo George Vlach	Annual Annual Annual
Streets & Highways Committee		Term
Ord.§1.02 (2)	Jim D'Alessandro, Chair Steve Russell George Vlach	Annual Annual Annual

2023 APPOINTMENTS TO COMMITTEES COMMISSIONS AND BOARDS

Civil Defense Commission Ord. § 12-5		Term	Expires	Address	Email	Phone
Police Chief	Police Chief, Chair	Annual	4/30/2024	PO Box 580	chief@williamsbay.org	262-245-2710
David H. Burrough	Citizen Member	Annual	4/30/2024	140 Potawatomi Rd	burroughfloors@gmail.com	262-203-0301
Rich Gluth	Rescue Squad Captain/Citizen	Annual	4/30/2024	95 Lackey Dr	williamsbayems@gmail.com	262-325-0048
Paul Nicholson	Citizen Member	Annual	4/30/2024	168 W. Geneva St	bobp61@yahoo.com	262-245-2561
Doug Smith	Fire Chief/Citizen	Annual	4/30/2024	32 Hill Street	wbfire01@gmail.com	262-949-2203
Dale Vavra	Citizen Member	Annual	4/30/2024	35 Orchard	dvavra@williamsbay.org	262-949-5403
George Vlach	Village Board Member/Citizen	Annual	4/30/2024	70 N. Walworth Ave	gvlach@williamsbay.org	262-607-6129
Kishwaukee Nature Conservancy Board Ord. § 12-9 (B)		Term	Expires	Address	Email	Phone
Harold Friestad	Chair	5 Years	4/30/2025	355 Frost Dr	knc.natureconservancy@gmail.com	262-903-3601
Judy Tiggelaar	Member	5 Years	4/30/2025			
Jim Killian	Member	5 Years	4/30/2027	91 Potowatami I2	killian@williamsbay.org	262-374-2467
Chrissy Wen	Member (Non-Resident)	5 Years	4/30/2028	N3007 Marshall Ln, Lake Geneva	christine.wen@wisc.edu	262-379-9431
Kim Parker	Member	5 Years	4/30/2028	354 Forest Dr.	kparker@gmail.com	262-245-1709
Don Skalla	Member	5 Years	4/30/2025	266 Frost Cir	jskalla@williamsbay.org	262-903-5291
Brenda Hausner	Member	5 Years	4/30/2028	133 Potawatomi Rd		
Alice Morava	Advisory Member	1 Year	4/30/2024	118 Circle Dr	jmorava@williamsbay.org	262-245-5027
EMS Task Force ad hoc Committee		Term	Expires	Address	Email	Phone
Bill Duncan	Village President				bduncan@williamsbay.org	
Village Administrator	Village Administrator				admin@williamsbay.org	
Lowell Wright	Finance & Personnel Committee Chairman				lwright@williamsbay.org	
George Vlach	Protective Services Committee Chairman				gvlach@williamsbay.org	
Rich Gluth	Rescue Squad Captain				williamsbayems@gmail.com	
Dale Vavra	Rescue Squad Lieutenant				dvavra@williamsbay.org	
Doug Smith	Fire Department Chief				firechief@williamsbay.org	
Paul Nicholson	Fire Department Lieutenant				bobp61@yahoo.com	
Ethics Board Ord. § 40-5		Term	Expires	Address	Email	Phone
Gordy Roth	Member	3 Years	4/30/2025	74 Upper Loch Vista	gordyroth@yahoo.com	262-245-5167
John P. Marra	Member	3 Years	4/30/2026	548 Wiswell Dr	ref-ump@sbcglobal.net	262-245-9373
Michelle Weber	Member	3 Years	4/30/2024			262-245-9889
Robert Killian	Alternate Member	3 Years	4/30/2024	91 N Potawatomi Rd #12		
Harbor Commission Ord. § 12-7 & Wis. Stats §30.37		Term	Expires	Address	Email	Phone
Tom Lothian	Chair	3 Years	4/30/2026	539 Park Ridge Rd.	tom.lothian@gmail.com	262-245-5901
Lowell Wright	Village Trustee	Annual	4/30/2024	26 Johnson Terr	lwright@williamsbay.org	262-245-5962
Richard Lamkey	Member	3 Years	4/30/2026	PO Box 1343	rlamkey@aol.com	847-878-8228
Tom Shaughnessy	Member	3 Years	4/30/2024	45 Liechty Dr	tyvek2@aol.com	630-532-0466
Matt Robbins	Member	3 Years	4/30/2026	371 Frost Dr	mrobbins@novaresteam.com	262-215-9019
Law Enforcement Committee Ord. § 12-10		Term	Expires	Address	Email	Phone
Frank Bonifacic		3 Years	4/30/2026	342 Circle Pkwy	fbonifacic@aol.com	847-800-3313
Jeanne Hannula		3 Years	4/30/2024	441 Frost Dr	jeanne.hannula@gmail.com	847-445-2489
Richard Tuma		3 Years	4/30/2025	560 Wiswell Dr	tuma.richard@yahoo.com	262-903-8556
Parks and Memorial Advisory Committee Ord. §12-8		3 Years	Term	Address	Email	Phone
Pat Watts	Chair	3 Years	4/30/2025	425 Frost Dr	pjent@charter.net	262-949-2875
Michael Fleweger	Citizen Member	3 Years	4/30/2026	536 Morgan Dr	2206fleweger@gmail.com	262-607-0986
Connie Gluth	Citizen Member	3 Years	4/30/2024	95 Lackey Dr	conniegluth@yahoo.com	262-245-5527
Bob Kantor	Citizen Member	3 Years	4/30/2024	524 Wiswell Dr	chocol8s4u@yahoo.com	262-245-9477
Kendra Wachs (Jenski)	Citizen Member	3 Years	4/30/2025	32 Highland St	elvisinbutter123@att.net	262-325-1564
Plan Commission § 12-4 and Wis. Stats. §62.23(1)		Term	Expires	Address	Email	Phone
William Duncan, Chair	Village President	2 Years	4/19/2025	341 Pierce Dr	bduncan@williamsbay.org	262-581-5050
Lowell Wright	Village Board Member	Annual	4/30/2024	26 Johnson Terr	lwright@williamsbay.org	262-245-5962
Pat Watts	Parks & Memorial Board Member	Annual	4/30/2024	425 Frost Dr	pjent@charter.net	262-949-2875
Matt Robbins	Citizen Member	3 Years	4/30/2025	371 Frost Dr	mattdrobbins@yahoo.com	262-215-9019
Maggie Gage	Citizen Member	3 Years	4/30/2024	PO Box 220	maggiegage1@gmail.com	262-385-0529
Jess Haak	Citizen Member	3 Years	4/30/2025	20 Congress St	jessplumber@gmail.com	262-749-6563
Marianne Klemke	Citizen Member	3 Years	4/30/2026	PO Box 64	mkleme@sbcglobal.net	262-245-6410
James Killian	Alternate Member	3 Years	4/30/2025	91 Potowatomi I2	jekillian@yahoo.com	262-374-2467
Library Board Wis. Stats. §43.54		Term	Expires	Address	Email	Phone
Edgar (Skip) Mosshammer	President (County Appt.)	3 Years	4/30/2025	27 Constance Blvd	gitmsdici@gmail.com	262-607-0736
Gretchen Witowich	Vice President/Secretary (County Appt)	3 Years	4/30/2025	517 Prairie View	gwitowich@gmail.com	262-607-0986
Bob Waddell	Treasurer (County Appt)	3 Years	4/30/2025		marklin1234@charter.et	262-903-8850
James Bindl	Member	3 Years	4/30/2025	352 Forest Dr	jbindl9490@charter.net	262-245-9490
Roberta Rohdin Killian	Member (County Appt)	3 Years	4/30/2025	91 N Potawatomi Rd #12	rohr49@yahoo.com	262-245-9268
Adam Jaramillo	Village Trustee	Annual	4/30/2024	350 W Geneva Street	ajaramillo@vi.williamsbay.wi.gov	262-374-9664
Dr. William White	School Board Representative	Annual	4/30/2024		wwhite@williamsbayschool.org	262-245-1575
Mary Connolly	Member	3 Years	4/30/2025	305 Circle Pkwy	connolmk@yahoo.com	847-226-4188
Ralph Cincinelli	Member	3 Years	4/30/2026	357 Forest Dr	rlcincinelli@hotmail.com	847-708-9895
Zoning Board of Appeals § 390-1105 Wis. Stats. §62.23(7)e		Term	Expires	Address	Email	Phone
George Vlach, Chair	Chairman/Trustee/Contractor	Annual	4/30/2024	PO Box 406	gvlach@williamsbay.org	262-607-6129
Rob Umans	Trustee	Annual	4/30/2024	528 Morgan Dr	rumans@williamsbay.org	847-809-9261
Matt Robbins	Plan Member (finishing Jane Pegel's term)	3 Years	4/30/2026	371 Frost Dr	mattdrobbins@yahoo.com	262-215-9019
Dennis Costello	Member	3 Years	4/30/2024	342 Pierce Dr	dennisandsdshelley@gmail.com	262-245-9059
Tom Lothian	Member	3 Years	4/30/2024	539 Park Ridge Rd.	tom.lothian@gmail.com	262-245-5901
Mike Fleweger	First Alternate	3 Years	4/30/2026	536 Morgan Dr	2206fleweger@gmail.com	262-607-6052
Roy Grada	Second Alternate	3 Years	4/30/2024	105 N Potawatomi Rd	metalmaster265@yahoo.com	262-227-5945
Enhancement Committee		Term	Expires	Address	Email	Phone
Halina Marra	President	1 Year	4/30/2024	548 Wiswell Dr	baygarden@sbcglobal.net	262-245-9373
Julie Ann Poplar	Vice President	1 Year	4/30/2024	532 Wiswell Dr	jpoplar@gmail.com	262-245-2686
Rita Pilarski	Treasurer	1 Year	4/30/2024	556 Wilmette Rd	rmpsaturn@sbcglobal.net	312-505-1092
Connie Gluth	Member	1 Year	4/30/2024	95 Lackey Dr	conniegluth@yahoo.com	262-203-4045
Sharon VanDenBroucke	Member	1 Year	4/30/2024	137 Trail Ln	scvandenbroucke@gmail.com	630-247-9181
Mary Jo Petullo	Member	1 Year	4/30/2024	PO Box 314	petulofam@gmail.com	262-607-6169
Pat Grove	Member	1 Year	4/30/2024	511H Woodlawn Ct	johnandpatgrove@yahoo.com	262-374-9365
Sandy Carlson	Member	1 Year	4/30/2024	470 Ashley Dr	dickandsandyc@gmail.com	262-744-1755
Joint Extraterritorial Zoning Committee (ETZ Joint Comm) Ord. § & Wis. Stats. 62.23(7a)		Term	Expires	Address	Email	Phone
Pat Watts	Chair	3 Years	4/30/2025	425 Frost Dr	pjent@charter.net	262-949-2875

Jess Haak		3 Years	4/30/2024	20 Congress St	jessplumber@gmail.com	262-749-6563
Maggie Gage		3 Years	4/30/2026	PO Box 220	maggielage1@gmail.com	262-385-0529
Extraterritorial Zoning Board of Appeals (ETZ-BOA)		Ord.				
§ 390-1716		Term	Expires	Address	Email	Phone
Richard Tuma	Chair	3 Years	4/30/2025	560 Wiswell Dr	tuma.richard@yahoo.com	262-903-8556
Vernon Choyce	Member	3 Years	4/30/2024	353 Forest Dr	vchoyce@arriscorp.com	262-903-7555
Michael O'Brien	Member	3 Years	4/30/2026	402 Lakewood Dr	mikeobrien1017@gmail.com	262-812-6600
Dennis Costello	1st Alternate	3 Years	4/30/2026	342 Pierce Dr	dennisandshelley@gmail.com	262-215-3144
Spencer Weber	2nd Alternate (Town)	3 Years	4/30/2026	PO Box 103	sweber154@charter.net	262-245-9889



VILLAGE OF WILLIAMS BAY

TO: VILLAGE PRESIDENT DUNCAN AND TRUSTEES
FROM: DAVID A. LOTHSPICH, VILLAGE ADMINISTRATOR
DATE: APRIL 26, 2023
RE: MEETINGS SCHEDULE AND PROTOCOL

The following is for discussion and direction by the Village Board at the upcoming May 1st meeting.

Committee Meetings.

Staff has not been able to confirm any reference in the Village Code to the structure of Committee Meetings or when they are held, etc. It is recommended that the Village Code be properly amended to establish the Committee Meetings and when they meet similar to the Village Code provisions for the Village Board Meetings.

As the Village Code does not establish when or how Committee Meetings will be held, these meetings have evolved from being "Committee of the Whole" to now "Committee" Meetings. As the Village Committees are composed of 3 Board Members when meeting as a properly noticed Committee meeting as the membership is less than 50% of the Village Board membership, the Committee meetings are consistent with the Open Meetings Act (OMA). To avoid potential OMA violations, no other members of the Village Board, including the Village President, can participate in discussions on matters before the Committee. Participation by Village Board Members constitutes a potential OMA violation as there will be more than 50% of the Village Board and therefore a meeting of the Village Board.

It is recommended that Committee Meetings protocol be established to ensure OMA compliance. The protocol will clarify that Village Board members that are not Committee Members may be in attendance as a member of the public but do not participate in the Committee meeting. To avoid violations and confusion, only Committee members should be sitting at the dais and participating in the Committee meeting discussions. As Committee Meetings are held back-to-back, when Committee Meetings are adjourned the Committee members that are not part of the next Committee Meeting will step down from the dais and are welcome to sit in chairs and attend the Committee Meeting as a member of the public. While inconvenient for Committee Members, this protocol will make Committee membership very clear to the general public and will help to avoid any potential confusion as to the Committee and compliance with OMA.

Board Meetings.**Board & Committees.**

The current mid-week Wednesday Committee meeting requires that the Board Agenda and the Board Packets be finalized and published by Friday, not providing much time for the Village Board to review and prep for the meeting that Monday. Trustee D'Alessandro will be proposing that the first Board meeting of the month be changed to a Village Board & Committee meeting, replacing the Committee Meeting that is currently held on the 2nd Wednesday. With this change, the Village Board Meetings would be held on the 1st and 3rd Mondays. Administratively, this change would also make it much easier to set agendas and provide materials to the Village Board well in advance of the meeting as proposed below.

Agendas and Meeting Materials Schedule.

The following schedule and deadlines are suggested (the number of days is important, establishing a schedule is the goal) of the next meeting. The deadlines will depend upon how the Village Board wants to proceed with Committee meetings and when the meetings are scheduled.

Schedule and Deadlines Prior to Next Regularly Scheduled Meeting*.

10 days. Village Clerk prepares Draft Agenda for review by Department Heads.

7 days. Village Clerk finalizes Draft Agenda for review by Village President and Department Heads.

6 days. President/Chair approves Agenda and Village Clerk sends to Trustees/Members for review.

5 days. All requested changes by Trustees/Members sent to President/Chair for approval. Agenda is set by President/Chair and published to the Board/Committee/Commission members and staff for review but is not made public. Department Heads memos and supporting documents included with the Draft Village Board Packet.

3 days. Agenda and Meeting Packet is published and made available to the public. Board/Commission members will have access to review all materials 5 days prior to the meeting. Ideally any questions will be submitted to staff prior by 3 days prior to the meeting to provide staff time to review and provide responses before the meeting. Questions received prior to the meeting from individual Trustees/Members will respond to and shared with all Trustees/Members so that the full Board/Committee is aware and has the same information.

** Note. The schedules are deadlines are set to establish protocol for the Village Board and staff with the understanding that from time to time there are instances where the agenda needs to be modified short of these deadlines and no later than 24 hrs. prior to the scheduled meeting.*



Proclamation

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
April 30 - May 6, 2023

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, William Duncan, Village President of Williams Bay, do recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Tina Kolls and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 1st day of May, 2023

Signed: _____ Attest: _____



Proclamation

*National Police Week
Peace Officers' Memorial Day
May 15 - 21, 2023*

WHEREAS, the police officers of Williams Bay have worked devotedly and unselfishly on behalf of the people of this community, regardless of peril or hazard to themselves; these officers have safeguarded the lives and property of all in Williams Bay; and by their service and their dedicated efforts, these men and women have earned the gratitude of the Village of Williams Bay; and

WHEREAS, in 1962, President John F. Kennedy was authorized by Congress to proclaim May 15th of each year as "National Peace Officers Memorial Day" in honor of all peace officers who have been killed or disabled in the line of duty; and

WHEREAS, the Presidential Proclamation also designated that each year the calendar week in which May 15th occurs or precedes shall be proclaimed as "Police Appreciation Week" in recognition of the service given by the men and women who, day and night, stand guard in our communities, and proclaim May 15, 2023, as "Peace Officers Memorial Day."

NOW, THEREFORE, I, William Duncan, President of the Village of Williams Bay do hereby proclaim the week of May 15-21, 2023, as "Police Appreciation Week" in the Village of Williams Bay and encourage all citizens to observe the week with law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities, and proclaim May 15, 2023, as "Peace Officers Memorial Day" in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty.

Given under my hand and seal of the Village of Williams Bay this 1st Day of May, 2023.

Signed: _____ Attest: _____



Proclamation

*Public Service Recognition Week Proclamation
April 30 - May 6, 2023*

Whereas, Americans are served every day by public servants at the federal, state, county, city, and village levels, who supply continuity to our democratic society; and

Whereas, Public employees and community volunteers serve in areas such as health, education, public safety, the arts, the environment, finance, public infrastructure, community planning, human rights, recreation and more; and

Whereas, The public employees of the Village of Williams Bay are committed to exhibiting the highest standards of professional excellence, creativity, skill, and customer service; and

Whereas, The dedicated volunteers who serve on the Village of Williams Bay committees and commissions inform and advice policymakers and are integral to the advancement to the quality of life that we enjoy here; and

Whereas, The efficiency of government relies on public employees and volunteers, who provide services in the quality and quantity required and expected by the public; and

Whereas, The Village of Williams Bay recognizes the generous contributions of time and talent by public employees and community volunteers, and the importance of the services they render;

Now, Therefore, I, William Duncan, Village President of Williams Bay, do recognize the week of April 30 through May 6, 2023, as Public Service Recognition Week, and further extend appreciation to our Public Service employees and volunteers, for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 1st day of May, 2023

Signed: _____ Attest: _____